CAMPUSSES & CENTERS

ALLEGHENY CAMPUS
808 Ridge Avenue
Pittsburgh, PA 15212-6003
412.237.2525; 412.237.2511 (Admissions)

BOYCE CAMPUS
595 Beatty Road
Monroeville, PA 15146-1348
724.327.1327; 412.371.8651
724.325.6614; 412.325.6614 (Admissions)

NORTH CAMPUS
8701 Perry Highway
Pittsburgh, PA 15237-5353
412.366.7000; 412.369.3600 (Admissions)

SOUTH CAMPUS
1750 Clairton Road (PA State Route 885)
West Mifflin, PA 15122-3029
412.469.1100; 412.469.4301 (Admissions)

CCAC Homewood-Brushton Center
701 North Homewood Avenue
Pittsburgh, PA 15208-1806
412.371.1600

CCAC Braddock Hills Center
250 Yost Boulevard
Pittsburgh, PA 15221-4818
412.271.0201

CCAC West Hills Center
1000 McKee Road
Oakdale, PA 15071-1099
412.788.7500

CCAC Washington County Center
1500 West Chestnut Street
Washington, PA 15301-5857
724.223.1012

Energy Innovation Center
1435 Bedford Avenue
Pittsburgh, PA 15219
412.788.7534
COMMUNITY COLLEGE OF ALLEGHENY COUNTY

This catalog is a one-year publication containing revisions or additions that have occurred since the 2015–2016 edition. It is in effect for students who begin their studies or change their programs during or after fall 2016. Students currently enrolled at the Community College of Allegheny County may continue in their declared program or choose to change their program to one outlined in this catalog. See program requirements for more information.

The catalog content is ongoing electronic content as published on the college website. Curriculum and policy/regulation changes approved after the printed date of this catalog will appear in the content published on the web page. The college website address is ccac.edu.

The Community College of Allegheny County is accredited by the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104-2680, phone 215.662.5606. Health programs are separately accredited by appropriate regulatory agencies. The Community College of Allegheny County is a member of the Pittsburgh Council on Higher Education (PCHE).

This catalog is published by the Community College of Allegheny County, 800 Allegheny Avenue, Pittsburgh, PA 15233. The college reserves the right to change information in the catalog.

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Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Students with Disabilities office at the campus that they will be attending. This publication is available in alternate formats. Questions may be addressed to the Civil Rights Compliance Officer.

Notifications of nondiscrimination and contact information can be found at ccac.edu/nondiscrimination.
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Thank you for considering the Community College of Allegheny County. Whether your goal is to pursue a new career, improve your current skill set, earn a national certification or an Associate degree before entering the workforce or transferring to a four-year institution, CCAC students have a wealth of affordable educational, career and workforce development options from which to choose.

CCAC offers more than 150 academic programs across six diverse program categories including business; science, technology, engineering and mathematics; health; arts and humanities; education, social and behavioral sciences; and the skilled trades. In addition, CCAC students enjoy the flexibility of scheduling classes during daytime, evening or weekend hours at one of eight convenient locations. Online and blended classes are also available to further fit a variety of schedules and educational needs.

As you browse our program and course offerings, you can do so knowing that CCAC’s academic programs are designed for results. Transfer and articulation agreements aid in the pursuit of four-year degrees, while programs such as those in the skilled trades, allied health fields and culinary arts prepare students for immediate employment. Our offerings extend beyond the classroom, too. CCAC students have the opportunity to participate in nearly 90 student clubs and organizations, including five honor societies, as well as a number of NJCAA men’s and women’s sports teams available at each of our four campuses. In addition, all students have access to an extensive network of support services, including academic advising and career counseling services, as well as the college’s Learning Commons and Math Cafés—available at all four CCAC campuses (and some centers) to help provide drop-in, as needed academic assistance.

For 50 years CCAC has flourished, becoming the educational powerhouse it is today. We are honored to have one of the largest veteran and military student populations in the state and take pride that we graduate one of the highest number of health career graduates among two-year colleges, ranking number three in the nation for registered nurses and ranking in the top 10 for the number of graduates in other health-related professions. With nearly 30,000 students working toward degree, certificate, diploma and transfer credentials every year, CCAC remains the region’s preeminent college for the community—one that is responsible for educating one out of three adults in Allegheny County.

I look forward to welcoming you as a student and as a proud and future alumnus of the Community College of Allegheny County.

Dr. Quintin B. Bullock
President
The Community College of Allegheny County (the College) is a locally sponsored public college duly organized, approved and established under the Community College Act of 1963. The Board of Trustees constitutes the governing body of the College, and is empowered to govern, operate and maintain the College under and in accordance with the Act and the policies, standards, rules and regulations which may be adopted, from time to time, by the Pennsylvania Department of Education. The specific powers and duties of the Board are set forth in the Act, the Board Policy Manual, and the Board Bylaws. Members of the Board of Trustees are recommended by the Allegheny County Chief Executive and appointed by the Allegheny County Council, the College’s local sponsor.

In accordance with the authority granted to it under the Act, the Board has delegated authority to the College president to manage the operations of the College. This authority includes the development and implementation of administrative regulations and procedures as may be necessary to implement and carry out the objectives of Board Policy. The College also utilizes a shared governance process, through which members of the administration and faculty review, develop and recommend new or revised academic policies, procedures and programs and other matters pertaining to the teaching-learning mission of the College.
VISION

CCAC provides a supportive and transformative learning environment that prepares graduates to meet critical needs in the region’s workforce. Stakeholders have strong personal connections with CCAC and support it as a sound investment in community and economic vitality.

MISSION

The Mission of the Community College of Allegheny County is to provide affordable access to quality education and offer a dynamic, diverse and supportive learning environment that prepares the region’s residents for academic, professional and personal success in our changing global society.

STRATEGIC PRIORITIES 2011–2016

• Ensure the success of learners through ongoing assessment of learning outcomes and overall institutional effectiveness.
• Provide learners with opportunities, including programs and services, that enable success in academic, career, personal and civic pursuits.
• Develop and enhance partnerships, internal and external, that help identify and respond to the educational needs of the community.
• Guide and support the economic development of our region with responsive, solution-driven workforce training programs.
• Develop and deliver educational opportunities for learners at every stage of their lives.
• Promote learning through the effective application of available and expanded resources.
• Enable CCAC learners to share, learn and apply principles of diversity that foster a culture of inclusion and understanding at the college and within the global community.

COLLEGE VALUES

Learning
We provide a caring and professional learning environment that places the needs of students first in our decision making.

Excellence
We are committed to high academic standards, quality services and the ongoing development, recruitment and retention of qualified and accomplished faculty and staff.

Innovation
We expect and reward exploration, inquiry and entrepreneurship that anticipate and respond to the needs of students, the community and employers.

Diversity
We are a leader in forging positive relationships among diverse communities in our region by creating an inclusive environment for teaching and learning, with a commitment to the recruitment and success of a diverse student body, faculty and staff.

Community
We develop collaborative internal and external partnerships that include the sharing of resources, information and ideas to meet the educational, economic and social needs of the community.

Teamwork
We create a positive college culture in which everyone is valued. Our effective work environment is built on a foundation of trust, empowerment and cooperation.

Integrity
We maintain an environment that encourages an open exchange of ideas. Data and information are used to drive decision making, allocate resources, set strategic direction and assess results.

Performance
We are strategically focused and committed to achieving and recognizing results that are consistent with our mission, enduring goals and strategic objectives.

Stewardship
We are effective and ethical stewards of the resources placed in our trust. Seeking, using and protecting financial, physical, technological and human resources are a shared responsibility.
### Summer Term 2016
- Memorial Day observed, college closed: May 28–30
- Independence Day observed, college closed: July 2–4
- First summer six-week session: May 23–July 1
- First summer eight-week session: June 6–July 30
- First summer ten-week session: May 23–July 30
- Second summer six-week session: July 5–August 13

### Fall Term 2016
- 16-week fall term classes begin: August 22
- Labor Day observed, college closed: September 5
- 14-week fall term classes begin: September 6
- Thanksgiving Break: November 21–27
- Classes end: December 12
- Finals week: December 13–19

### Spring Term 2017
- 16-week spring term classes begin: January 17
- 14-week spring term classes begin: January 30
- Spring break: April 10–16
- 16-week classes end: May 8
- 14-week classes end: May 7
- 14-week classes Reading Day: May 8
- Finals week: May 9–15

### Summer Term 2017
- Memorial Day observed, college closed: May 27–29
- Independence Day observed, college closed: July 4
- First summer six-week session: May 22–July 1
- First summer eight-week session: June 5–July 29
- First summer ten-week session: May 22–July 29
- Second summer six-week session: July 3–August 12

### Fall Term 2017
- 16-week fall term classes begin: August 21
- Labor Day observed, college closed: September 4
- 14-week fall term classes begin: September 5
- Thanksgiving Break: November 20–26
- Classes end: December 11
- Finals week: December 12–18

---

1. Dates subject to change.
2. Second summer introduces the new academic year.
3. Most campus day courses and some evening courses are 16-week programs; College centers, online learning courses and most evening courses are 14-week programs.

Academic calendars are found on the website at: http://www.ccac.edu/Academic_Calendars.aspx
# Tuition & Fees

The published tuition rates are current as of the date of this publication. All rates are subject to change as approved by the CCAC Board of Trustees. For the most up-to-date information regarding tuition and fees, visit ccac.edu/payment/

## Tuition & Capital Fees

<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Tuition 12 to 18 Credits</th>
<th>Flat Rate 1–11 Credits</th>
<th>Capital Fee 12 or more Credits</th>
<th>Capital Fee 1–11 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny County Residents</td>
<td>$107.75/credit</td>
<td>$1,616.25</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Pennsylvania Residents Outside Allegheny County</td>
<td>$215.50/credit</td>
<td>$3,232.50</td>
<td>$6.50/credit</td>
<td>$78.00/semester</td>
</tr>
<tr>
<td>Out-of-state &amp; Foreign Residents</td>
<td>$323.25/credit</td>
<td>$4,848.75</td>
<td>$6.50/credit</td>
<td>$78.00/semester</td>
</tr>
</tbody>
</table>

1. Loads of 19 credits or more is the flat rate plus the prevailing per-credit rate times the number of credits over 18 credits. Example: 21 credits for an Allegheny County resident would be $1,616.25 (flat rate) + $323.25 [$107.75 (per credit rate) x 3 (credits over 18)] = $1,939.50

## Registration Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>College Fee: Full-time (12 or more credits)2</td>
<td>$72.00/semester</td>
</tr>
<tr>
<td>College Fee: Part-time (1-11 credits)2</td>
<td>$6.00/credit ($72.00 maximum)</td>
</tr>
<tr>
<td>Online Learning Fee3</td>
<td>$20.00/online learning course</td>
</tr>
<tr>
<td>Health Careers Course Fee</td>
<td>$20.00/credit (where applicable)</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>Where applicable, amounts vary per course</td>
</tr>
<tr>
<td>Malpractice Insurance Fee3</td>
<td>$7.70/semester (where applicable)</td>
</tr>
<tr>
<td>Accident Insurance Fee3</td>
<td>$5.40/semester (full-time students only)</td>
</tr>
<tr>
<td>NCLEX Review Course Fee</td>
<td>$300.00/semester for course NRN-205 and NUR-250</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$22.25/credit (no maximum)</td>
</tr>
<tr>
<td>Matriculation Fee4</td>
<td>$25.00 (first-time registered students, non-recurring, nonrefundable)</td>
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<tr>
<td>Student Services Fee</td>
<td>$4.25/credit (no maximum)</td>
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## Miscellaneous Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Graduation Fee4</td>
<td>$20.00 nonrefundable fee. This optional fee must be submitted with your application if you would like to receive a printed diploma and/or attend commencement ceremonies.</td>
</tr>
<tr>
<td>Credit by Examination4</td>
<td>$107.75/course</td>
</tr>
<tr>
<td>Returned Check Handling Charge4</td>
<td>$25.00/check</td>
</tr>
<tr>
<td>Official Transcript of Academic Record4</td>
<td>$5.00/copy</td>
</tr>
<tr>
<td>Check Stop Payment/Replacement Fee4</td>
<td>$20.00/check</td>
</tr>
</tbody>
</table>

2. Non-credit students are exempt from the fee.
3. Nonrefundable after start of semester/term
4. Non-refundable

Once a student registers, he/she is financially responsible for payment of all tuition and fees associated with registration unless you officially drop all courses before the term begins. Students dropping from a course(s), before the first day of the term shall be entitled to a 100% drop of tuition and refundable fee charges for the course(s) dropped. Students dropping from a course(s), from the first day of class and prior to the 15 percent point of the term, shall be entitled to a 75% drop of charges and 100% of refundable fee charges for the course or courses dropped. See the Academic Calendar for drop deadlines. See Appendix B for more information.

This rate schedule replaces all previous rate schedules published by the Community College of Allegheny County and is subject to change at the discretion of the college.

Tuition & fees are subject to change.
The Community College of Allegheny County (CCAC) is one of the largest institutions of postsecondary higher education in Pennsylvania. Each year, the college serves more than 28,000 credit students through 152 degree and certificate programs and offers thousands of students access to lifelong learning and workforce development courses. Incorporating a learning-centered environment committed to the future of the region, CCAC continues to expand its reach through innovative programming and accessible instruction offered via convenient day, evening, weekend and online courses. With four campuses and four centers serving Allegheny County and surrounding communities, CCAC endeavors to fulfill its mission to provide affordable access to quality education and offer a dynamic, diverse and supportive learning environment that prepares the region’s residents for academic, professional and personal success in our changing global society.

**HISTORY**

In 1963, Pennsylvania passed the Community College Act, thereby providing the legal framework for the establishment of community colleges in the Commonwealth of Pennsylvania. One year later, the Allegheny County Board of School Directors met to begin the process of creating a community college in Allegheny County by voting to ask the county to be the local sponsor. The following year, a plan was submitted to the state, and on May 18, 1965, the “People’s Bond Issue,” requesting Allegheny County residents to approve funding for a community college, passed with 66 percent of the vote. Six months later, the Pennsylvania State Board of Education unanimously approved Allegheny County’s application for the founding of a community college.

On December 8, 1965, the first 15-member college Board of Trustees was sworn into office. The board moved quickly to get the college up and running within a year. The college’s first president, Kermit C. Morrissey, PhD, was named, the first two college locations were chosen and vice presidents were hired for those campuses. After sifting through over 700 applications, the college hired 59 full- and 16 part-time faculty members. On September 26, 1966, classes began at the new Community College of Allegheny County.

Allegheny Campus, established on Pittsburgh’s historic North Shore and the college’s only urban campus, and Boyce Campus, the campus serving the eastern suburbs, both opened in 1966. South Campus was established in 1967, with evening classes first held at West Mifflin-South High School. The following year, the campus was moved to McKeesport until its present complex was completed in West Mifflin in 1973. North Campus, which serves the greater North Hills, was established in 1972 and housed in leased facilities until moving into its present-day facilities in 1990.

To accommodate the college’s rapid growth, CCAC expanded to include neighborhood centers. Acting as satellite facilities for the four main campuses, thousands of Allegheny and Washington county residents are served by four college centers strategically located throughout the region: Braddock Hills, Homewood-Brushton, Washington County and West Hills. Additionally, the college offers classes throughout the year at dozens of auxiliary locations.

For nearly 50 years, CCAC has offered the residents of Southwestern Pennsylvania a wealth of educational opportunities. In the college’s first year, 1,505 students enrolled. Today, CCAC’s enrollment tops 50,000, making CCAC one of the largest institutions of postsecondary higher education in the state. With educational programming expanded to include degree, certificate, diploma, transfer, workforce and professional development training as well as lifelong educational opportunities and access to 24/7 education through online learning options, the college is serving the region as never before.

As CCAC continues to expand its reach within the community, the college endeavors to fulfill its mission to provide affordable access to quality education, while offering a dynamic, diverse and supportive learning environment that prepares our region’s residents for academic, professional and personal success in our changing global society.

**Accreditation Statement**

The Community College of Allegheny County is accredited by the Middle States Association of Colleges and Schools. The college curricula are approved by the Pennsylvania Department of Education. All of the health care programs offered by the college are separately accredited by appropriate regulatory agencies.

**GENERAL EDUCATION LEARNING GOALS**

CCAC’s Learning Goals embrace the college’s vision and definition of an educated person. The foundation for CCAC’s General Education program is the College Vision of providing “an exemplary learning community where individuals can develop their full potential” in an environment of the highest standards “of academic excellence, technological advancement, innovative responsive programming and economic development.” An educated person is one who acquires and continues to expand upon the following (Assessment of Student Learning Committee, July 2005):

- A broad range of knowledge upon which to make value judgments
- The skills to locate valid information and comprehend that information
• The ability to analyze critically and synthesize efficiently valid information
• The ability to listen carefully and to communicate effectively

CCAC’s Learning Goals support the above definition of an educated person by uniting student learning experiences across all programs, courses and services at CCAC. The Learning Goals include essential knowledge and skills that help students to adapt to and to participate in global, cultural, social, political, economic, personal and technological change. The learning goals support students in achieving the following:
• Successful pursuits in higher education
• Successful careers
• Life-long learning

A CCAC student who graduates with an Associate degree will have a level of proficiency comparable with the first two years of a baccalaureate degree in the following areas: communication; technological competency; critical thinking and problem solving; quantitative and scientific reasoning; culture, society and citizenship; and information literacy.

Communication
Employ written and oral communication skills in order to convey clear and organized information to target audiences for specific purposes.
1. Generate communication that addresses audience and purpose.
2. Employ syntax, usage, style and tone appropriate to academic disciplines and professional environments.
3. Present ideas in an organized framework.
4. Develop ideas using concrete reasoning and clear explanation.

Technological Competency
Use digital technology productivity software, discipline-specific application and technology-mediated collaboration tools to complete tasks.
1. Use technology resources to design, develop, present and publish information products.
2. Employ technology resources to conduct research, analyze data, solve problems, synthesize information and inform decision-making.
3. Use technology ethically and legally.

Critical Thinking and Problem Solving
Identify problems, explore and prioritize solutions and revise priorities as a means for purposeful action.
1. Identify and summarize the problem and/or question in clear and concise terms.
2. Collect and review information from credible sources.
3. Consider the influence of context, assumptions and underlying bias of resources.
4. Synthesize and integrate information in order to support conclusions.
5. When supported, articulate findings and prioritize solutions appropriately.

Quantitative and Scientific Reasoning
Apply appropriate mathematical and/or scientific concepts and theories in order to interpret data and solve problems based on verifiable evidence.
1. Identify and extract relevant data from problems, experiments or projects.
2. Organize data into tables, spreadsheets, graphs, symbols, equations and other visual representations.
3. Analyze and interpret quantitative and qualitative data using mathematical/scientific concepts.
4. Evaluate evidence and decide if conclusions based upon data are valid and consistent.

Culture, Society and Citizenship
Describe and explain behaviors and beliefs of various populations throughout the United States of America and the world.
1. Discuss the role of diversity and equity in the context of the United States of America and the world.
2. Review social and cultural conventions within their historical contexts.
3. Examine the interdependence of people in their respective environments.
4. Examine artistic and aesthetic values of various cultures.
5. Explain the nature of a democratic society.
6. Articulate the values of civic engagement, community involvement and the role of service.

Information Literacy
Acquire, analyze, organize and evaluate information through technological and traditional means.
1. Determine the nature and scope of information needed for a specific task.
2. Critically evaluate and organize information sources and content.
3. Acquire and use information ethically and legally.

NONDISCRIMINATION POLICY
The College does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in verbal, physical, or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct which affects tangible job benefits, unreasonably interferes with an individual’s academic
or work performance, or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of this Policy or applicable law by contacting the College’s Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer or such other officials as may be designated in other Board policies or administratively issued regulations and procedures. The College prohibits and will not engage in retaliation against any person who in good faith reports a violation of this Policy, provides information in an investigation of a potential violation, or otherwise engages in protected activity under the law.

**TITLE IX NOTIFICATION**

It is the further policy of the College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the College’s educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Campus Sexual Violence Elimination Act (SaVE Act). Conduct prohibited under Title IX, the Clery Act and the SaVE Act includes sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence, and stalking. In furtherance of this Policy, the College will designate a Title IX Coordinator whose responsibilities will include overseeing the College’s response to Title IX reports and complaints and identifying and addressing patterns or systemic issues revealed by such reports and complaints. With the exception of staff designated by the College to provide confidential professional counseling services to victims of such conduct, College employees are required to inform the Title IX Coordinator of incidents or suspected incidents of sex or gender discrimination, sexual harassment, or sexual violence against a student, employee, vendor or guest of which they become aware.

Questions or complaints regarding Title IX issues may be directed to the College’s Title IX Coordinator or the United States Department of Education’s Office of Civil Rights as follows:

CCAC Civil Rights Compliance Officer/Title IX Coordinator
808 Ridge Avenue
Byers Hall - Room 317
Pittsburgh, PA 15212
Telephone: 412.237.4535
Email: smisra@ccac.edu
WHERE TO BEGIN?

Students come to CCAC for a variety of reasons and at various times in their life. Some seek a degree, while others want to upgrade employment skills or simply take courses for personal enjoyment. All are valid reasons for attending CCAC.

The first step is to assess goals, abilities and interests and develop an educational plan. CCAC provides complete academic advising, counseling and career planning and job placement services to help answer these and other questions:

- What do I want from CCAC?
- What kind of career do I want in the future?
- Will this career bring me the rewards I want in life?
- How much education does this career require?
- How long will it take for me to acquire this education?
- What is the most effective way to begin this plan?

Whether students are seeking personal enrichment, preparing to transfer to a four-year school or expanding their career skill base, CCAC has services and resources available to help. Almost all of the college’s academic programs may be started at any of the four campuses or college centers, but specific courses required in a program may be offered at only one of the college campuses.

APPLYING FOR ADMISSION

Students may apply to the Community College of Allegheny County through an online application at ccac.edu. If necessary, paper applications can be obtained at the campuses and in the credit magazine. Those completed applications should be returned to the Admissions office at the campus the student plans to attend. The Community College of Allegheny County has an open admission policy. ACT and SAT scores are not required, but should be submitted if the student has taken them.

To become a CCAC student, a person should have a high school diploma or the Pennsylvania General Education Development (GED) certificate or should be over 18 years of age with reasonable equivalent experience.

Students are required to submit high school transcripts. Full-time*, degree-seeking students and students planning to enroll in courses with English, reading and/or mathematics prerequisites are required to take placement tests. Scores on the placement tests help the student and academic advisor determine whether, at the time of registration, the student has the skills necessary to succeed in specific college classes. To help students in this effort, college faculty have assessed the level of difficulty of classes they teach and determined what the appropriate minimum test score should be to successfully begin the class.

* Part-time degree-seeking students must complete their placement tests once they have achieved 12 credits.

GED CERTIFICATION

- GED Testing is now exclusively computer-based and administered at authorized GED Testing Centers only. No legitimate GED Test is offered via the Internet.
- For information about registration, payment, scheduling, and testing locations, please visit GED.com
- If you took the GED test in Pennsylvania prior to December 31, 2013 and did not pass, you may be allowed to combine partial scores from your test to qualify for the Commonwealth Secondary School Diploma.

To determine if your prior scores qualify, go to: ccac.edu/GED-information/ GED Test Scores FAQ and follow the instructions there.

More detailed GED program policy and procedures information is available at ccac.edu/GED-information/

If a student is under 18 years of age and has neither graduated from high school nor received a GED, the student may need to meet with an academic dean to determine appropriate coursework. Current high school students may be eligible for either the dual enrollment or concurrent enrollment program and should discuss either with the Admissions office at any campus or with the student’s high school guidance counselor.

LIMITED ADMISSIONS PROGRAMS

Admission to the college does not constitute admission to a limited enrollment program. Enrollment in these programs is limited by availability of clinical sites, employment opportunities, accreditation requirements and other factors.

If a student indicates a preference for one of these limited admissions programs, the student will be sent complete information on the process. For more information go to ccac.edu/limited-enrollment-specialty-programs/

DUAL ENROLLMENT

The Dual Enrollment program at CCAC provides high school students with the opportunity to earn college credit while still in high school. Students can jump-start their college career and experience the college classroom.

Students wishing to take advantage of the Dual Enrollment program must have the approval of their high school and their parents. Dual Enrollment students must take CCAC college placement tests if they plan to enroll in either an English or a mathematics course. Students planning to enroll in a course with English, reading and/or mathematics prerequisites are also required to take placement tests. A transcript of the student’s high school grades must accompany the application. Applications for Dual Enrollment are available in the Admissions offices or on the CCAC website, at ccac.edu/dual-concurrent-enrollment/
INTERNATIONAL STUDENTS SERVICES

CCAC provides support to and ESL placement testing for all students attending CCAC on an F1 visa. Please be advised, additional admissions documentation is required for students applying to the school for an F1 visa. The international student admissions packet can be requested through the International Students office. CCAC's International Students office also provides ESL placement testing for all students (including permanent residents) whose first language is not English. Students may request additional information by calling the International Students office at 412.237.2629. For more information go to ccac.edu/International/

COLLEGE PLACEMENT TESTS

CCAC's college placement tests measure each student's academic skill level in writing, reading, and mathematics. They are designed to help students and the college to determine courses in which they will be most successful. Although students cannot fail these tests, they should try to do their best because the results will determine where they will begin studies at the college.

Important Information. Students should review these items before scheduling placement tests:

- Testing is required for all full-time, associate degree-seeking students.
- Testing is required for students planning to enroll in courses with English, reading and/or mathematics prerequisites (see exemptions below).
- Part-time, associate degree-seeking students must complete their placement tests once they have achieved 12 credits.
- These tests are offered in a computerized format.
- Placement tests are free.
- Students should apply to the college before taking placement exams.
- Placement tests are given in writing (vocabulary and usage), mathematics and reading (vocabulary and comprehension).
- Placement tests are offered at regular times throughout the year, with extra testing sessions scheduled before each term. A student may schedule a testing session online via ccac.edu/placement-tests/
- Early testing means early admission and early registration, a better chance to get the most desired classes at the most desired times.
- Students may review testing tips and sample questions by going to CCAC's Placement Testing page at: ccac.edu/placement-tests/
- Students may retake each test once.
- The length of time required to take placement tests varies, depending on how many of the tests a student needs to take. The complete set of tests requires approximately one-and-a-half to two hours.
- All materials the students need will be provided when they come to a test session. Bring photo identification to the test.
- The student's responsibility is to arrive well-rested, calm and on time.
- Test results are available to students shortly after they take the tests.
- Test results will be interpreted for students when they meet with their academic advisor.
- A student may re-test for placement out of a course in which he/she was enrolled after four years.
- Once a student has re-tested after four years and scores into the same course(s) for which he/she was enrolled, there is no further alternative, regardless of the result.
- Along with a student's educational record, test results will determine the student's initial placement in English, mathematics and reading skills classes.
- Testing is available for students whose first language is not English. Call the International Students office at 412.237.2629 for more information.

Schedule Placement Tests

Once you are accepted, and prior to registration for classes, you may schedule your placement test.

- In-person placement testing use appointment Central.
- Remote placement testing is available to applicants outside the geographic region.

For details on how to schedule your test, please go to CCAC’s website: ccac.edu/placement-tests/

Placement Tests Exemptions

Students may not need to take all or part of the placement tests if any of the following apply to them:

- They already have a college degree.
- They have already taken college-level English and/or mathematics and received a grade of C or better.
- They are pursuing a certificate or degree program which does not include English, reading or mathematics prerequisites.
- They are taking a class or classes that have no specified skill requirements.

Students with SAT or ACT test scores above the 50th percentile will be exempt from the reading placement testing, but still must take the English writing test (there is no SAT/ACT exemption for English). Students with SAT or ACT scores above the 50th percentile will be exempt from developmental math courses, but must complete the placement test if intending to take a course above the Intermediate Algebra MAT-108 level. Verbal and mathematics scores are reported separately.

Students need to document any exemptions that apply at the Admissions office when they apply for admission to the college.

Students should remember that the textbooks used in classes are written for students with college-level reading skills. The reading placement test will help students determine whether they need additional help in this area.

Students may not re-test for placement out of a course in which they are enrolled once the class has begun; any change in placement at that point will be at the discretion of the instructor of that course.
REGISTRATION & ADVISEMENT OFFICE

The Registration and Advisement office is responsible for registering students for classes and for maintaining student academic records. The four campus offices provide ongoing advisement to students in the selection of programs and courses. CCAC encourages students to meet with an academic advisor before enrolling in classes. The advisor will review your program of study and the best course selections for that program. However, certain categories of students are required to meet with an advisor before enrolling. They are:

- All new degree or certificate seeking students (i.e., students who have never taken college coursework).
- Students who have not completed the developmental sequence.
- Students with grade point averages (GPA) below 2.00.
- Students who are changing their program of study.
- Students who will graduate at the end of the term.

The following students may register without seeing an academic advisor, but are always welcome to use this service:

- Visiting students from other colleges who have met the prerequisites to take specific courses. Students should bring an unofficial transcript or grade report at the time of registration.
- Non-degree seeking students (with previous college credit) who wish to take courses for professional or personal improvement.
- Continuing students making satisfactory academic progress.

REGISTRATION

CCAC has an open registration process, supported by an online registration system. It is the student’s responsibility to keep name, address and email information up to date.

CCAC staff will review the biographical and academic information on the registration form. It is important to make changes and corrections during each registration. Registration dates and times are posted each term. Students should register as soon as possible ensuring that they get the classes and the schedule that they want. CCAC is supported in part by Allegheny County taxpayers. Student tuition is higher if the student’s permanent residence is outside of the county or outside of the state. Students need proof of his/her permanent residence.

Many returning CCAC students may register on the web. For more information, go to ccac.edu/online-services/

All classes offered at CCAC are listed in the fall, spring or summer credit schedules. Class offerings are also listed on CCAC Central e-Services or by using “course search.”

Classes are identified by alpha-numeric codes and section numbers. Alpha-numeric codes identify specific courses, while section numbers identify the time and location of each course.

- Alpha-numeric codes also identify the subject of the course (three letters) and its level of difficulty (three numbers).
- Courses numbered below 100 are developmental and do not count as college credits. Courses numbered 100–199 are introductory courses. Courses numbered 200–299 are more advanced. A complete list of the alphacodes can be found in the Course Description section of this catalog.

Once the registration process is completed, students will receive an invoice listing the classes reserved and the amount of tuition and fees.

Course Registration Deadline

Students may register for credit classes until the first class meeting and online courses prior to the start of the term. Registration using CCAC Central is available up until one day before the class begins.

For courses that have met (including online courses), students may request the instructor’s documented approval and submit it to the Registration and Advising Office for processing within two business days of signature and before the end of the first week of the term (or first two days of the course term for courses 10 weeks in length or less). Students who are on probation or suspension must also obtain permission from an advisor (probation) or a counselor (suspension).

CROSS-REGISTRATION AT LOCAL COLLEGES & UNIVERSITIES

Cross-registration provides opportunities to enrich educational programs by permitting full-time undergraduate students to cross-register at other local colleges for courses not offered at their own institution. Participating institutions of the Pittsburgh Council on Higher Education (PCHE) include Carlow University, Carnegie Mellon University, Chatham University, CCAC, Duquesne University, La Roche College, Pittsburgh Theological Seminary, Point Park University, Robert Morris University and the University of Pittsburgh. If you cross-register, you will pay CCAC tuition for the additional credits and you must pay special course or laboratory fees to the host institution. Full credit and grades are transferred to the home institution. Cross-registration guidelines are as follows:

- enrollment is limited to only one course per term/semester;
- you may not cross-register after the end of the host institution’s add/drop period;
- approval of the designated individual from the home institution is needed;
- your advisor must check course eligibility;
- you may not cross-register for classes at another institution in which you are already enrolled as a student;
• academic rules and regulations of the host institution will prevail;
• while you do not acquire status at the host institution, you have library and bookstore privileges;
• permission is required from the home and host institutions to add/drop a course after the home and host institutions' deadlines;
• cross-registration does not apply to summer or Fastrack courses; and
• you must be enrolled for 12 or more CCAC credits in the semester you are cross-registering.

VIRTUAL ADVISING
CCAC students may meet with an academic advisor using our virtual advising program. For additional information on the virtual advising process and to determine if you meet the technical requirements for Virtual Advising, go to ccac.edu/Virtual-Advising/

ADVANCED STANDING
If a student intends to apply college courses taken elsewhere to a degree at CCAC, the student must request an official transcript from those colleges and apply for advanced standing. These transcripts should be sent to the Admissions office at the campus the student attends. Transcripts become the property of the Community College of Allegheny County and will not be returned. CCAC does not provide copies of transcripts from other secondary and postsecondary institutions.

If advanced standing is approved for college credit, it will be entered into our student information system as preliminary, and will be posted to the CCAC transcript once the student has completed at least one course for college credit at CCAC.

Advanced standing credits may be obtained in the following ways:

Transfer of Credits
If a student has successfully completed courses at another college, he/she may petition to have these courses count toward graduation at CCAC. These courses will not be listed on the student's transcript until one course has been successfully completed at CCAC. Only CCAC credits are calculated into the CCAC GPA.

Credit by Examination
Students in good standing who feel they can demonstrate knowledge equivalent to what is taught in a college class may petition the appropriate academic dean for the privilege of taking a special examination for college credit.

If a student wishes to challenge a course for which there is no standardized test, the student will contact the appropriate academic department at CCAC to inquire as to whether or not a test is offered for credit. The course must be listed in the CCAC college catalog and available at the campus. A student may not challenge a course that he/ she has already completed, or for which he/she is currently registered. A student may only challenge and test once for any given course.

• If a test is available, obtain permission to test from the Academic Dean at your campus. The Dean may recommend another form of evaluation for prior learning assessment (CLEP or Portfolio). Once permission is granted, the student must schedule and take the test within 60 business days.
• If the student successfully passes the exam, the appropriate course and credits will be posted to the transcript. If a student is new to CCAC, the credit will not be posted to the transcript until at least one course for college credit is completed at the college. The grade earned will not be calculated into the Grade Point Average (GPA).
• A fee equal to the tuition for one credit is charged.

Portfolio Review through College Credit Fast Track (PLA)
College Credit Fast Track helps current and prospective students earn college credit at one of Pennsylvania’s Community Colleges based on prior work or life experience. Through an online state-wide website, CCAC students and applicants can create and submit an e-portfolio, which enables the student to document and compile prior learning for evaluation of credit. Students submit the e-portfolio, which serves to document the evidence that the student has mastered the learning outcomes for a credit course at CCAC through life and work experience. See ccac.edu/CCFastTrack or visit the www.ccfasttrack.org e-portfolio site.

CLEP, AP, USAFI and ACE Approved Military or Corporate Training
If students have met CCAC standards for the College Level Examination Program (CLEP) and/or Advanced Placement Tests (AP) of the College Entrance Examination Board and/or taken courses in the United States Armed Forces Institute (USAFI) or American Council of Education (ACE) approved military training, they may apply to have these tests/courses count toward credit graduation at CCAC.

SOAR (Students Occupationally and Academically Ready)
SOAR (Students Occupationally and Academically Ready) is a set of statewide articulation agreements allowing qualified high school Career and Technical Education students to earn college credit. SOAR is designed to be a career pathway preparing students for high-demand, high-wage careers.

Students who have successfully graduated from a career and technical education high school can earn CCAC credits in certain programs by completing a CCAC admissions application, selecting the CCAC program that corresponds to their high school program, of study, and submitting the following materials:
• secondary competency task list coversheet, the completed secondary competency task list and the statewide articulation agreement cover sheet (these documents can be downloaded from gettingthemthere.com)
• official high school transcript (showing 2.5 or better GPA in technical courses)
• copy of high school diploma
• any earned industry certification
• completed CCAC transfer of credit request form

New SOAR programs are added often. To see a current, complete list of which CCAC courses have been articulated for specific SOAR programs, use CollegeTransfer.net or visit ccac.edu/Perkins_Grant_SOAR_Agreements.aspx

FINANCIAL AID

Cost Effectiveness
Students who begin their education at CCAC can be assured of getting the most for their education dollar. CCAC students save $19,000 over public and $54,000 over private colleges and universities by spending their first two years at CCAC*. Enrolling in one of CCAC’s many transfer programs and carrying those credits to a four-year institution can save students tens of thousands of dollars on their baccalaureate degrees. * Calculated from in-county tuition and fees for attending full-time for one year. Compared with regional colleges and universities, 2014-2015 academic year.

Combined with the college’s comprehensive financial aid programs and local scholarship funds, CCAC’s quality education is within the reach of all residents of Allegheny County. Financial aid is available to qualified students who need financial assistance to further their education. Financial assistance is made available to students of CCAC in the form of scholarships, grants, loans and work-study employment.

Students should consult the Financial Aid office on the campus they plan to attend or go to ccac.edu/financial-aid/ for full eligibility guidelines and requirements.

Students may be eligible for financial aid if enrolled in an approved credit program. Students applying for financial aid must fill out the Free Application for Federal Student Aid (FAFSA). Students who accept loans as part of their financial aid package must participate in student loan entrance counseling, and sign a Master Promissory note. This information is available at https://studentloans.gov/myDirectLoan/whatYouNeed.action?page=counseling

Financial aid staff at all campuses are available to assist students in completing financial aid applications. Students are encouraged to apply for financial aid by the priority deadlines stated below, so that funds are available in time to pay for tuition bills.

Priority deadline to be considered on time for financial aid is May 1 for the fall term and November 1 for the spring term. Applicants filing after these dates can still receive financial aid; however, priority will be given to students whose files are complete by the above deadlines.

All students are encouraged to apply for financial aid, since the requirements for financial aid vary each year and with each program. Financial aid programs can assist students with tuition, fees, books and living expenses, depending upon the type and amount of funding available.

Financial Aid Academic Progress Guidelines
In order to qualify for federal financial aid (Federal Pell Grant, Federal SEOG, Federal Work Study, Federal Stafford Loan, Federal Plus Loan) and/or CCAC funded grants, a student must maintain satisfactory academic progress as established by the college in accordance with federal guidelines. The entire academic record of a student will be considered in the determination of eligibility for financial assistance whether or not any previous aid was received.

For more specific information regarding satisfactory academic progress, withdrawals and refund procedures, visit the “Appendix A” section of this catalog or go to ccac.edu/academic-progress/

MANDATORY STUDENT ORIENTATION

Students are required to complete the online orientation prior to registration for classes at CCAC.

After students have registered for classes, students should attend the in-person orientation, which is available at each campus. CCAC strongly recommends that students do both the online and the in-person orientation to receive important information regarding services, resources and policies at CCAC. Students will also receive their Net ID, photo ID, and a campus tour. It is very important that students are aware of their privileges, resources and responsibilities before classes begin.

DEVELOPMENTAL EDUCATION

Developmental education includes classroom instruction, self-directed laboratory work, individual tutoring, counseling and academic advisement. The purpose of Developmental Education is to promote basic skills in mathematics, reading and writing and uncover any other learning needs. CCAC offers two levels of developmental instruction in English, mathematics and reading. To ensure a solid foundation for college study, developmental courses require a C grade or better to register for the next course in the series or to use this course as a prerequisite for a course in another discipline.

Developmental Courses

Developmental courses are designed to help students learn the skills that are necessary for college work. Many students at the college have found that by completing developmental courses they were better prepared to deal with college learning. Developmental courses cannot generally be counted toward graduation for an associate degree, certificate or diploma; however, such courses at the 100 level may be used as general electives.

Enrollment in these courses affects only students’ eligibility for the State Grant Program (PHEAA), which requires full-time enrollment in college-level courses. State assistance eligibility is postponed until this requirement is met. Enrollment in developmental courses does not affect eligibility for Pell grants, CCAC grants or loans.
Foundation Skills
To help students succeed, CCAC faculty have examined the level of difficulty in their classes and the experiences of students who have taken these classes in the past. Their efforts mean that the skills needed for success in the classroom are well understood. These foundation skills are:

- **Reading:** the ability to comprehend and summarize main and subordinate ideas in written textbooks, to recognize different purposes and methods of writing and to evaluate the ideas of the text author and the instructor.

- **Writing:** the ability to write standard English, to select and organize ideas into coherent paragraphs, essays and research reports.

- **Speaking and Listening:** the ability to exchange or present ideas and to ask questions in standard English.

- **Mathematics:** the ability to add, subtract, multiply and divide natural numbers, fractions, decimals and integers. Students should be able to use the mathematics of integers, fractions and decimals; ratios, proportions and percentages; roots and powers; algebra and geometry. They should also be able to formulate and solve a problem in mathematical terms.

- **Reasoning:** the ability to propose evaluated solutions to problems. Students should be able to draw conclusions from information using inductive and deductive reasoning. They should also be able to recognize fallacies in reasoning in order to distinguish between fact and opinion.

- **Studying and Test Taking:** the ability to set goals and priorities consistent with course objectives and to manage time efficiently. Students should be able to use resources outside the classroom in the learning process. They should be able to synthesize ideas, apply them to new situations and learn from criticism.

Courses designed to develop college reading and study skills include DVS-060 College Academic Strategies, DVS-070 College Reading 1, DVS-101 College Reading 2 and DVS-103 Advanced Reading and Study Skills. These help students acquire strategies essential for college study and provide instruction in basic comprehension and vocabulary skills. Students are required to apply various reading and study strategies in understanding textbook and supplementary readings. In all of these courses, reading levels and study habits are assessed. Strategies are then designed to develop the skills needed for a successful college experience. The skills developed include taking notes, doing research, studying for examinations, reading efficiently and increasing vocabulary.

Courses designed to develop college mathematics skills include MAT-080 Arithmetic Fundamentals and MAT-090 Algebra Fundamentals. MAT-080 reviews arithmetic skills, including computations involving fractions, decimals, percents and ratios without the use of a calculator and begins the development of skills in algebra and geometry needed for higher studies in mathematics. MAT-090 is a continuation of MAT-080. MAT-090 reviews algebra skills, including simplifying polynomial and rational expressions, factoring and solving equations and word problems. Students need these skills to be successful in all college mathematics courses.
ROADMAP TO YOUR DESTINATION

Roadmap is a clear pathway to graduation, detailing the steps to completion in logical sequence and directing students to engage in specific tasks at key times. It focuses on what most students need to do to stay on track by offering two goal-driven paths—Career and Transfer. Support services vary for the two routes, and Roadmap clearly illustrates what to do at each milestone. For more information go to ccac.edu/learning/
SDS-102 ACADEMIC & PERSONAL DEVELOPMENT

Any first-time*, full-time, associate degree-seeking student who places into all three developmental areas (including ESL) regardless of the level, must take SDS-102 Academic and Personal Development in the first semester.

* First-time is defined as attending CCAC for the first time.

The developmental areas are within English, English as a Second Language and mathematics, as well as Developmental Studies. SDS-102, Academic and Personal Development, is a course in the techniques for becoming a successful student. Coping skills and strategies for a positive college experience are emphasized. Topics include stress and time management, academic survival skills, interpersonal relationships and community and campus resources.

Through the discussion of these topics, students will identify services and service providers that will assist in their development as college students. In other words, students will learn how to connect to the CCAC community. Students will also gain a greater understanding of themselves, identify strengths and work at improving weaknesses. Students will begin to identify behavioral characteristics of “ideal successful” college students and apply such behaviors in their daily routines.

JOB PLACEMENT & CAREER SERVICES

Job Placement and Career Services offers and assists students with a four-point career planning path to success.

First, students can discover their career path. Job Placement and Career Services assists students in identifying goals, opportunities and objectives through exploration and education.

Second, Job Placement and Career Services assists students in building the resume and interview skills needed to be successful in today’s employment market. Assistance is provided individually and in small groups as well as in manual or web form for independent learning.

Third, students can use Job Placement and Career Services to gain valuable work experience by obtaining co-op, internship and work-study employment. Working in a chosen field prior to graduation is a proven indicator of success in finding employment upon graduation.

Lastly, by serving as a liaison between CCAC and the employment community, Job Placement and Career Services can assist students in finding their place in the job market. Job Placement and Career Services staff coordinate on-campus job fairs, information sessions and recruiting events, host an Employer Advisory Board, are active on multiple Departmental Employer Advisory Boards and maintain a CCAC-exclusive job website at www.collegecentral.com/ccac

Students requiring assistance in any aspect of their career planning and job search should contact the Job Placement and Career Services office on the campus most convenient to them.

COUNSELING SERVICES

The Counseling Center offers career development, academic, personal and transfer counseling and referrals.

Stress management, time management, test-taking strategies, choosing a major/career/transfer school and selecting appropriate courses for transfer are just some of the issues that can be addressed.

The college provides counseling services at students’ requests to help students grow and discover their individual potential and deal with the stresses of student life. Courses are provided in the areas of career exploration and academic performance. These services are designed to allow students to examine and evaluate the effectiveness of individual educational and career goals and develop an appropriate educational plan.

TRANSFER SERVICES

Many students transfer to four-year colleges or universities throughout the United States. Students should meet with a counselor as soon as they have identified the college they plan to attend after CCAC and the major they intend to pursue. Counselors assist students by suggesting courses that are transferable to four-year colleges and universities and/or assist students with making contact with the intended school for more detailed information.

Since most CCAC students transfer to schools within this region, CCAC has articulation agreements with a variety of institutions to ensure the transferability of CCAC courses. For more information, please go to ccac.edu/articulation/

Transfer services also include early contact with colleges and universities within the tri-state area. Each CCAC campus hosts college and university fairs where representatives from four-year colleges and universities visit CCAC to provide information relative to the admissions process, transfer of CCAC coursework and scholarship availability. Transfer services are housed in the counseling offices of each CCAC campus.

TRANSCRIPT REQUESTS

CCAC’s Registration and Advisement office provides official and unofficial transcripts upon a student’s written request. The privacy of the student transcript is protected by FERPA (the Family Educational Rights and Privacy Act) and as such it can only be released with the consent of the student. (Students must also be in good financial standing with the college.) Unofficial transcripts can be viewed and printed through the college website at ccac.edu CCAC Central e-Services.

Official transcripts can be requested through CCAC Central e-Services. There is a $5.00 fee for each official transcript request.
GRADUATION

Students are expected to apply for graduation by the deadline during the student’s final term. Students will complete an application for graduation, which will be reviewed to determine whether students have met all the requirements of their program, have an Institutional GPA of 2.00 or better and have earned the minimum number of college-level credits required for their degree at CCAC.

The degree audits of students in good standing who have earned 60 or more credits will be reviewed by an academic advisor. Students who meet the requirements for graduation in their declared program will have their degrees conferred at the next available degree conferral date. Students who wish to “opt-out” may do so in writing to a campus registration office.

Requirements for a Second Associate Degree
Students wishing to earn a second Associate degree must complete at least 21 additional credits at CCAC beyond the minimum requirements for the first degree and must meet all the requirements of the second degree.

Completing an Associate Degree after Leaving the College - Reverse Transfer
A student who completes credits at another institution after leaving CCAC may be able to transfer credits back to CCAC and subsequently become eligible for graduation. A maximum of 30 college-level credits (39 for those in 089 General Studies or 006 Liberal Arts) earned at another institution within ten years of the student’s last date of attendance at CCAC can be applied toward graduation. If CCAC changes or discontinues a program, students must complete the reverse transfer process within two years of the date of that change, or must meet the requirements of a current active program.

Limitations on Sources of Credits for Graduation
For any degree, the college requires that a minimum of 30 credits (21 for those in 089 General Studies or 006 Liberal Arts) be taken at CCAC. For a certificate or diploma, the college requires that a minimum of one-half of the credits required for graduation be taken at CCAC. Advanced standing may apply toward a degree, diploma or certificate. Advanced standing includes transfer credits, credit by exam, portfolio, CLEP, USAFI, AP and ACE approved military credits. A maximum of six credits of independent study at CCAC may be applied toward a degree and three credits toward a certificate or diploma.
Online Learning refers to the delivery of classroom instruction using nontraditional formats and methods. It allows a student to craft a class schedule that fits one’s life and is a wonderful alternative for those who need flexibility due to job and family responsibilities. Instruction is provided through Internet courses and hybrid courses. All courses are offered for credit and applicable to academic requirements for an Associate degree and some certificate programs. Course credits are transferable should the student choose to pursue a Bachelor’s degree. Students wishing to transfer should also work with a CCAC counselor. Tests are taken online or at a proctored testing site. Students are expected to meet all deadlines as set by the course instructor and academic calendar.

Online Learning courses require students to plan carefully and make necessary adjustments in order to succeed in this learning environment. Click the “Online Learning” link on ccac.edu for course descriptions, technology requirements, testing, guidelines and other valuable information. Successful Online Learning students are self-motivated, work well on their own or in groups and are able to meet deadlines.

Here is the profile of the successful Online Learning student:

• has discussed Online Learning with an academic advisor;
• is computer and Internet literate (familiar with the mouse, email, downloading, email attachments, browsers and word processing);
• works independently;
• has good planning and organizational skills;
• is comfortable meeting deadlines;
• has had all course prerequisites; and
• meets all technical requirements for the course.

Students should take the online self-test to determine if Online Learning courses are a good choice for them. For more information go to www.ccac.edu/Self_Test.aspx

Types of Online Learning

Internet Courses: Generally, all teaching and learning takes place via the Internet. Students interact with the instructor and classmates through a course website. Learning activities and assignments are completed according to the instructions and schedule posted by the instructor. Some instructors require students to take their exams at CCAC testing sites or with an approved proctor. Please check with the instructor for this information.

Students taking Internet courses must have access to a computer with an Internet connection. Students must also be computer literate and be comfortable using software, email and performing other activities on the Internet. Some courses have specific technical requirements or indicate that students must own specific software packages to take the course. Students should inquire about what is needed before registering for the course. For more information about Online Learning go to www.ccac.edu/online

Hybrid Courses: Hybrid courses combine traditional classroom instruction with online collaboration and learning.
Students attend class at a CCAC campus or college center on a regular but less frequent schedule (60 percent minimum of standard class time plus final exam time plus class breaks if the class exceeds 100 minutes at one time). The balance of course time is dedicated to self-directed and scheduled online collaboration and learning activities such as email, threaded discussion and chat.

Online Resources
Online resources including links to online tutoring, library services, and on-demand video workshops (Student Lingo) is available through www.ccac.edu/Online_Learning___Support.aspx or the resource link in your online course.

Online Learning Testing
Please note: Taking course exams at a CCAC testing site or a non-CCAC testing site is a requirement of some Online Learning classes. Other Online Learning classes may require students to take exams online. For more information go to www.ccac.edu/Proctoring_Information.aspx

COLLEGE BOOKSTORES
CCAC’s five bookstores, located at each of the four campuses and the West Hills Center, provide textbooks and other instructional materials needed for classes. Bookstores are open Monday through Friday with specific hours of operation posted at each campus store and on CCAC’s website at ccac.edu/Bookstores.aspx. The bookstores require a CCAC student ID and CCAC class schedule to serve students. As an added convenience to students, textbooks may be purchased online and delivered to the student. Please visit www.ccac.bkstr.com to see offerings available for purchase online.

Complete textbook information, including new and used price, title, author and ISBN number is available through CCAC Central e-Services when students search for course sections. Go to ccac.edu, click on “CCAC Central e-Services” at the bottom of all CCAC web pages, log in using student ID and password and click on “Search for Sections.” The textbook information will be part of the course and section information that will be displayed for the course and section students select. Textbook information is not always available for all courses.

Textbooks can be returned with certain restrictions. Students should check their bookstore location.

CCAC bookstores conduct book buybacks throughout the year. CCAC makes every attempt to buy back as many books as possible but cannot guarantee all books will be repurchased. For more information go to ccac.edu/Bookstores.aspx

COMPUTING FACILITIES
Computers for student use are available at each campus in the library, learning center, computer center and in computer classrooms. At the campus computer center, students can access word processing, email, the Internet and a variety of software packages for completing coursework. Hours for the computer labs at each campus will vary and are posted to the college website at ccac.edu/Computer_Labs.aspx

LIBRARIES
The four campus libraries offer a combined collection of more than 250,000 books, 800 periodical titles, 20,000 audio/visual titles (DVDs, compact discs, audio books, etc.) and over 55,000 e-books. The library also has over 70 online research databases accessible through the library website at www.ccac.edu/library. These research databases allow you to access thousands of full-text magazine, journal, newspaper and reference articles and streaming videos in subject areas such as business, education, medicine, arts and sciences and the social sciences. The library website provides many useful links to students, including Course Guides for projects assigned by CCAC instructors, web resources and i-CONNECT, a self-paced guide to better researching skills. In addition to traditional services for all students, such as interlibrary loans, customized services are provided to support distance learning students. Each library provides quiet study areas and professional staff to assist you with your research projects. We encourage you to visit the library and website.

STUDENT SUCCESS INITIATIVES
The Community College of Allegheny County is committed to helping more students reach their goals. CCAC promotes student success through various initiatives such as Roadmap, Learning Assistance Centers, Early Intervention, the Accelerated Learning Program, Tutoring and Student Lingo. If contacted by CCAC staff as part of these initiatives, students should follow the recommendations of CCAC staff, whether that means meeting with an advisor, following up with tutoring or registering for SDS-102 Academic and Personal Development. CCAC wants you to succeed at all levels.

LEARNING COMMONS
The Learning Commons, grant funded facilities, are study areas where students can work independently, get help with assignments, interact with faculty, or engage in peer and computer-assisted learning. All CCAC students have access to the Learning Commons to work on reading, writing, and study skills that can improve learning outcomes in any content area. For more information go to ccac.edu/Learning_Commons.aspx

MATH CAFÉ
The Math Cafés are open for students to drop in for assistance as questions arise. In both the Math Cafés and Learning Commons, instructors and tutors may also schedule group tutoring sessions. Diagnostic learning software is available for students to build math and reading skills, as well as prepare for the CCAC placement test.
LEARNING ASSISTANCE CENTERS

The Learning Assistance Centers (LAC) at each campus provide robust services for learning support, to help students build skills and improve their academic performance. Each Learning Assistance Center offers free tutoring services in a wide range of subject areas. Students can make an appointment or simply drop in for help with homework or assignments.

CCAC also provides students 10 hours of free online tutoring per semester via chat rooms and message boards. For information on the online tutoring service and on-campus tutoring schedules, go to ccac.edu/Tutoring.aspx.

STUDENT LINGO

StudentLingo is a series of interactive on-demand video workshops, action plans, and valuable resources focused on helping students achieve their academic, personal and career goals. StudentLingo is free for all CCAC students and staff. For more information go to https://www.studentlingo.com/ccac

ACCELERATED LEARNING PROGRAM

The Accelerated Learning Program (ALP) is a corequisite model in which students enroll in the upper-level developmental English course and a college-level English course simultaneously. The courses are scheduled back-to-back on the same days of the week and the same instructor teaches both courses.

STUDENT SUCCESS COACHES

Student success coaches are available on each campus to address specific needs of various student populations such as students enrolled in SDS 102. Success coaches are a resource for students and provide mentorship, monitor progress of students and provide support to students as they complete their studies at CCAC.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The College recognizes its responsibility to provide academic and nonacademic services and programs equally to individuals with and without disabilities. To this end, the College will provide reasonable accommodations for qualified students and employees with identified disabilities consistent with the requirements of the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act, and other federal, state and local laws and regulations.

The College will maintain an Office of Supportive Services at each campus location to receive, review, and evaluate requests from students who require an accommodation with respect to their educational program. The College’s Civil Rights Compliance Officer/Title IX Coordinator will have overall responsibility for coordinating disability services across all College campus locations.

The College’s Office of Human Resources is designated to receive, review and evaluate employee requests for accommodations in the workplace due to an identified disability.

MILITARY & VETERANS SERVICES CENTER

Federal and State approving agencies have authorized CCAC to administer veteran education benefits for CCAC students. The Military & Veterans Services Center offerings include, but are not limited to:

- providing information on VA benefits specific to a student’s situation;
- referring students to the appropriate campus or community resources;
- helping students navigate the campus and all the various departments; and
- connecting new students with other student veterans at CCAC.

Veterans wishing to utilize their benefits should complete the appropriate forms with CCAC Military & Veterans Services Center either in person or online. Veterans are required to fill out a new certification request form each term they wish to utilize their benefits.

VA benefits counseling is available at each campus, with a full-time staff dedicating to serving veteran students at Allegheny Campus.

Veterans must meet the College Academic Progress Policy in order to continue receiving VA educational benefits. (See the “Academic Rules and Regulations” section of this catalog) Veterans are encouraged to apply early for admissions, financial aid and their VA benefits.

Certification request forms are available in the Military & Veterans Services Center, 212 Jones Hall (and online at ccac.edu/Veterans/) For more information please call 412.237.6503 or email VeteransServices@ccac.edu.

INFORMATION TECHNOLOGY SERVICES

Students have access to a variety of network and online services to support their learning at CCAC. Once students are accepted to the College, they will be provided with a network account which provides access to the CCAC network from any campus PC, a student academic email account and access to student web page publishing.

The ITS ServiceDesk provides technology support for students to promote learning and student success. Students may contact the ServiceDesk by phone or email for technology information or technical assistance. Go to ccac.edu/ITS__Students.aspx for hours of operation and contact information.

Other online services available to students include CCAC Central e-Services for registration, payment, grades and transcript information; Blackboard for accessing course documents on the web; online bookstore; Appointment Central for scheduling advising and other appointments; and Online Dean for getting answers to questions; and online tutoring services. More information about technology services go to ccac.edu/online-services/
STUDENT LIFE

Each campus maintains a Student Life office. Skilled student service professionals administer the Student Development program. They provide an extensive array of co- and extracurricular activities to make students’ time both enjoyable and enriching. These activities include student government, clubs and cultural events. Students may also participate in lifetime fitness, intercollegiate sports, recreation programs or write for the campus newspaper.

Information about clubs and organizations for students is found at ccac.edu/life/.

• A variety of interest-specific clubs are available at each CCAC campus.
• Program related clubs: Biotech Club, Business Club, Cinema Club, Computer Club, Drama Club, Massage Therapy Club, Nursing Club, and Surgical Tech Club
• Student Government Organization (at each campus)
• Student Newspaper (at each campus)

In addition to clubs, students who qualify can become members of Phi Theta Kappa and Psi Beta honor societies.

The Student Engagement Transcript is a free service offered by Student Life to document and verify participation in athletics, student clubs and organizations, campus events and community service. Official copies of the Student Engagement Transcript can be added to a resume and academic transcript. To access the Student Engagement Transcript application go to https://webapps.ccac.edu/EngagementTranscript/

For more information concerning these programs or other programs contact the Student Life office or go to ccac.edu/life/
ATTENDANCE

Attending class, especially the first day of classes is critical to student success. Be certain to attend each class the first day it is scheduled. Go to the room listed on the invoice at the time and on the day the class is scheduled. Instructors begin taking attendance on the first day. This helps them to learn students’ names and to be certain that all students receive the information necessary to succeed in that class. Students should learn the instructor’s name, office number and office hours.

Attendance Policy

Students are expected to attend all classes regularly and on time. Excessive absences* result in poor classroom performance, low grades and possible failure. The attendance policies of individual instructors will be made clear on the first day of class and will appear in the course outline. (Some instructors may calculate attendance and absenteism into students’ final grade.)

* Instructors will check attendance for the first three weeks of the term (or 20 percent of shorter terms). If students do not attend during that time, they will be dropped from the class, financial aid will be adjusted and tuition and fees will be forfeited. Instructors will also report on attendance at the 60 percent date of the term for financial aid compliance. For more details, see Appendix A in the Appendices, in this catalog.

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the absences are determined to be medically necessary. Students will be provided with the opportunity to make up any work missed as a result of such absences, if possible. The college may also offer the student alternatives to making up missed work, such as but not limited to, retaking a semester, taking part in online instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information or requests for accommodations, students should inform their instructor(s) and/or contact the Civil Rights Compliance Officer/Title IX Coordinator, at 412.237.4535 or smisra@ccac.edu

Attendance Procedure for Religious Observance for Students

The Community College of Allegheny County (CCAC) is committed to creating an inclusive campus community that values and respects all of its members and achieves educational excellence through diversity and nondiscrimination. As part of this commitment, the College makes good faith efforts to accommodate students’ religious practices or beliefs, unless such accommodation would create undue burden on other students or the College.

The College will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams in order to observe a religious holiday or participate in some other form of religious observance. Students shall be provided, whenever possible, reasonable opportunity to make up academic assignments missed due to such absences, unless doing so would create or impose an undue burden on other students or the College. It shall be the students’ responsibility to provide written notice via the Request for Accommodation for Religious Observances Form (accessible at https://www.ccac.edu/Diversity_Initiatives.aspx) to every instructor for each course in which an accommodation is being requested at least one week in advance of the absence. Students and faculty may also consult with the Civil Rights Compliance Officer/Title IX Coordinator (smisra@ccac.edu) prior to requesting or granting an accommodation.

Course Outlines

Students will receive a course outline in each class during the first week. This course outline will review the course purpose, detail class activities and list the requirements to meet to successfully complete the course. The course outline will also list the books and materials students will be expected to purchase.

Required Books and Materials

Students can view the textbook assignments in the course search in CCAC Central e-Services, but students should not purchase books until they meet with the instructor in class. Instructors select the books they want students to use in their classes and these may vary between sections of the same course. Students should not write in books until they are certain they will remain in the class, since this may affect a refund if they return the books. The guidelines for returning textbooks and materials is detailed on the CCAC website. Read carefully; there are different deadlines for each.

Academic Calendar

The academic year at CCAC includes a fall and spring term. During these terms, there are 15 weeks of instruction and a 16th final exam week (for most campus day courses) in each course for which students are registered. The college centers and many campus evening courses start two weeks later (a 13-week term and a 14th week of exams) and have prorated refund and academic dates. There is a variety of summer term schedules offered, ranging from six to 10 weeks in length. Students should be aware of the length of the term in which they enroll. Classes for which students have registered will be completed when students have taken final examinations. For more information, go to ccac.edu/Academic_Calendars.aspx

One hour of instruction a week over a 16-week term equals one college credit. A good rule of thumb is that students should plan to study two hours a week for every one hour spent in
class. For a three credit class, students should plan on six hours of study a week. A full-time student enrolls for a minimum of 12 credits a term. About 40 percent of students at the college attend on a full-time basis.

**GRADES**

Midterm grades will be available on CCAC Central e-Services during the ninth week of the term. Midterm grades are not a permanent record, but are intended to help students assess their progress in each class. These progress reports also provide students with a list of their registered classes.

If students receive a grade in a class they are not attending, students should report at once to the Registration and Advisement office to determine their registration status. Failure to do this could mean that a student will receive a failing grade in a class he/she never attended.

Final grades will be available online shortly after the term is over. This final grade becomes part of the permanent record at the college and will appear on the student’s transcript when copies are sent to potential employers or other colleges at the student’s request. If there is a problem with a grade, it is important that students contact their instructor immediately. Midterm and final grades are only available on the web. For additional instructions, go to ccac.edu and visit CCAC Central e-Services.

**Grade Description**

CCAC reports student performance using the following grading system:

- **A** Superior
- **B** Above Average
- **C** Average
- **D** Below Average
- **F** Failure

These grades are used to calculate a student’s grade point average (GPA). The GPA indicates academic standing at the Community College of Allegheny County.

**Calculating Grade Point Average**

To calculate a student’s grade point average (GPA), CCAC assigns grade points to each of a student’s letter grades (A=4, B=3, C=2, D=1, F=0) and these are then multiplied by the credits assigned to the class. Grade points are then added up for all classes completed in a term and divided by the total term credit hours completed. This result is the term GPA. Students can calculate their cumulative GPA by adding up the grade points for all the courses attended and dividing this number by the sum of credit hours completed. These calculations are available on CCAC Central e-Services.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-110</td>
<td>4</td>
<td>A/4</td>
<td>16</td>
</tr>
<tr>
<td>ENG-101</td>
<td>3</td>
<td>B/3</td>
<td>9</td>
</tr>
<tr>
<td>MAT-102</td>
<td>3</td>
<td>A/4</td>
<td>12</td>
</tr>
<tr>
<td>PSY-101</td>
<td>3</td>
<td>C/2</td>
<td>6</td>
</tr>
</tbody>
</table>

| Total   | 13      | 43    |

Total grade points are divided by the total credits to get the grade point average.

\[ \text{43 GP} / 13 \text{ cr.} = 3.31 \text{ GPA credential} \]

Developmental courses are not calculated into the graduation GPA. Students must earn C grades or better in all developmental courses to register for the next course in the discipline or to use this course as a prerequisite for a course in another discipline.

**Interpreting the Grade Report**

In addition to grades A through F, other symbols that may appear on the grade record, but are not calculated into GPA are:

- **I (Incomplete).** This means that a student has permission from an instructor to postpone the completion of required coursework for a period not to exceed eight weeks into the following term. If the work is not completed by this deadline, the I will become an F grade. Before an instructor can assign an I grade, the student and the instructor must complete a contract with a schedule for completing the required work. When this work is complete, the instructor will submit a final grade. Incompletes do not appear on the midterm grade report.

- **M (Military Call to Active Duty).** An M grade is posted to the student transcript when a student has elected the withdrawal option Military Call to Active Duty.

- **L (Audit).** This means that a student is attending the class on a nonacademic credit basis. A student must indicate this on the registration form when registering for the class. Students taking a course on an audit basis pay the same tuition and fees as the student taking the course for credit.

- **P (Passing).** A few select college classes have been approved for grading on a pass/fail basis. There are no grade points assigned to a pass course. Failed grades will count in the calculation of a student’s GPA.

- **W (Withdrawal).** This means that a student has officially withdrawn from the course. Any actions or pending actions of academic misconduct may prohibit a student from withdrawing from a course. The deadline for an official withdrawal from a course is the ninth week of a 16-week term. Shorter terms have a prorated W date. After this deadline, the instructor must give the student a grade.

- **A Blank in the Grade Field.** This means that no grade was posted for this class. The student should check with the instructor to determine why.

**Changing an Incorrect Grade**

Each student should check their final grades at the end of each term by using CCAC Central e-Services. If the student believes a grade is incorrect the student needs to discuss this with the instructor. If the instructor agrees, he/she will submit a change of grade card to the appropriate academic dean for posting. Appeals related to grades always begin with the instructor. The academic dean can explain subsequent steps in the appeals process to the student. All disputed grades must be resolved within the first eight weeks of the next major term.
Repeating Courses
If a student receives a D, F, or W grade in a course, the student can repeat the course. However, a third and final attempt requires permission of the associate dean of Academic Affairs and will be permitted only under compelling circumstances and with the student’s written acknowledgment of and agreement to the consequences of not successfully completing the course on the third attempt. As a condition of being granted a third attempt, the student may be required to utilize available academic support options during the third attempt.

In some programs the student may need to repeat a course, regardless of the grade, if it was taken more than 10 years ago. These courses are usually identified within information about the specific program. The last grade received in a course is used to calculate the grade point average. Earlier grades will remain on the transcript with an appropriate notation.

Limited enrollment programs and/or third party funding may have different requirements.

Changing a Major Program
As a student pursues studies at the CCAC, he/she may want to change the major program. To do this, students should discuss the change with an academic advisor and file a change of major program form with the Registration and Advisement office at the student’s campus.

Academic Forgiveness
Students may apply for forgiveness of D and F grades due to an absence of four years from credit study or because they have changed their program of study. The adjusted GPA will be used for determining academic standing to include suspension, probation, good standing, honors and dean’s list.

The following conditions apply to both of these situations.

- D and F grades remain on the transcript followed by a # notation but will be removed from the calculation of the cumulative GPA. (X, W, L, I, N and P grades are neutral and do not effect GPA.)
- There is no limit on the number of courses that can be forgiven within this policy.
- Courses included in any credential (AA, AS, AAS, certificate or diploma) will not be forgiven; those courses have already been included in the credential.
- After the most recent four-year absence or change of program, the student must earn a minimum of 12 additional credits with a GPA of 2.00 or higher for all courses taken after the absence or after the change of program (i.e., if more than 12 credits have been completed at the time of application for forgiveness, all grades will be used to calculate the minimum 2.00 GPA requirement).
- Once awarded, academic forgiveness cannot be revoked.
- Students will typically apply for academic forgiveness after their first term back at the college. But students may also apply without being currently registered, if applying for graduation.

- Only institutional credit is calculated into GPA. Transferred credit will not change the CCAC GPA.

Auditing Courses
A student who shows reasonable academic ability may audit one course per term. There is no academic credit for audited courses, but a notation of L is entered on the student’s transcript. Students must request audit status for that course at the time of registration. Standard rates of tuition and fees apply.

Dean’s List
The dean’s list is CCAC’s way of recognizing academic achievement. It is announced at the end of each term. Students will be on the dean’s list if, as a full-time student, when they have a term GPA of 3.50 or higher and received no F grades during the term. Courses below 100 are not included in the calculations of the dean’s list GPA. If students are part-time, they will be on the dean’s list at the end of each term in which they have accumulated 12 credits with a cumulative GPA of 3.50 or higher and no F grades for that 12-credit interval. The dean’s list is circulated to local newspapers and usually appears in the student newspaper.

Good Standing
To remain in good standing, students must maintain a cumulative GPA of 2.00 or higher. Students must be in good standing to graduate. Students in good standing may take 15 or more credits of classes a term. More than 18 credits constitute an excessive class load. To register for more than 18 credits, students will need permission from the academic dean.

ACADEMIC STANDING RULES
After final grades are posted at the end of each term (fall, spring, summer—all sessions combined), the student grade record will be evaluated to determine the student’s academic standing. If the student has earned a cumulative Grade Point Average (GPA) at or above 2.0, the student will be considered in “Good Standing”.

Midterm Alert
If the student is receiving a grade below a C at midterm, the student may be notified and should meet with the course instructor immediately to discuss progress in the course. Academic Advisors are also available to discuss the student’s educational plan and CCAC’s academic support services. Not receiving an alert at midterm does not guarantee that the student will pass the course.

Academic Warning
If the student’s term GPA falls below 2.0, the student will be placed on Academic Warning. When placed on Academic Warning, the student will be required to meet with an Academic Advisor to discuss the student’s educational plan, discuss strategies to utilize CCAC’s academic support services and discuss the number and type of courses the student should take in future terms in order to help ensure academic success.
To return to good standing, the student must achieve a minimum term and overall cumulative GPA of 2.0.

Academic Probation
If while on Academic Warning, the student earns a term GPA above 2.0 but the cumulative GPA is still below 2.0, the student will stay on Academic Warning. If while on Academic Warning, both the term and cumulative GPA fall below 2.0, the student will be placed on Academic Probation. While on Academic Probation, the student is required to:

A. Meet with an Academic Advisor to review the student's academic plan and to register for courses in subsequent terms
B. Discuss strategies to utilize CCAC’s academic support services
C. Enroll in no more than 9-10 credits in subsequent terms
D. Enroll in online courses only at discretion of the Advisor

To return to good standing, the student must achieve a minimum term and overall cumulative GPA of 2.0.

Academic Suspension
If while on Academic Probation, the student’s academic record falls below the minimum of the range outlined below, the student will be placed on Academic Suspension. Evaluation for Suspension will occur once each year, in May after final grades are posted. While on Academic Suspension, the student will be restricted from attending CCAC for two terms, unless the student successfully appeals.

Suspension Determination Chart

<table>
<thead>
<tr>
<th>If student has attempted: AND Cumulative GPA is:</th>
<th>24 credits</th>
<th>25–48 credits</th>
<th>49–59 credits</th>
<th>60+ credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;1.50</td>
<td>&lt;1.75</td>
<td>&lt;1.90</td>
<td>&lt;2.00</td>
</tr>
</tbody>
</table>

College Process for Academic Suspension
A. If the student is placed on Academic Suspension and has not registered for a subsequent term, no other action will be taken.
B. If the student has already registered for the summer term, the registration will be cancelled with charges adjusted accordingly.
C. If the student has NOT filed an appeal AND has already registered for fall term(s), the registration will be cancelled with charges adjusted accordingly.
D. If the student HAS filed an appeal for Fall classes AND has already registered for Fall classes, the registration will be held until the appeal is determined.
E. If the student does not appeal the suspension or appeal is not granted, the student must sit out for two consecutive terms (summer and fall) before being re-admitted to the college for the Spring semester. All summer sessions combined equal one term.

F. Upon returning after the two term suspension, the student must meet with a Counselor to review the student’s educational goals and academic plan, develop strategies to utilize academic support services, and register for classes. Enrollment will be limited to the credit load set by the Counselor.
G. The student can only register with a Counselor and must maintain a term GPA of 2.0 minimum. If, in the semester in which the student returns, the student’s term GPA is less than 2.0, the student will be placed on Academic Suspension and must sit out for two terms with no appeal.

College Process for the Appeal of Academic Suspension
If the student wishes to attend within the two-term restricted period, the student must appeal by submitting the Suspension Appeal form to the Associate Academic Dean on the student’s campus by the deadline (instructions included in the Suspension letter).

A. A permanent Academic Appeals Committee will be established at the beginning of every academic year on each campus under the coordination of the Associate Dean of Academic Affairs. The Committee will be comprised of one advising administrator, two full-time teaching faculty members, one counselor and one associate dean of Academic Affairs. The term of appointment for committee members will be for one academic year. Alternates will also be selected.
B. All students identified as ‘suspended’ will receive a suspension letter/e-mail/notice on portal, etc. signed by the academic leader which will outline the conditions of the suspension, appeal process, and the consequences of not filing an appeal before the due date.
C. The student will be notified of the decision of the Academic Appeals Committee in writing.
D. If the appeal is granted:
   a. The student must meet with a Counselor to develop an academic plan, discuss strategies to utilize CCAC’s academic support services and to select/adjust courses for fall registration, and for subsequent terms, based on the committee’s recommendation. Enrollment in online courses is at the discretion of the Counselor.
   b. For every term after the appeal, the student must register with a Counselor and must maintain a term GPA of 2.0 minimum for all subsequent semesters. Enrollment will be limited to the credit load set by the Counselor. If the student’s term GPA is less than 2.0, the student will again be placed on suspension and must sit out for two terms with no appeal. If already registered for the next term, the student’s registration will be cancelled with charges adjusted accordingly.
E. If the appeal is denied:
   a. The student must meet with a Counselor in order to be readmitted after sitting out the two terms. If the student has registered for fall courses, the registration will be...
cancelled with charges adjusted accordingly. During the period of suspension, the student will be required to follow any prescribed actions as stated by the Academic Appeals Committee.

b. For every term after suspension, the student must register with a Counselor and must maintain a term GPA of 2.0 minimum for all subsequent semesters. Enrollment will be limited to the credit load set by the Counselor. If the student’s term GPA is less than 2.0, the student will again be placed on Academic Suspension and must sit out for two terms with no appeal. If already registered for the next term, the student’s registration will be cancelled with charges adjusted accordingly.

Financial Aid has a separate standard for academic progress. See Satisfactory Academic Progress Policy.

WITHDRAWAL

The following procedures are important to a student’s grade record at the college.

• A student may drop a class during the drop period* of the term and it will not appear on the transcript.

• After the drop period ends until the withdrawal deadline, a student may voluntarily withdraw from a class and a W notation will appear on the student’s grade report and transcript. There is no refund of tuition or fees associated with the Withdrawal process.

• Any actions or pending actions of academic misconduct may prohibit a student from withdrawing from a course. The right to withdraw is denied to any student on whom an Academic Misconduct Report Form is filed. Once the form is filed, the right to withdraw is suspended. If the student files an academic misconduct appeal at the conclusion of the process two possibilities may happen: (1) if the student is exonerated, the right to withdraw applies retroactively; or (2) if the student is found guilty of academic misconduct, the right to withdraw is denied.

• After the withdrawal deadline, the instructor must give the student a grade (A, B, C, D, F or I) for the class. This grade will appear on the grade report and transcript.

* The specific deadline for withdrawals appears in the Academic Calendar at my.ccac.edu. Students should be aware, however, that credits attempted are used to determine whether they are making satisfactory academic progress and can affect their eligibility to receive financial aid.

Medical Withdrawal

If a student experiences health problems that require withdrawal from classes, he/she should complete a medical withdrawal form. Forms are available at ccac.edu or at the campus. The student’s physician will need to document the condition that requires a student to leave the college.

Involuntary Administrative Withdrawal

The college reserves the right to cancel the registration of a student at any time for just cause. The cause may include poor academic performance or disruptive behavior. The student has a right to appeal such dismissal through the appropriate procedures. These procedures appear in the Student Handbook at ccac.edu/Academic_Rules_and_Regulations.aspx

Military Call to Duty Withdrawal

A military student, or the student’s spouse, called to active duty during an academic semester has options for completing the semester: (1) taking the grade the student has earned to date in a class(es) provided that more than 75% of class meetings have passed (2) taking an incomplete grade provided more than 50% of the class meetings have passed, completing the course at a later date; or (3) withdrawing from one or more courses with a grade of M at any time. Students must discuss these options with the instructors. (See Appendix L for details.)
Academic programs at CCAC are designed to prepare students to either seek immediate employment or continue with their education at a four-year college or university.

CCAC offers certificates and diplomas that provide focused coursework in a specific career field. Most of the certificate and diploma programs are designed for students with little or no experience in the field, but a few certificates in health and the social/behavioral science provide additional skills and credentials for people already working in a given career.

Many degrees build on certificate and diploma programs with general education courses providing students with associate degrees, opening a wide range of personal and employment opportunities.

Many other students begin their academic careers at CCAC with the intention of transfer to earn a four-year degree. Those students can enroll in one of the CCAC transfer programs if a four-year transfer college has not been identified and follow the curriculum as outlined or work with one of the counselors to identify a specific four-year college’s curriculum.

Many of the CCAC programs have been aligned with the curriculum at four-year colleges through articulation agreements. As of January 2014, CCAC has articulation agreements with 34 local and national colleges and universities for 163 programs. Several more agreements are being reviewed.

CCAC encourages students to work with counselors as early as possible to explore these agreements as a path to a four-year degree.

Agreement details can be found on the CCAC website at ccac.edu/articulation/

**WHAT IS TAOC?**

TAOC is the PA Transfer and Articulation Oversight Committee. Their task is to fashion programs for universal transfer among participating colleges. Graduates transfer with junior status. While CCAC has other programs that transfer similarly, the TAOC programs are sanctioned by state legislation.

**What CCAC programs are currently TAOC-eligible?**

CCAC’s eligible degree programs are designated on our website and in College literature with the TAOC backpack logo. These include: Biological Sciences, Business Administration, Criminal Justice, Fine Arts, Pre-K Education, Psychology, and Social Work and Theatre.

**Where can you go to find additional PA transfer information?**

Go to pacollegetransfer.com.

The Pennsylvania Transfer and Articulation Center (PA TRAC) was created as a one-stop shop for transfer students, administrators and advisors/faculty. The site contains the following information:

**Information about the Transfer Credit Framework**

- Transfer course equivalencies
- College profiles for the participating institutions
- Searchable databases

**What is the Transfer Credit Framework?**

Some students may be undecided about a college or major. The Transfer Framework provides students with six categories and general course guidance for selecting the courses typically found in the college freshman year. Searchable databases then provide students with the courses at any institution that have been approved as “Framework Courses” and therefore transfer throughout the state. While CCAC has many other courses that will transfer, the transferability of the Framework Courses is the product of state legislation.

**How did TAOC get started?**

In July 2006, the Pennsylvania Department of Education (PDE) began implementation of Article XX-C of the Public institution Code of 1949. Intended to create a seamless statewide transfer and articulation system, this legislation requires Pennsylvania’s 14 community colleges and the 14 universities in the Pennsylvania State System of Higher Education (PASSHE) to adopt mandatory equivalency standards for the purpose of creating at least 30 hours of foundation courses that can be easily transferred to any of the participating institutions and to establish an electronic portal for providing public access to transfer information.

Voluntary participation by private colleges and universities is allowed under the law. State-related institutions also may voluntarily participate in this statewide transfer system.
**PA TRAC COURSES AT CCAC**

The following is a listing of 49 CCAC courses that are approved for the PA Trac Transfer Framework. These courses are easily transferred to any participating PA Trac institution. For more see the 30-credit Transfer Framework at https://www.pacollegetransfer.com/TransferCourses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT-101</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>ART-106</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ART-109</td>
<td>Drawing 1</td>
</tr>
<tr>
<td>BIO-110</td>
<td>Introduction to Biological Science</td>
</tr>
<tr>
<td>BIO-151</td>
<td>General Biology 1</td>
</tr>
<tr>
<td>BIO-152</td>
<td>General Biology 2</td>
</tr>
<tr>
<td>BIO-161</td>
<td>Anatomy &amp; Physiology 1</td>
</tr>
<tr>
<td>BIO-162</td>
<td>Anatomy &amp; Physiology 2</td>
</tr>
<tr>
<td>CHM-109</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>CHM-110</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>CHM-111</td>
<td>Introduction to Chemistry Laboratory</td>
</tr>
<tr>
<td>CHM-151</td>
<td>General Chemistry 1</td>
</tr>
<tr>
<td>CHM-152</td>
<td>General Chemistry 2</td>
</tr>
<tr>
<td>ECO-102</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECO-103</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
</tr>
<tr>
<td>ENG-115</td>
<td>General Literature</td>
</tr>
<tr>
<td>ENG-202</td>
<td>Fiction</td>
</tr>
<tr>
<td>HIS-101</td>
<td>History of Western Civilization 1</td>
</tr>
<tr>
<td>HIS-102</td>
<td>History of Western Civilization 2</td>
</tr>
<tr>
<td>HIS-104</td>
<td>United States History 1</td>
</tr>
<tr>
<td>HIS-105</td>
<td>United States History 2</td>
</tr>
<tr>
<td>MAT-102</td>
<td>Mathematics Concepts</td>
</tr>
<tr>
<td>MAT-108</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MAT-161</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>MAT-201</td>
<td>Calculus 1</td>
</tr>
<tr>
<td>MAT-202</td>
<td>Calculus 2</td>
</tr>
<tr>
<td>MAT-220</td>
<td>Business Calculus</td>
</tr>
<tr>
<td>MAT-250</td>
<td>Calculus 3</td>
</tr>
<tr>
<td>MUS-101</td>
<td>Introduction to Music</td>
</tr>
<tr>
<td>PHL-101</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHL-103</td>
<td>Logic</td>
</tr>
<tr>
<td>PHL-155</td>
<td>Ethics</td>
</tr>
<tr>
<td>PHS-107</td>
<td>Introduction to Astronomy</td>
</tr>
<tr>
<td>PHY-141</td>
<td>Physics 1</td>
</tr>
<tr>
<td>PHY-142</td>
<td>Physics 2</td>
</tr>
<tr>
<td>POL-101</td>
<td>Introduction to Political Science</td>
</tr>
<tr>
<td>POL-103</td>
<td>American Government</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSY-108</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PSY-201</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>PSY-210</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC-212</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SPH-101</td>
<td>Speech</td>
</tr>
<tr>
<td>THE-101</td>
<td>Theatre</td>
</tr>
<tr>
<td>FRE-101</td>
<td>Elementary French 1</td>
</tr>
<tr>
<td>SPA-101</td>
<td>Elementary Spanish 1</td>
</tr>
<tr>
<td>SPA-102</td>
<td>Elementary Spanish 2</td>
</tr>
</tbody>
</table>

**PA TRAC TRANSFER CREDIT FRAMEWORK**

Students who successfully complete courses from the categories below may transfer those credits toward graduation requirements of nearly any major offered by the participating institutions. Please be aware that certain majors may have specific requirements prescribed by external agencies. Students should work with an advisor to select appropriate courses as they relate to the major.

### Category 1
3-4 credits total
- English Composition 1 and 2

### Category 2
3-4 credits total
- Oral Communications

### Category 3
Min 3-4 credits; max 6-8
- Mathematics Concepts
- Intermediate Algebra
- Elementary Statistics
- Precalculus, Calculus 1, Calculus 2, Calculus 3
- Business Calculus (or Analytical Methods *MAT-120*)

### Category 4
Min 3-4 credits; max 6-8
- Introduction to Biological Science
- General Biology 2 (majors & non-majors courses)

### Category 5
Min 3-4 credits; max 6-8
- General Biology 1 (majors & non-majors courses)
- Introduction to Chemistry
- Introductory Chemistry
- Introductory Chemistry Laboratory
- General Chemistry 1 (majors & non-majors courses)
- General Chemistry 2 (majors & non-majors courses)
- General Physics 1 (non-calculus)
- General Physics 2 (non-calculus)
- Anatomy & Physiology 1
- Anatomy & Physiology 2
- Introductory Astronomy

### Category 6
Min 3-4 credits; max 6-8
- Introduction to Music
- Introduction to Philosophy
- Ethics
- Elementary Spanish 1
- Elementary Spanish 2
- Elementary French 1
- Elementary French 2
- Art Appreciation
- Drawing 1
- Painting 1
- General Literature
- Introduction to Theatre
PROGRAM EXPLANATION

Programs at the Community College of Allegheny County provide instruction in general education and specialized knowledge.

Basic Skills
Effective college learning requires competency in reading, writing, speaking, listening, mathematics, reasoning and study skills. Computer literacy is recommended as well. Part of each program at the college develops these skills.

General Education
Sometimes called distribution requirements, each Community College of Allegheny County program contains a number of courses that introduce the student to a common core of knowledge.

Specialized Knowledge
Called the program core and electives in the college program, a number of courses provide knowledge and skills for the student’s particular educational goal, whether the student decides to continue education at a four-year school, to seek employment after graduation or to pursue both goals.

Degrees Awarded
The Community College of Allegheny County offers the Associate of Arts, Associate of Science and Associate of Applied Science degrees. Both the Associate of Arts and Associate of Science degrees can prepare the student to continue education at another college. Students should work with a CCAC counselor and the transfer institution when selecting a degree path at the college.

Associate of Arts degrees require more than twice as many courses in social science, English and mathematics as the Associate of Science degree. Generally, this means that the student is building a broader base of knowledge and intends to pursue more specialized instruction after transferring to a four-year college.

Associate of Science/Associate of Applied Science degrees require many more courses in the area of specialized knowledge. Generally, the student intends to work in a chosen field immediately after graduation or enter a field of study that requires specialized preparation before beginning studies at a four-year college.

Associate Degree
Associate of Arts and Associate of Science degrees include specific coursework along with a core of general education courses. Associate degrees require at least 60 credits and take 15–24 months of full-time study. Students who plan to enter full-time employment after attending CCAC should select a career program from among those listed under the following areas: arts & humanities; business; education, social & behavioral sciences & human services; health; science, technology, engineering & mathematics; and trades. The program chosen will determine the required courses taken at CCAC. With the knowledge and skills from these courses, after graduation students are better able to enter the workforce.

A well-developed educational plan is an important first step toward transfer to a four-year institution. Students planning to continue at a four-year college or university should begin working with a counselor. The university parallel and transfer programs prepare students for college studies beyond the associate degree. Programs indicated by the keystone logo are designed to transfer seamlessly to Pennsylvania State System of Higher Education (PASSHE) institutions as well as a few private institutions.

Counselors can provide information about the colleges and universities that have formal articulation agreements with CCAC to make transfer easier. To review these agreements, go to ccac.edularticulation/

All degree programs share a common core of general distribution education courses. These courses satisfy the basic requirements of many degree programs. In some cases, degree programs can be changed during the first year of study without losing any credit toward graduation for the courses completed.

Certificates/Diplomas
Certificates and diplomas provide intensive training in a specialized field. Credit values of the certificates and diplomas vary, but many can be finished in one year if a student attends full-time. Credits earned in the certificate and diploma programs often can be used in earning an Associate degree in the same field. Certificate and diploma programs improve chances for early employment and allow the student to continue studies as a part-time student to complete the degree requirement while working.

Many of the programs at CCAC have a certificate/diploma option. A diploma is awarded for programs with fewer than 16 credits and can be completed in as little as one or two terms. A certificate normally ranges from 16 to 48 credits. Most certificates are designed to be completed in one year of full-time study (longer for part-time students). Some may require more credits and take more than one year, based on the program and industry requirements. The credits that students earn to receive a diploma or certificate award can often be used toward an Associate’s degree. Many certificate and diploma programs also appeal to students with previous degrees who wish to acquire new employment skills.

Students in many programs are eligible for employer sponsorship. In this process, the employer arranges tuition billings through the college or tuition reimbursement after grades are available for professional development or enhancement of work-related skills. Many courses are scheduled in the evening hours to allow students to continue their education and work at the same time.

Earning a Four-year Degree at CCAC
CCAC and Indiana University of Pennsylvania (IUP) have developed collaborative degree programs in Business Management and Education (Middle Level Teacher Education Program, Math Specialization and Middle Level Teacher Education Program, Science Specialization. All IUP classes are taught on a CCAC campus. CCAC is also exploring
collaborative programs with other four-year institutions. For more information go to ccac.edu/articulation/

More information is available by contacting the Admissions office, the Registration and Advisement office or the Transfer office at any of the four campuses.

ELEMENTS OF A PROGRAM

The individual courses required for any degree program are listed in the program section of this catalog.

Core Courses

These courses come from the program core requirements, general education requirements and other disciplines. Generally, they should be completed in sequence so the student will be prepared for advanced courses.

Restricted Electives

These courses may be made up of both program core courses and general education courses. On occasion, the specific program will include courses from other disciplines which are meant to complement program core courses. They are classified as electives because the student will have a choice of two or more courses or two or more groups of courses from which to select. If a student is planning transfer to a four-year college or university, it is important that the student consult with a counselor and the other college’s catalog.

General Electives

Programs may require a minimum number of general elective credits. The student may select these courses by referring to the section of the catalog called “Description of Courses.”

Degree Requirements for Graduation

All three of the associate degrees (AA, AS and AAS) require that the student earn a minimum of 60 credits, satisfy all the stated requirements of their program and have a cumulative GPA of 2.00 or higher. (See Limitations on Sources of Credits for Graduation.)

Electives to Meet Degree Requirements

All college programs require the student to enroll in courses that are called electives. Electives broaden a college education and deepen the student’s understanding of a specific area of activity while fulfilling the specifics of a program. Electives should be chosen with the help of an academic advisor or a counselor.

Credit courses offered by the college can be considered an elective, subject to the following restrictions:

• A course can count toward graduation only when the student has satisfied the prerequisites for that course.
• A course can only count once toward graduation and must satisfy some elective with the student’s program.
• Electives may consist of courses transferred from another accredited college or university or advanced standing credits earned through USAFI, CLEP or Advanced Placement Tests (AP) of the College Entrance Examination Board or other nationally recognized examinations approved by the college.

For more information go to ccac.edu/Advanced-Placement/

What to Expect From Your Educational Plan

College graduates should have an awareness of the world around them, as well as general knowledge and skills in specific areas. The CCAC learning environment is designed to provide students with experiences necessary to explore critical areas of knowledge. Some of these areas are listed below.

• The Arts: The arts (art, dance, music and theatre) engage the imagination, foster new ideas, help develop discipline and build self-confidence.
• Computer Competency: Computer literacy is an important tool for acquiring and organizing knowledge and problem solving.
• English: Competence in English helps individuals communicate attitudes and ideas while expanding thoughts and imagination.
• Foreign Language: The study of a foreign language promotes greater awareness of cultural variety and improves communication with people from other countries.
• History: Knowledge of the past provides a basis for understanding our present and making assumptions about the future.
• The Humanities: Humanities promote an understanding of societal values and an appreciation of their expression through art, language, literature, music, philosophy, speech and theatre.
• Mathematics: Mathematics is the indispensable language of science, technology, business and finance. Students need a knowledge of algebra, geometry and functions to succeed in most fields.
• The Sciences: College students must study the sciences in order to function effectively in a society shaped by rapid technological change.
• The Social Sciences: Problem solving requires the analytical skills learned in the social sciences. Preparation in anthropology, economics, geography, history, political science, psychology and sociology helps individuals function more effectively on a personal level and in our modern technological society.
PROGRAM REQUIREMENTS

Each student at the college is required to declare a program of study. All degree and certificate programs are published in the college catalog and on the college website. If a student is not interested in a specific program of study, the following program should be declared.

<table>
<thead>
<tr>
<th>If…</th>
<th>Select program…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is unsure of program selection or wishes to obtain a generalized degree</td>
<td>&quot;089-GENERAL-STUDY-AS&quot;</td>
</tr>
<tr>
<td>Student is taking classes at CCAC specifically to transfer to their home college or university</td>
<td>&quot;001-NON-CCAC-STUD&quot;</td>
</tr>
<tr>
<td>Student is taking course(s) for personal enrichment and is not pursuing a degree or certificate program</td>
<td>&quot;800-NON-DEGREE&quot;</td>
</tr>
</tbody>
</table>

A student will declare a program when completing the Application for Admission to CCAC. When a program is declared, the student will be responsible for meeting the requirements outlined by the catalog at the time of application or change of program. The advisor and student will plan the academic program based on the requirements of that catalog. It is recommended that the student meet regularly with the advisor to review progress towards the degree or certificate. If a student is receiving financial aid, the Financial Aid staff will confirm that the selected program is eligible for financial aid. Additionally, a student on financial aid will be required to make satisfactory academic progress in the selected program within a specified time frame to remain eligible for financial aid. Program requirements for limited enrollment programs will be enforced as of the catalog term when the student is accepted into the program.

A student may change his/her program of study in consultation with an academic advisor. If changed before the end of the add-period for the term, the new program will be effective for the current term. Otherwise, the new program will be effective for the following term.

Academic programs may be updated at any time by the department to meet changing industry practices, licensing requirements or technology changes. If a student returns to the college after a break in attendance (one full year or more), the student must change his/her program to follow the current requirements. A continuing student can follow the requirements in place at the time of their declaration of the program.

If the college discontinues a program completely, students currently assigned to the program will be allowed to complete the requirements of the degree or certificate. This option will remain in force for continually enrolled students for the duration of time expected for the program (normally two years for an Associate degree or one year for a certificate).

Any student who does not attend CCAC for two years will be required to reapply to the college.

### Basic Skills and General Education Core

<table>
<thead>
<tr>
<th>Associate of Arts</th>
<th>Minimum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>English Electives</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics or Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Computer Skills¹</td>
<td>3</td>
</tr>
<tr>
<td>Program Core and Electives</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total Minimum Credits Required²</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

¹ The Community College of Allegheny County recommends that all graduates be computer literate in their field of study. Academic advisors and program faculty can outline the various options for developing computer literacy.

² Specific courses and credits required in each program are outlined on the appropriate program page. All courses should be chosen in consultation with an academic advisor and students can consult the “Course Descriptions—Course Description Explanations” section for the catalog for courses that satisfy each category.
INSTRUCTOR

Education at the Community College of Allegheny County begins with the instructor in the classroom or online. Rules and procedures for developing a productive academic partnership with the instructor are detailed in the “Academic Rules and Regulations” section of the catalog.

CCAC has a talented and creative faculty interested in teaching students who desire to learn. Of the 244 full-time faculty, approximately 82 percent have a master’s degree or higher in their field. Many others have additional certifications and licenses in specialty areas and continue to develop their professional skills through workshops, seminars, college coursework and related work place experiences. The college’s talented adjunct faculty, selected from qualified, local professionals, display high levels of expertise in the subjects they teach.

COURSES & SCHEDULES

Each term the classes being offered are listed in the credit course magazine published three times per year and on ccac.edu. Course descriptions are listed in the catalog and through program pages on the CCAC website and through “Search for Sections” on CCAC Central. Descriptions include course alphacodes and numbers (the course identifier), titles, credits and class hours and any pre- or corequisite instruction required. The credit schedule assigns each class a section identifying specific campus or center location, dates, times, room and instructor for the class. Because students have different learning styles and learn best when a variety of teaching methods are used to present information in the classroom, CCAC delivers instruction in a variety of ways. For more information go to ccac.edu/Course_Information_and_Schedules.aspx

For most of the courses listed in the catalog, teaching techniques include lectures, labs, discussion, student and media presentations, self-paced or computer-assisted instruction, online instruction and field trips. These techniques are noted in the course descriptions.

What is Prerequisite and Corequisite Instruction?

- **Prerequisite Instruction:** Many courses at the college require prerequisites. Prerequisites provide the skills and knowledge needed to begin a course and are listed with each course description. A prerequisite may be a high school course, a course or courses at the college or other equivalent educational experiences. If students are uncertain whether they have the skill and knowledge to enroll in a course, contact an academic advisor.

- **Corequisite Instruction:** Two or more courses that should be taken at the same time are corequisites. You learn information in each class that will help you in the other.

LECTURE CLASSES

For lecture classes, the college awards one college credit for every 15 hours in class in a term. In a 16-week fall or spring term, a three-credit course meets three hours a week. Meetings are prorated for shorter sessions.

LABORATORY CLASSES

Some classes, especially those in the sciences and technologies, provide laboratory experiences and demonstrations. In laboratory classes there is a high degree of “hands-on” experience to help students learn course material. Labs are listed in the course descriptions.

Credits assigned to laboratory classes vary. The college awards one credit for every 30 to 45 class hours in a term. In a 16-week fall or spring term, a one-credit laboratory meets two to three hours a week.

STUDIO & ACTIVITY CLASSES

Some classes, especially those in the arts and physical education, provide students the time, setting and materials to practice a skill under the guidance of a professional. Activity classes are described in the catalog. Credits assigned to these studio or activity experiences vary. The college awards one credit for every 30 to 45 class hours in a term. In a 16-week fall or spring term, a one-credit class meets two to three hours a week. This schedule may vary during the term depending upon the nature of the activity.

OPEN LABORATORIES

The college provides computer facilities, learning assistance centers and in some cases, mathematics, reading and writing laboratories at each campus. Open laboratories do not provide organized instruction but add to classroom instruction. Depending upon the availability of facilities, open laboratory hours can be arranged to fit individual student schedules. These activities, which may be required, receive no college credit.

CLINICAL, EXTERNSHIP, FIELDWORK OR PRACTICUM EXPERIENCES

Many programs at the college require students to have hands-on work experience. These practical experiences are usually scheduled during the fall and spring terms although some programs also require summer assignments. All clinical, externship, fieldwork and practicum experiences are offered at college-approved sites. For these clinical and practicum experiences, the college awards one credit for every 60 hours in a term. In a 16-week fall or spring term, a one-credit clinical or practicum experience may require four hours each week. Scheduling may not be regular and hours may be less or more than a 16-week term.

All Health Career programs as well as many programs in the Education, Social & Behavioral and Human Services programs and Computer Information Technology programs at CCAC also provide students with the opportunity to gain experience in a health care or appropriate program-related facility as early as the first term in a program. The college has cooperative arrangements with most local health care facilities where students practice skills learned in the classroom and laboratory, under the direction of professionals. For more information go to ccac.edu/Cooperative_Education_Guidelines.aspx
INDEPENDENT STUDY
Independent study allows students to explore academic topics not available in existing CCAC or Pittsburgh Council of Higher Education (PCHE) curricula. Independent study is an enrichment experience designed to meet the individual academic interests of students. Independent study cannot be used to take/replace any existing course currently offered by CCAC and listed in the current college catalog. Independent study must be a free elective that cannot be substituted for any required course. Permission by the Dean of Academic Affairs is required for the faculty to enter into an independent study contract with the student. An independent study contract describing the course of study and assessment/evaluation procedures must be filed with the Academic Dean by the end of the first week of classes. The student must register for the independent study course.

Independent study courses are identified by the 300 series of course numbers. Only six credits of independent study may be applied toward an Associate degree and three credits of independent study toward a certificate or diploma. Students are advised that while independent study courses count toward their program degrees or certificate completion at CCAC, often these independent study courses may not be accepted as credit for transfer to other institutions of higher education.

CAREER PROGRAMS
For students who plan to enter full-time employment directly after graduation, CCAC’s career programs provide clinical, cooperative education and apprenticeship experiences as well as classroom instruction. Credits earned in many of these programs are transferable to four-year institutions. To see the programs offered at CCAC, refer to the “Program Explanation” section in this catalog.

HONORS PROGRAM
The CCAC Honors Program unites academically outstanding students and faculty in the pursuit of academic excellence and fosters the development of scholarship, communication and leadership skills in the students. Students earn Honors credits through Honors-designated courses and/or Honors-by-contract with a faculty mentor in a regular course in which they complete an enrichment project of their own design, following guidelines set by their mentor.

Honors students further enhance their academic experience through participation in Honors cultural activities and by attending regional and national Honors conferences. Other benefits include notation of Honors course credits on academic transcripts, Honors scholarship money in the form of in-county tuition reimbursement for Honors courses (if students are not fully funded from another source), the opportunity to compete for four all-tuition Leadership in Honors Scholarships for returning Honors students and wearing Honors cords at graduation. Honors students earning 15 or more Honors credits are awarded an Honors degree and wear an Honors medallion at graduation.

To qualify for the Honors Program, applicants must be enrolled in an associate degree program and be eligible for college-level English Composition 1 (ENG-101) and Algebra Fundamentals (MAT-090) or above, either by placing directly into them through the CCAC placement tests or by completing required developmental courses in English, Developmental Studies, and mathematics. In addition, applicants must meet eligibility criteria based on their status: Current CCAC or transfer students must have nine credits of college-level coursework and an institutional GPA of 3.50 or higher (transfer students must submit a postsecondary transcript with their application). Students with GPAs between a 3.25 and 3.49 may make a special application with a letter of recommendation from a CCAC faculty member and an interview with the campus Honors coordinator. High school students must meet two of the following criteria:

- have a high school GPA of 3.50 or higher;
- be in the top 10 percent of their high school graduating class;
- have an SAT score of 1180 or greater or have an ACT score of 26 or greater; or
- be a member of the National Honor Society (high school applicants must submit a high school transcript with their application).

To remain in good standing in the program, Honors students must maintain an institutional GPA of 3.00, earn a minimum of three credits in Honors each academic year and participate in Honors activities. For more information go to ccac.edu/honors/

ACT 48
CCAC is an approved provider for credit level Act 48 courses in the Commonwealth of Pennsylvania. Educators wishing to take CCAC courses for Act 48 should check their course selection with their school district. Educators who are not currently teaching for a specific school district should contact the school district in which they live for recommendation on Act 48 coursework. When registering at CCAC, the educators should identify their interest in Act 48. CCAC will code their registration for reporting to the Commonwealth at the end of the term. Act 48 students can review course offerings at ccac.edu/48/

COOPERATIVE EDUCATION PROGRAM
The Cooperative Education program enables students in specific majors to gain academic credit for work experience by applying classroom instruction directly to related work activities. Through cooperative education, students gain experience in the latest techniques, procedures and equipment used in business, industry and the public sector.

Close coordination and supervision by the college insures that the co-op program becomes a viable learning opportunity. Academic credit awarded depends on the number of hours worked, the number of credits needed and the academic major.
To qualify for the Cooperative Education program students must have completed at least 30 credits with at least 12 credits in their major field, maintained at least a 2.50 GPA and attend the college the semester before beginning the program. Additional departmental requirements may apply. No student may enroll in cooperative education programs without formal faculty approval. Interested students should register on the CCAC Job Placement Central Job Bank at www.collegecentral.com/ccac and apply for admission at least one term before enrolling in the program.

Students approved need to register and pay for Cooperative Education credits. Internships, not for credit, are also available. Interested students can contact the director of Job Placement and Career Services on their campus to initiate the process. For more information go to ccac.edu/Cooperative_Education_Guidelines.aspx

COMMUNITY EDUCATION

Community Education programs offer wide-ranging and accessible courses for personal and professional enrichment and problem solving at home and at work. Students may enroll individually or through businesses, community groups or professional organizations. Classes are offered at convenient times, on weekdays and weekends, at a variety of Allegheny County locations. For more information go to ccac.edu/community-education/

WORKFORCE DEVELOPMENT

A variety of workforce development training solutions are offered through the college to strengthen regional workforce investment through the growth of skilled labor training, business development and grant writing efforts.

Through CCAC’s Workforce Development division, current employees who need to maintain or upgrade their knowledge base can access individual learning opportunities at a variety of locations, with multiple courses available online. Corporations, local agencies and non-profit organizations can gain customized, cost-effective training sessions offered on-site in that organization’s facility.

Attorneys, accountants, real estate agents, human resource specialists and insurance professionals can access required professional continuing education credits through the college, an accredited course provider. Regional safety providers, from EMTs to firefighters and others, can be trained or recertified through a large variety of available programs. Local and regional healthcare organizations can access staff training and preparation for board exams at their locations.

The Community College of Allegheny County’s Workforce Development, through a grant from the US Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant, is offering training programs in Advanced Manufacturing to build a Mechatronics Career Pathway. In addition, the R.K. Mellon/Renewable Energy Grant is a Workforce Development initiative dedicated to growing the college’s involvement in the region as the green/energy training education provider of choice growing partnerships with local unions as well as regional leaders in the conservation movement. Go to ccac.edu/workforce/ for more information about Workforce Development.

COMMUNITY SERVICES (COMMUNITY TRAINING & DEVELOPMENT)

Community Services seminars, workshops and courses are offered to meet the needs of individuals and groups in the communities throughout the region. Some offerings are designed to increase the skills of municipal employees, employees who work or volunteer in nonprofit agencies, the effectiveness of board members of nonprofit and/or employees of public agencies. Others teach skills to persons who are physically, cognitively and emotionally challenged and to those who assist persons with challenges. Still other offerings are designed for adults re-entering the workplace or for senior citizens. The college cooperates with other educational institutions and other organizations in Allegheny County as it designs and offers these programs. For more information about Community Services go to ccac.edu/Human_Service_Programs.aspx

VOCATIONAL PROGRAMS WITH LEARNING SUPPORTS

The Vocational Education department at North Campus offers training programs to equip adults with cognitive disabilities with the skills in occupational areas to obtain and maintain service-related jobs in the western Pennsylvania region. These include:

- Environmental Services/Janitorial
- Food Service
- Indoor/Outdoor Building Maintenance*
- Health Care Technician/Resident Aide*
- Nursing Assistant*
- * offered at both North and South Campus

Students receive classroom training and hands-on skills in practical work experience environments. Teachers work closely with the students in the classroom and provide them with on-site support at work experience sites. Personal skill development is emphasized relating to dress, grooming, attitude, attendance and getting along with fellow workers.

Students need to have the ability to maintain a learned routine and follow verbal or written directions. In addition, comprehensive employment skills are taught, which include resume development, job search linkage, application preparation, interviewing skills and preparation for State Competency Exam if required in the program of study.

Graduates of these programs will find realistic employment that matches their skills. Find more information got to Community Training & Development at ccac.edu/Vocational_Education_Training_for_People_Who_Need_Learning_Support.aspx
ARTS & HUMANITIES PROGRAMS

Most certificates and degrees in arts and humanities are designed for those students wishing to transfer directly to a similar program at a four-year college or university. Students in the university parallel programs often work with transfer counselors (and the receiving institution) to tailor their Community College of Allegheny County program to the selected four-year institution.

Other arts and humanities programs provide students with more focused studies at the associate’s degree level as the students plan to transfer.

Information on specific courses in a selected academic program can be found at ccac.edu CCAC Central e-Services. That information includes the location, days, times, faculty member and required books and supplies. Note that some courses are only offered during alternate terms. The syllabus (a detailed course description) is available for many courses at http://webapps.ccac.edu/MasterSyllabi/

PA TRAC creates a seamless statewide transfer and articulation system by creating foundation courses that can be easily transferred to any participating institution. Students who successfully complete courses from the approved Transfer Credit Framework list can transfer those credits to any of the participating colleges and universities and have them count towards graduation at any of the participating colleges and universities.

For more information, see www.pacollegetransfer.com/PATRAC.

All courses should be chosen with the help of an academic advisor.

### Art (026) (Degree)

### Digital Design (176) (Certificate)

### Ethnic & Diversity Studies (114.2) (Certificate)

### Film Worker (127) (Certificate)

### General Education (085) (Certificate)

### General Studies (AS) (089) (Degree)

### Graphic Communications (374.3) (Degree)

### Graphic Design (376.3) (Certificate)

### Industrial Design & Art (280.1) (Degree)

### Liberal Arts & Sciences (AS) (066) (Degree)

### Music (018.1) (Degree)

### Music Technology (140) (Degree)

### Music Technology (141) (Certificate)

### Theatre (025.2) (Degree)

### Technical Theatre (125.1) (Certificate)

1 University parallel program
The Art program prepares the student for transfer to a four-year institution with a broad college background demonstrating personal skill and knowledge in art.

Upon completion of this program, graduates may find employment as an art administrator, art educator, studio artist, set designer, museum or gallery assistant, etc.

Upon completion of the program, graduates will:
1. Develop a portfolio suitable for employment, transfer to a four-year institution or artistic development.
2. Develop visual communication skills.
3. Demonstrate technical and perceptual skills.
4. Use principles of design.
5. Use color theory.
6. Use current technology as it applies to the arts.
7. Analyze in order to render 2D forms via line, value and perspective.
8. Use art history to develop visual arts vocabulary and critical thinking skills, in a verbal and written manner.
9. Analyze three-dimensional forms.
10. Analyze visual images and objects.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART-103 Art History—Ancient or Modern</td>
<td>3</td>
</tr>
<tr>
<td>ART-104 Art History—Modern</td>
<td>3</td>
</tr>
<tr>
<td>ART-109 Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>ART-114 Two-dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-148 Color</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101 English Composition 1</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td>15</td>
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<tr>
<td>ART-207 Drawing 2</td>
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<td>ART-223 Three-dimensional Design</td>
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</tr>
<tr>
<td>ENG-102 English Composition 2</td>
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<tr>
<td>Art Elective</td>
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<tr>
<td>Fine Art Elective</td>
<td>3</td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>Art Electives</td>
<td>6</td>
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<tr>
<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td>Mathematics Elective</td>
<td>3–4</td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
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<tr>
<td>ART-265 Portfolio</td>
<td>3</td>
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<tr>
<td>SPH-101 Oral Communication</td>
<td>3</td>
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<td>Art Electives</td>
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<tr>
<td>Science Elective</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Minimum Credits to Graduate</strong></td>
<td>63–65</td>
</tr>
</tbody>
</table>

1 Students should take a minimum of 18 additional credits or six additional courses in studio art and art history, emphasizing the area of the Bachelor's degree or related fields of knowledge.
2 Students should take a minimum of three credits or one course in dance, music or theatre.

Major Concentrations—drawing/painting, ceramics, three-dimensional media, photography or electronic media. Check campus for media capability.

See the academic advisor and art faculty for specific program requirements among these art electives.

**Transfer Opportunities**

The keystone icon indicates that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor's degree in Art, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA, and Slippery Rock University. Other articulation agreements are available for students to complete the Associate Degree and transfer to Art Institute of Pittsburgh and Robert Morris University. See www.ccac.edu/articulation for details.

It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer.

**Digital Design (176)**

**CERTIFICATE**

This program will develop the students technical and aesthetic skills necessary for entry-level positions in the print or web design field. This program focuses on graphic design, photography and imaging for students to find employment as a production artist, graphic designer, illustrator, desktop publisher, web developer, Adobe® Certified user or freelance designer.

Upon successful completion of the program, the graduate will:
1. Develop visual communication skills.
2. Demonstrate technical and perceptual skills.
3. Use principles of design.
4. Use color theory.
5. Use current technology as it applies to the arts.
6. Analyze in order to render 2D forms via line, value and perspective.
7. Analyze visual images and objects.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART-144 Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ART-150 Introduction to Digital Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-168 Digital Imaging</td>
<td>3</td>
</tr>
</tbody>
</table>
Second Semester
ART-165 Digital Publishing 3
ART-170 Web Graphic Design 3
ART-250 Advanced Digital Graphic Design 3

Minimum Credits to Graduate 18

Ethnic & Diversity Studies (114.2)
ALLEGHENY CERTIFICATE

This program is designed to meet the needs of individuals who must demonstrate proficiency and understanding of differences based on age, race, gender, religions, sexual orientation, national origin or physical or mental ability. Students should choose from among the electives listed based on employment or educational requirements.

Upon completion of this certificate, graduates will:
1. Think and write critically about race, class and ethnicity in social and historical contexts.
2. Analyze multiple categories of social diversity.
3. Describe the scope and magnitude of ethnic and diversity studies from an interdisciplinary approach.
4. Identify different cultures of the world through the study of language, literature, religion and artistic creations or other disciplines.
5. Distinguish among the experiences of a variety of diverse cultures different from their own and provide an analytic framework which facilitates awareness of how cultures vary and shape the human experience.

CERTIFICATE REQUIREMENTS
First Semester  Credits
ETH-101 Ethnic & Diversity Studies 3
ETH-113 Introduction to Black Women & Leadership 3
ETH-114 Achieving Cultural Competence 3

Second Semester
ETH-112 Understanding Violence in America 3
ETH-123 The Politics of Race, Ethnicity & National Identity 3

Recommended Elective1

Minimum Credits to Graduate 18

1 Recommended Electives:
ANT-104 Native Americans of North America 3
ETH-119 Diversity Training/Education in America 3
ETH-121 Current Issues in Ethnic & Diversity Studies 3
ETH-122 Race & Ethnic Relations in a Global Economy 3
ETH-215 African Art/Artifacts in the Cycle of Life 3
ETH-220 History of the Pittsburgh Civil Rights Movement 3
HIS-203 African American History 1 or 2
HIS-205 African American History 2
HIS-219 History of Women
PSY-106 Psychology of African Americans
PSY-109 Psychology of Women
SOC-160 Introduction to Women’s Studies
SOC-211 Racial & Ethnic Minorities

Film Worker (127)
SOUTH CERTIFICATE

This program prepares graduates to work on film and television projects as crew. Positions such as construction, scenic artist, set dressing, grip, set lighting technician, sound mixing and editing, video assist, craft services, wardrobe and location scouting will be introduced. Opportunities to visit movie locations and sound stages will be an integral part of the hands-on training.

Upon successful completion of the program, the graduate will:
1. Describe ten film worker positions and their duties.
2. Recognize the differences in each film-worker position, its tools and necessary work ethic.
3. Execute craft services.
4. Work closely with others and under pressure with deadlines.
5. Apply ethics of a film worker and understand protocol.
6. Utilize skills through participation on a film crew.

CERTIFICATE REQUIREMENTS
First Semester  Credits
THE-117 Theatre Production 1 3
THE-121 Technical Theatre 1 3
THE-216 Film Worker 1 3

Second Semester
THE-122 Technical Theatre 2 3
THE-226 Film Worker 2 3
THE-403 Cooperative Learning 3

Minimum Credits to Graduate 18

General Education (085)
ALLEGHENY, BOYCE, NORTH, SOUTH CERTIFICATE

This certificate provides college courses to promote competency in English composition, mathematics, analytical reasoning, cultural diversity and computer literacy. These courses cultivate valuable workplace skills and knowledge of the world essential for careers in the 21st century. This certificate also provides a basic building block for many Associate degree programs at the College.

Upon successful completion of this program, the graduate will:
1. Write critically.
2. Speak effectively in a professional environment.
3. Demonstrate college level mathematical skills.
4. Distinguish among the experiences of diverse cultures.
5. Demonstrate computer literacy.
CERTIFICATE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Technology Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>Mathematics Elective¹</td>
<td>3–4</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Speech Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–17</strong></td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Competency Elective²</td>
<td>3</td>
</tr>
<tr>
<td>General Electives (2)¹</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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Minimum Credits to Graduate

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>33–36</td>
</tr>
</tbody>
</table>

¹ Mathematics courses must be higher than MAT-090 Fundamentals of Algebra.

² Cultural competency courses include:
- ANT-102 Cultural Anthropology
- ANT-104 Native Americans—Indians of North America
- ANT-117 Globalization
- BUS-245 International Business
- ECD-202 Children With Special Needs
- ENG-118 Women as Writers
- ETH-101 Ethnic & Diversity Studies
- ETH-111 Historical Development of Black Community in Pittsburgh
- ETH-112 Understanding Violence in America
- ETH-113 Introduction to Black Women & Leadership
- ETH-114 Achieving Cultural Competence
- ETH-119 Diversity Training/Education in America
- ETH-121 Current Issues in Ethnic & Diversity Studies
- ETH-122 Race and Ethnic Relations in the Global Economy
- ETH-123 The Politics of Race, Ethnicity & National Identity
- ETH-205 Latino Cultural Studies
- ETH-206 Asian American Studies
- ETH-215 African Art/Artifacts in the Cycle of Life
- ETH-220 History of the Pittsburgh Civil Rights Movement
- HIS-203 African American History 1
- HIS-205 African American History 2
- HIS-219 History of Women
- PHL-111 Religions of the World
- PSY-106 Psychology of African Americans
- PSY-109 Psychology of Women
- PSY-114 Human Sexuality
- SOC-160 Introduction to Women’s Studies
- SOC-202 Human Aging
- SOC-208 Urban Sociology
- SOC-210 Sociology of Sexual Behavior
- SOC-211 Racial & Ethnic Minorities
- Foreign Language

Other appropriate courses may be approved by campus Associate Dean of Academic Affairs at the campus where the student is enrolled in the program.

General Studies (AS) (089)

ALLEGHENY, BOYCE, NORTH, SOUTH
ASSOCIATE OF SCIENCE

This university parallel program provides the freshman and sophomore foundations of a baccalaureate liberal arts degree. Students should select specialized courses within their major field of concentration as identified by their transfer college or university.

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Technology Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Program Core or Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective²</td>
<td>3–4</td>
</tr>
<tr>
<td>Program Core or Elective (2)</td>
<td>6</td>
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<tr>
<td>Science Elective</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–17</strong></td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Program Core Elective (5)</td>
<td>15</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Core Elective (5)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60–63</td>
</tr>
</tbody>
</table>

¹ CCAC recommends that all graduates be computer literate in their field of study. Your academic advisor and program faculty can outline the various options for developing computer literacy.

² Mathematics elective must be a college-level course

Graphic Communications (374.3)

ALLEGHENY
ASSOCIATE OF SCIENCE

This program will prepare the student to develop an innovative portfolio of conceptual design. The student will adopt the aesthetic and technical skills necessary for entry-level positions in the print and digital design fields. Graduates may find employment as a production artist, graphic designer, illustrator, desktop publisher, web developer, freelance designer or eligible Adobe® Certified user. The student may also elect to transfer to a four-year institution.

Upon successful completion of the program, the graduate will:

1. Develop a portfolio suitable for employment, transfer to a four-year institution or artistic development.
2. Develop visual communication skills.
3. Demonstrate technical and perceptual skills.
4. Use principles of design.
5. Use color theory.
6. Use current technology as it applies to the arts.
7. Analyze in order to render 2D forms via line, value and perspective.
8. Use art history to develop visual arts vocabulary and critical thinking skills, in a verbal and written manner.
9. Analyze three-dimensional forms.
10. Analyze visual images and objects.

DEGREE REQUIREMENTS

First Semester
ART-114 Two-Dimensional Design 3
ART-148 Color 3
ART-150 Introduction to Digital Graphic Design 3
ENG-101 English Composition 1 3
MAT-102 or higher as Mathematics Elective 3-4

Second Semester
ART-109 Drawing 1 3
ART-168 Digital Imaging 3
ART-223 Three-Dimensional Design 3
ENG-102 English Composition 2 3
Science Elective 3–4

Third Semester
ART-113 Graphic Communication 3
ART-129 Printmaking 1 3
ART-130 Photography 1 or 3
ART-144 Digital Photography or 3
ART-177 Applied Digital Photography 3
ART-170 Web Graphic Design 3
SPH-101 Oral Communication 3

Fourth Semester
ART-103 Art History – Ancient or 3
ART-104 Art History – Modern 3
ART-165 Digital Publishing 3
ART-250 Advanced Digital Graphic Design 3
ART-265 Portfolio 3
Social Science Elective 3

Minimum Credits to Graduate 60–62

Graphic Design (376.3)

ALLEGHENY CERTIFICATE

This program is a concentration of traditional and digital courses to develop students skills in graphic design. The certificate program is also ideal for those students seeking professional development or improving on current skills. Graduates may find employment as a production artist, graphic designer, illustrator, desktop publisher, web developer, freelance designer or eligible Adobe® Certified user. The student may also elect to transfer to a four-year institution.

Upon successful completion of the program, the graduate will:
1. Develop a portfolio suitable for employment, transfer to a four-year institution or artistic development.
2. Develop visual communication skills.
3. Demonstrate technical and perceptual skills.
4. Use principles of design.
5. Use color theory.
6. Use current technology as it applies to the arts.
7. Analyze in order to render 2D forms via line, value and perspective.
8. Analyze visual images and objects.

DEGREE REQUIREMENTS

First Semester
ART-114 Two-Dimensional Design 3
ART-130 Photography 1 or 3
ART-144 Digital Photography or 3
ART-177 Applied Digital Photography 3
ART-148 Color 3
ART-150 Introduction to Digital Graphic Design 3
ART-168 Digital Imaging 3

Second Semester
ART-109 Drawing 1 3
ART-165 Digital Publishing 3
ART-170 Web Graphic Design 3
ART-113 Graphic Communication 3
ART-250 Advanced Digital Graphic Design 3
ART-265 Portfolio 3

18

Minimum Credits to Graduate 33

Industrial Art and Design (280.1)

ALLEGHENY ASSOCIATE OF SCIENCE

The student graduating as an industrial designer will work within the business environment to create aesthetic, functional and ergonomic designs. The industrial artist will explore fields related to indoor and outdoor installations, event promotional art and as a commissioned or non-commissioned gallery artist. Graduates may find employment in industrial design, product development, materials design, drafting, ergonomics, art director, craft and fine artist, or freelance designer/artist. The student may also elect to transfer to a four-year institution.

Upon successful completion of the program, the graduate will:
1. Develop a portfolio suitable for employment, transfer to a four-year institution or artistic development.
2. Develop visual communication skills.
3. Demonstrate technical and perceptual skills.
4. Use principles of design.
5. Use color theory.
6. Use current technology as it applies to the arts.
7. Analyze in order to render 2D forms via line, value and perspective.
8. Use art history to develop visual arts vocabulary and critical thinking skills, in a verbal and written manner.
9. Analyze three-dimensional forms.
10. Analyze visual images and objects.
### DEGREE REQUIREMENTS

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-103</td>
<td>Art History – Ancient</td>
<td>3</td>
</tr>
<tr>
<td>ART-114</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-148</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT-108</td>
<td>Intermediate Algebra</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
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#### Second Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ART-109</td>
<td>Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>ART-223</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-150</td>
<td>Introduction to Digital Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
<td>3</td>
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<td><strong>Total</strong></td>
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#### Third Semester

<table>
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<tr>
<td>ART-137</td>
<td>Ceramics 1</td>
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</tr>
<tr>
<td>ART-142</td>
<td>Jewelry Making 1</td>
<td>3</td>
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<tr>
<td>ART-168</td>
<td>Digital Imaging</td>
<td>3</td>
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<tr>
<td>PHY-141</td>
<td>Physics 1</td>
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<tr>
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#### Fourth Semester

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART-104</td>
<td>Art History – Modern</td>
<td>3</td>
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<tr>
<td>ART-138</td>
<td>Sculpture 1</td>
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<tr>
<td>ART-255</td>
<td>Industrial Design and Art</td>
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<td>ART-265</td>
<td>Portfolio</td>
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<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate**: 60–63

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### Music (018.1)

**ALLEGHENY, BOYCE ASSOCIATE OF SCIENCE**

The Music program prepares the student for transfer to a four-year institution with a broad college background demonstrating personal skill and knowledge in music.

Upon completion of this program, graduates may find employment in the fields of music performance, music education, music administration, music therapy or music technology.

Upon successful completion of the program, the graduate will:

1. Sight read music written in standard Western music notation.
2. Identify and notate musical patterns presented aurally.
3. Demonstrate artistic self-expression with fluent technical skills in performance.
4. Analyze music from the common practice period of Western music history.
5. Identify the historical context of musical compositions presented aurally.

---

### Liberal Arts & Sciences (AS) (006)

**ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF SCIENCE**

This university parallel program provides the freshman and sophomore foundations of a baccalaureate sciences degree. Students should select specialized courses within their major field of concentration as identified by their transfer college or university.

#### DEGREE REQUIREMENTS

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
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<tr>
<td></td>
<td>Computer Information Technology Elective</td>
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<td></td>
<td>General Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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### Second Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
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<td>General Elective</td>
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<tr>
<td></td>
<td>Mathematics Elective</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
<td>3</td>
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<tr>
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<td>Science Elective</td>
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<td>Major Field Electives' (3)</td>
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**Fourth Semester**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td></td>
<td>General Electives</td>
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<td></td>
<td>Major Field Electives' (3)</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Minimum Credits to Graduate**: 62–63
### Third Semester
- MAT-102 Mathematical Concepts or MAT-108 Intermediate Algebra 3
- MUS-106 Applied Music 2
- MUS-119 Music Technology 3
- MUS-228 Music Theory and Analysis 3
- MUS-237 Musicianship Skills 3
- Music Ensemble Elective 2
- Social Science Elective 3

### Fourth Semester
- MUS-205 Applied Music 3
- MUS-229 Music Theory and Analysis 4
- MUS-238 Musicianship Skills 4
- Humanities Elective 3
- Music Ensemble Elective 2
- Science Elective 3-4

### Minimum Credits to Graduate
64–66

1. It is recommended that students take Music Theory and Analysis 1 and Musicianship Skills 1 concurrently.

2. Music Ensemble Electives include the following courses:
   - MUS-109 College Choir 1
   - MUS-110 College Choir 2
   - MUS-113 Show Choir 1
   - MUS-114 Show Choir 2
   - MUS-115 Jazz Ensemble 1

3. It is recommended that students take Music Theory and Analysis 2 and Musicianship Skills 2 concurrently.

4. It is recommended that students take Music Theory and Analysis 3 and Musicianship Skills 3 concurrently.

5. It is recommended that students take Music Theory and Analysis 4 and Musicianship Skills 4 concurrently.

### Music Technology (140)

**ALLEGHENY ASSOCIATE OF SCIENCE**

The Associate of Science degree in Music Technology prepares the student for a variety of employment opportunities within the commercial music industry. Graduates may find employment as a recording engineer, live sound reinforcement engineer, sound designer, music producer, music publisher, broadcast technician, audio equipment technician or sound engineering technician. The student may also elect to transfer to a four-year institution.

Upon successful completion of the program, the graduate will:

1. Create audio recordings that demonstrate an understanding of the knowledge and skills associated with recording technology hardware and software.
2. Demonstrate proper use of music technology hardware and software for live sound reinforcement.
3. Create computer-based music recordings that demonstrate advanced electronic music production techniques.
4. Identify and notate musical patterns presented aurally.
5. Analyze music from the common practice period of Western music history.
7. Identify the historical context of musical compositions presented aurally.

### First Semester
- ENG-101 English Composition 3
- MUS-119 Introduction to Music Technology 3
- MUS-128 Music Theory and Analysis 1
- MUS-137 Musicianship Skills 1
- MUS-221 Class Piano 1
- Music Ensemble Elective 1

### Second Semester
- ENG-102 English Composition 2
- MUS-129 Music Theory and Analysis 2
- MUS-138 Musicianship Skills 2
- MUS-170 Audio Recording 1
- MUS-270 Electronic and Computer Music
- Music Ensemble Elective 1

### Third Semester
- MAT-102 Mathematical Concepts or MAT-108 Intermediate Algebra 3
- MUS-228 Music Theory and Analysis 3
- MUS-237 Musicianship Skills 3
- MUS-271 Music and Audio in Media
- Social Science Elective 3

### Fourth Semester
- MUS-172 The Business of Music
- MUS-272 Live Sound Reinforcement
- Humanities Elective 2
- Music History Elective 1
- Science Elective 3-4

### Minimum Credits to Graduate
64–66

1. It is recommended that students take Music Theory and Analysis 1 and Musicianship Skills 1 concurrently.

2. Music Ensemble Electives include the following courses:
   - MUS-109 College Choir 1
   - MUS-110 College Choir 2
   - MUS-113 Show Choir 1
   - MUS-114 Show Choir 2
   - MUS-115 Jazz Ensemble 1
MUS-116 Jazz Ensemble 2  
MUS-126 Instrumental/Vocal Ensemble 1  
MUS-127 Instrumental/Vocal Ensemble 2  
MUS-209 College Choir 3  
MUS-210 College Choir 4  
MUS-213 Show Choir 3  
MUS-214 Show Choir 4  
MUS-215 Jazz Ensemble 3  
MUS-216 Jazz Ensemble 4  
MUS-226 Instrumental/Vocal Ensemble 3  
MUS-227 Instrumental/Vocal Ensemble 4  

3 It is recommended that students take Music Theory and Analysis 2 and Musicianship Skills 2 concurrently.

4 It is recommended that students take Music Theory and Analysis 3 and Musicianship Skills 3 concurrently.

5 Music History Elective includes the following courses:
   - MUS-101 Introduction to Music
   - MUS-121 History of Music 1
   - MUS-122 History of Music 2
   - MUS-160 American Popular Music
   - MUS-253 History of Jazz

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**Music Technology (141)**

**ALLEGHENY CERTIFICATE**

The Certificate in Music Technology program is designed to develop the student’s knowledge and skills relating to software and hardware used in the commercial music industry. The certificate program is ideal for those students seeking professional development or improving on current skills. Graduates may find employment as a recording engineer, live sound reinforcement engineer, sound designer, music producer, music publisher, broadcast technician, audio equipment technician or sound engineering technician. Articulation to the Music Technology Associate’s degree program is possible for all students having completed the Music Technology certificate program.

Upon successful completion of the program, the graduate will:

1. Create audio recordings that demonstrate an understanding of the knowledge and skills associated with recording technology hardware and software.
2. Demonstrate proper use of music technology hardware and software for live sound reinforcement.
3. Create computer-based music recordings that demonstrate advanced electronic music production techniques.
4. Identify and notate musical patterns presented aurally.
5. Analyze music from the common practice of Western music history.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-119 Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS-128 Music Theory and Analysis 1*</td>
<td>3</td>
</tr>
<tr>
<td>MUS-137 Musicianship Skills 1*</td>
<td>2</td>
</tr>
<tr>
<td>MUS-170 Audio Recording 1</td>
<td>3</td>
</tr>
<tr>
<td>MUS-172 The Business of Music</td>
<td>3</td>
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14

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**Second Semester**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-171 Audio Recording 2</td>
</tr>
<tr>
<td>MUS-270 Electronic and Computer Music</td>
</tr>
<tr>
<td>MUS-271 Music and Audio in Media</td>
</tr>
<tr>
<td>MUS-272 Live Sound Reinforcement</td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate**

26

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1 It is recommended that students take Music Theory and Analysis 1 and Musicianship Skills 1 concurrently.

**Theatre (025.2)**

**SOUTH ASSOCIATE OF SCIENCE**

This program prepares the student for transfer to a four-year institution with a broad college background and skill and knowledge in theatre or for employment in the field of performance. Students interested in pursuing a shorter program in the technical aspects of theatre should see the Technical Theatre Diploma Program in Applied Arts.

Upon successful completion of the program, the graduate will:

**A) Theatre—Acting**

1. Define various theatrical forms and trends from cultural and historical perspectives.
2. Analyze a script in order to create a character on stage.
3. Apply appropriate vocal and physical techniques to acting performances.
4. Evaluate psychological dimensions of character and synthesize them with performances.
5. Analyze a professional theater production for form and content.

**B) Theatre—Technical Track**

1. Develop materials necessary to stage manage a production, such as a prompt book or rehearsal schedule.
2. Develop a concept and execute a lighting design.
3. Synthesize elements of design and drama in order to construct scenery appropriate for a production.
4. Communicate effectively with various theater practitioners, such as the director, scene designer and technical director.
5. Construct both hard and soft theatrical flats.

**C) Dance**

1. Use correct physical competencies, such as postural alignment, flexibility, kinesthetic awareness and cardiovascular capacity, while moving.
2. Define various dance forms and trends from cultural and historical perspectives.
3. Analyze a professional dance production for form and content.
4. Choreograph a dance with clear thematic development that illustrates the communicative potential of dance.
5. Be a contributing member of an ensemble working with a technical staff to produce a dance concert.
DEGREE REQUIREMENTS

Students must choose one of the following fields of study: A, B or C:

(A) ACTING

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-101 Modern Dance 1</td>
<td>3</td>
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<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>THE-101 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THE-108 Acting 1</td>
<td>3</td>
</tr>
<tr>
<td>THE-121 Technical Theatre 1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>SPH-101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>THE-104 Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>THE-109 Acting 2</td>
<td>3</td>
</tr>
<tr>
<td>THE-117 Theatre Production 1</td>
<td>3</td>
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<tr>
<td><strong>Total Credits:</strong></td>
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<table>
<thead>
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<tbody>
<tr>
<td>SPH-102 Voice &amp; Speech</td>
<td>3</td>
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<tr>
<td>THE-154 Introduction to Cinema</td>
<td>3</td>
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<tr>
<td>THE-210 Acting for Television</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3–4</td>
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<tr>
<td>Social Science Elective</td>
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<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>THE-119 Introduction to Stage Direction</td>
<td>3</td>
</tr>
<tr>
<td>THE-155 Improvisation</td>
<td>3</td>
</tr>
<tr>
<td>THE-403/6 Theatre Co-op</td>
<td>3–6</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>Theatre Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>15–19</strong></td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate: **63–68**

(B) TECHNICAL THEATRE

<table>
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<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>THE-101 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THE-108 Acting 1</td>
<td>3</td>
</tr>
<tr>
<td>THE-117 Theatre Production 1</td>
<td>3</td>
</tr>
<tr>
<td>THE-121 Technical Theatre 1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
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<tr>
<td>SPH-101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>THE-104 Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>THE-118 Theatre Production 2</td>
<td>3</td>
</tr>
<tr>
<td>THE-122 Technical Theatre 2</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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</thead>
<tbody>
<tr>
<td>THE-154 Introduction to Cinema</td>
<td>3</td>
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<tr>
<td>THE-210 Acting for Television</td>
<td>3</td>
</tr>
<tr>
<td>THE-222 Stage Make-up</td>
<td>3</td>
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<td>THE-403 Theatre Co-op</td>
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<tr>
<td>Mathematics Elective</td>
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<tr>
<td>Social Science Elective</td>
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Minimum Credits to Graduate: **61–65**

(C) DANCE

<table>
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<tbody>
<tr>
<td>DAN-101 Modern Dance 1</td>
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<tr>
<td>ENG-101 English Composition 1</td>
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<tr>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>THE-154 Introduction to Cinema</td>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>THE-222 Stage Make-up</td>
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<td>Mathematics Elective</td>
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</tr>
<tr>
<td>Theatre Elective(s)</td>
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<table>
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</thead>
<tbody>
<tr>
<td>THE-154 Introduction to Cinema</td>
<td>3</td>
</tr>
<tr>
<td>THE-210 Acting for Television</td>
<td>3</td>
</tr>
<tr>
<td>THE-222 Stage Make-up</td>
<td>3</td>
</tr>
<tr>
<td>Theatre Electives (2)</td>
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</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>15–16</strong></td>
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<table>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-201 Modern Dance 2</td>
<td>3</td>
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<tr>
<td>THE-104 Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>THE-108 Acting 1</td>
<td>3</td>
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<tr>
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<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate: **61–65**

Transfer Opportunities

The keystone icon indicates that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor’s degree in Theatre, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA, and Slippery Rock University. Other articulation agreements are available for students to complete the Associate Degree and transfer to Robert Morris University and Westminster College.

It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.
Technical Theatre (125.1)

SOUTH CERTIFICATE

The Technical Theatre program provides students with an overview of the technical aspects of theater including theatrical terminology, scenic design, stage lighting, set construction, stage rigging and draperies, sound systems, and safety precautions that need to be taken when using hand and power tools and working in a theatre, on a movie set or for a television studio.

Upon completion of the program, graduates can obtain entry-level jobs as theatre set construction crew member or as a technical staff member for theatrical productions.

Upon successful completion of the program, the graduate will:

1. Develop materials necessary to stage manage a production, such as a prompt book or rehearsal schedule.
2. Develop a concept and execute a lighting design.
3. Synthesize elements of design and drama in order to construct scenery appropriate for a production.
4. Communicate effectively with various theater practitioners, such as the director, scene designer and technical director.
5. Construct both hard and soft theatrical flats.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>THE-101 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THE-117 Theatre Production 1</td>
<td>3</td>
</tr>
<tr>
<td>THE-121 Technical Theatre 1</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE-118 Theatre Production 2</td>
<td>3</td>
</tr>
<tr>
<td>THE-122 Technical Theatre 2</td>
<td>3</td>
</tr>
<tr>
<td>THE-221 Introduction to Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate** 18
14 BUSINESS PROGRAMS

Certificates and degrees in business prepare students for their first jobs in administration, aviation management, finance, foodservice, hospitality and tourism and legal offices.

CCAC encourages students to apply for both certificates and diplomas (where possible) as they work toward associate’s degree requirements. Students should investigate baccalaureate programs as they advance in their chosen careers.

Information on specific courses in a selected academic program can be found at ccac.edu CCAC Central e-Services. That information includes the location, days, times, faculty member and required books and supplies. Note that some courses are only offered during alternate terms. The syllabus (a detailed course description) is available for many courses at http://webapps.ccac.edu/MasterSyllabi/

PA TRAC creates a seamless transfer and articulation process for students who earn degrees in specific programs and who transfer to PASSHE—Pennsylvania System of Higher Education institutions. CCAC’s Business (004.2) is part of this agreement.

For more information, see www.pacollegetransfer.com/PATRAC

All courses should be chosen with the help of an academic advisor.

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Accounting (105) (Degree)
Accounting Specialist (340) (Degree)
Accounting (217) (Certificate)
Administrative Assistant (785.1) (Degree)
Aviation Management (378) (Degree)
Aviation Technology (382.1) (Degree)
Business (004.2) (Degree)
Business—CCAC & Indiana University of Pennsylvania (097) (Degree)
Business Management (385.2) (Degree)
Business Management (216.1) (Certificate)
Court Reporter (327.4) (Degree)
Court Reporting (329.4) (Certificate)
Culinary Arts (670.1) (Degree)
E-Commerce (221) (Certificate)
Foodservice, Lodging & Recreation Management (405.2) (Degree)
Foodservice Management (407.2) (Certificate)
Land Administration (491.1) (Certificate)
Lodging & Recreation Management (406.2) (Certificate)
Paralegal (604.3) (Degree)
Paralegal (605.3) (Certificate)
Private Pilot (718) (Certificate)
Tourism Management (423.3) (Degree)

1 University parallel program
2 Collaborative agreement program
Accounting (105)  
ALLEGHENY, BOYCE, NORTH, SOUTH  
ASSOCIATE OF SCIENCE  

This program prepares the student for transfer to a four-year institution with a broad college background and skill and knowledge in accounting.  

Graduates may earn a Bachelor’s degree in Accounting or a related business field.  

Upon successful completion of the program, the graduate will:  

1. Explain the role and value of accounting in a business organization.  
2. Demonstrate entry-level accounting skills and current knowledge of generally accepted accounting principles.  
3. Analyze business transactions and determine their impact on financial statements.  
5. Utilize accounting concepts and techniques to make management decisions.  

DEGREE REQUIREMENTS  
First Semester  Credits  
ACC-104  Financial Accounting  4  
ECO-102  Principles of Macroeconomics  3  
ENG-101  English Composition 1  3  
Computer Information Technology Elective  3–4  
Social Science Elective  3  
16–17  
Second Semester  
ACC-203  Managerial Accounting  4  
ECO-103  Principles of Microeconomics  3  
ENG-102  English Composition 2  3  
Business Elective  3  
Mathematics Elective  3–4  
16–17  
Third Semester  
ACC-201  Intermediate Accounting 1  3  
MAT-120  Analytical Methods or Equivalent  3–4  
SPH-101  Oral Communication  3  
English Elective  3  
Science Elective  3–4  
15–17  
Fourth Semester  
ACC-202  Intermediate Accounting 2  3  
Business Elective  3  
General Elective  3  
Humanities Elective  3  
Social Science Elective  3  
15  
Minimum Credits to Graduate  62–66  

In selecting mathematics electives, business calculus and statistics is expected of third-year students. MAT-195 Business Mathematics does not fulfill this requirement.  

Transfer Opportunities  
Articulation agreements are available for students to complete the Associate Degree and transfer to La Roche College, Point Park University, Thiel College and Westminster College. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.cca.edu/articulation for details.  

Accounting Specialist (340)  
ALLEGHENY, BOYCE, NORTH, SOUTH  
ASSOCIATE OF SCIENCE  

This program prepares the student for an entry-level position in accounting. Accounting firms, banks and the payroll and accounting departments of many businesses hire persons with an Associate’s degree in Accounting.  

This program is designed to develop entry-level accounting skills for immediate employment after graduation.  

Students enrolled in this program may earn cooperative education credits. For more information, contact the Accounting faculty.  

Upon successful completion of the program, the graduate will:  

1. Explain the role and value of accounting in a business organization.  
2. Demonstrate entry-level accounting skills and current knowledge of generally accepted accounting principles.  
3. Analyze business transactions and determine their impact on financial statements.  
5. Utilize accounting concepts and techniques to make management decisions.  

DEGREE REQUIREMENTS  
First Semester  Credits  
ACC-104  Financial Accounting  4  
BUS-101  Introduction to Business  3  
ENG-101  English Composition  3  
Computer Information Technology Elective  3–4  
Mathematics Elective  3–4  
16–18  
Second Semester  
ACC-203  Managerial Accounting  4  
BUS-103  Principles of Management  3  
ENG-102  English Composition 2  3  
Economics Elective  3  
Science Elective  3–4  
16–17  

1 Students should take a minimum of six credits or two courses in the area of the Bachelor’s degree or related fields of knowledge. A second Computer Information Technology sciences (CIT) course is recommended.
**Accounting (217)**

**ALLEGHENY, BOYCE, NORTH, SOUTH CERTIFICATE**

The Accounting certificate program is designed for those students with some postsecondary educational background seeking entry-level positions in the accounting field or those already employed in the field seeking to enhance their skills. Cooperative education credits may be available to those who qualify.

Upon successful completion of the program, the graduate will:

1. Explain the role and value of accounting in a business organization.
2. Demonstrate entry-level accounting skills and current knowledge of generally accepted accounting principles.
3. Analyze business transactions and determine their impact on financial statements.
5. Utilize accounting concepts and techniques to make management decisions.

**CERTIFICATE REQUIREMENTS**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-104</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Information and Technology</td>
<td>3–4</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-203</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC-120</td>
<td>Computer Applications in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIT-140</td>
<td>Office Productivity Applications</td>
<td>4</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Accounting Electives (3)</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Business Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate** 62–65

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**Administrative Assistant (785.1)**

**ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF APPLIED SCIENCE**

This program prepares students to be administrative assistants through the effective use of essential business skills, technology skills and office administration skills. Upon completion of the program, graduates may seek employment as a secretary or administrative assistant in a business, medical, legal, educational, governmental or industrial office.

Upon successful completion of the program, the graduate will:

1. Apply conventional office management techniques.
2. Apply essential information technology skills within an office environment.
3. Use various computer applications to create properly formatted business documents.
4. Organize work flow and coordinate office activities.

**DEGREE REQUIREMENTS**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-100</td>
<td>Computer Fundamentals and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIT-102</td>
<td>Computer Keyboarding</td>
<td>3</td>
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<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
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<td>3–4</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-130</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIT-140</td>
<td>Office Productivity Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIT-141</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIT-115</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIT-142</td>
<td>Desktop Publishing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIT-607</td>
<td>Office Management Outlook</td>
<td>1</td>
</tr>
<tr>
<td>Accounting Elective</td>
<td></td>
<td>3–4</td>
</tr>
<tr>
<td>Restricted Electives (2)</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate** 33–34

**NOTE:** ENG-100 or the equivalent is required for program entry.
Fourth Semester
CIT-206   Administrative Technology and Procedures   3
          Restricted Electives (3)   9
          Science Elective   3–4

15–16

Minimum Credits to Graduate  62–65

1  Restricted Electives (five required)
ALH-140  Medical Terminology   3
BUS-103  Principles of Management   3
BUS-108  Principles of Finance   3
BUS-140  Introduction to E-commerce   3
BUS-200  Principles of Supervision   3
BUS-251  Business Law 1   3
MDA-208  Medical Financial Management   3
MDT-101  Medical Transcription 1   3
PAL-101  Legal Research and Writing   3
PAL-105  Family Law   3
PAL-111  Litigation 1   3
PAL-121  Estates and Trusts 1   3

Students considering a career path as a general administrative assistant should take the following restricted electives: BUS-103, BUS-108, BUS-140 and BUS-200.

Students considering a career path as a legal office administrative assistant should take the following restricted electives: PAL-101, PAL-111, PAL-105 and PAL-121.

Students considering a career path as a medical office administrative assistant should take the following restricted electives: ALH-140, MDA-208 and MDT-101.

Aviation Management (378)
SOUTH ASSOCIATE OF SCIENCE

This program prepares you for a career in aviation marketing, sales, finance personnel, office operation or administration. Employment opportunities exist at private and public airports, with government agencies, airlines, air cargo carriers and fixed base operations (FBO).

Upon successful completion of the program, the graduate will:
1. Demonstrate flight competency and exceed FAA minimum requirements of pilot proficiency in the required aircraft.
2. Identify and analyze adverse meteorological conditions.
3. Demonstrate operating a corporate flight department, evaluating flight operations, negotiating with pilots and developing crew management.
4. Apply safety guidelines and demonstrate fiscal responsibilities.
5. Demonstrate administrative duties that include safety department skills and regulation compliance with risk management evaluation.

Graduates are prepared for work as airport fixed base operators, aviation airport managers, airline operations managers, flight school managers, aircraft manufacturers’ representatives, aviation equipment company managers and government agency aviation managers.

An FAA Class III Medical Certificate is required for enrollment in this program.

DEGREE REQUIREMENTS

First Semester  Credits
ACC-104  Financial Accounting   4
AVT-101  Private Pilot Theory   3
BUS-101  Introduction to Business   3
ENG-101  English Composition 1   3
Mathematics Elective   3–4
16–17

Second Semester
ACC-203  Managerial Accounting   4
AVT-103  Air Traffic Control System   3
BUS-103  Principles of Management   3
CIT-140  Office Productivity Applications   4
ENG-102  English Composition 2   3

17

Third Semester
AVT-105  Flight—Private or   3
BUS-104  Principles of Marketing   3
BUS-108  Principles of Finance   3
BUS-212  Principles of Selling or   3
Marketing Elective   3
Science Elective   3–4
Social Science Elective   3

15–16

Fourth Semester
AVT-110  Aviation Meteorology   3
BUS-130  Business Communications   3
BUS-201  Human Resource Management   3
BUS-251  Business Law 1   3
Humanities Elective   3

15

Minimum Credits to Graduate  63–65

Aviation Technology (382.1)
SOUTH ASSOCIATE OF SCIENCE

This program trains you to meet the requirements for a Federal Aviation Administration (FAA) Commercial Pilot Single/Multi-engine Land License with an Instrument rating.

Upon successful completion of the program, the graduate will:
1. Demonstrate flight competency and exceed FAA minimum requirements of pilot proficiency in the required aircraft.
2. Identify, analyze and operate in adverse meteorological conditions.
3. Synthesize and apply new and existing technologies in the field of aviation.
4. Apply crew resource management skills and demonstrate professional appearance.
5. Define professional, ethical and social responsibilities of aviation professionals as they relate to the regional and national community.
A minimum of a second-class medical is required for program entry. Flight instruction for the student is through a college-approved, FAA and Veterans Administration certified FAR141 fixed base operator. All flight-training fees are in addition to college tuition and fees.

Upon completion of this program, graduates may find employment as a corporate/charter pilot, freight pilot, flight instructor or an aerial/geographic mapping pilot. Preliminary training for military pilot is also provided. In some areas, additional schooling may be required and students can transfer to a four-year college.

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVT-101</td>
<td>Private Pilot Theory</td>
<td>3</td>
</tr>
<tr>
<td>AVT-103</td>
<td>Air Traffic Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVT-105</td>
<td>Flight/Private</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT-114</td>
<td>Mathematics for the Technologies 1</td>
<td>4</td>
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</table>

16

Second Semester

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVT-110</td>
<td>Aviation Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>AVT-111</td>
<td>Flight Theory/Instrument</td>
<td>3</td>
</tr>
<tr>
<td>AVT-115</td>
<td>Flight/Instrument</td>
<td>3</td>
</tr>
<tr>
<td>AVT-116</td>
<td>Navigation</td>
<td>3</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
<td>3</td>
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</tbody>
</table>

15

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVT-201</td>
<td>Aircraft Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVT-205</td>
<td>Flight/Commercial 1</td>
<td>4</td>
</tr>
<tr>
<td>AVT-211</td>
<td>Flight Theory/Commercial</td>
<td>4</td>
</tr>
<tr>
<td>PHY-113</td>
<td>Technical Physics 1</td>
<td>3</td>
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<td>Social Science Elective</td>
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17

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVT-215</td>
<td>Flight/Commercial 2</td>
<td>4</td>
</tr>
<tr>
<td>AVT-216</td>
<td>Flight Safety</td>
<td>3</td>
</tr>
<tr>
<td>AVT-217</td>
<td>Legal Environment of Aviation</td>
<td>3</td>
</tr>
<tr>
<td>AVT-225</td>
<td>Multi-engine Flight</td>
<td>1</td>
</tr>
<tr>
<td>SET-105</td>
<td>Technical Computing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td></td>
</tr>
</tbody>
</table>

17

Minimum Credits to Graduate 65

Business (004.2) 📚

ALLEGHENY, BOYC E, NORTH, SOUTH ASSOCIATE OF SCIENCE

This university parallel program provides the freshman and sophomore foundations of a baccalaureate business degree. Students should select specialized courses with their major field of concentration as identified by their transfer college or university.

Student Learning Outcomes

Upon successful completion of the program, the graduate will:

1. Demonstrate business concepts in the areas of marketing, management, finance, accounting and the external business environments.
2. Explain major concepts and elements of the global environment.
3. Solve business problems through analysis and critical thinking.
4. Demonstrate competency in oral and written communications such as standard business communications, memos, programs and reports.
5. Discriminate between valid and invalid sources of information as a means of reporting on current trends in business.

Graduates may earn a Bachelor’s degree and prepare for graduate training in many business fields.

Transfer Opportunities

The Keystone icon indicates that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor's degree in Business, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA, and Slippery Rock University. Other articulation agreements are available for students to complete the Associate Degree and transfer to Argosy University, Capella University, La Roche College, Point Park University, PSU Commonwealth Campuses, Robert Morris University, University of Pittsburgh, West Liberty University and Westminster College.

It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-104</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-103</td>
<td>Principles of Management 1</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT-165</td>
<td>Probability and Statistics or</td>
<td>4</td>
</tr>
<tr>
<td>MAT-161</td>
<td>Elementary Statistics 2</td>
<td>3</td>
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<tr>
<td>SET-105</td>
<td>Computer Information Technology Elective</td>
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16–18

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC-203</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-104</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ECO-102</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
<td>3</td>
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16

Third Semester

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ECO-103</td>
<td>Principles of Microeconomics</td>
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</tr>
<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS-251</td>
<td>Business Law 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science Elective with lab 1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
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16
Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT-201 Calculus 1 or</td>
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</tr>
<tr>
<td>MAT-220 Business Calculus 2</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective 1</td>
<td>3</td>
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<tr>
<td>Humanities Elective 2</td>
<td>3</td>
</tr>
<tr>
<td>Science/Lab Elective 3</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate**  
13–14

Students transferring to a TAOC participating-institution must complete the courses as outlined above.

Students transferring to a non-TAOC participating-institution should meet with a counselor to choose appropriate courses for transfer, as outlined below:

1 Major Field Electives: students must complete a minimum of 18 credits or six courses in the area of the Bachelor's degree or related field of knowledge. Electives should be selected in consultation with a transfer counselor.

2 Required Mathematics electives:
   - MAT-120 Analytical Methods or
   - MAT-108 Intermediate Algebra or
   - MAT-165 Probability and Statistics or
   - MAT-220 Business Calculus

**Minimum Credits to Graduate**  
61–64

SUGGESTED CCAC COURSE SEQUENCE (004)

**Freshman, First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC-104 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO-102 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART-106 Art Appreciation or</td>
<td>3</td>
</tr>
<tr>
<td>MUS-101 Introduction to Music or</td>
<td>3</td>
</tr>
<tr>
<td>THE-101 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>CIT-100 Introduction to Computers or</td>
<td>3</td>
</tr>
<tr>
<td>CIT-140 Office Productivity Applications</td>
<td>4</td>
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**Freshman, Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC-203 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO-103 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG-102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ANT-101 Introduction to Anthropology or</td>
<td>3</td>
</tr>
<tr>
<td>ANT-102 Cultural Anthropology or</td>
<td>3</td>
</tr>
<tr>
<td>GEO-101 World Geography</td>
<td>3</td>
</tr>
<tr>
<td>PHL-101 Introduction to Philosophy or</td>
<td>3</td>
</tr>
<tr>
<td>PHL-103 Logic or</td>
<td>3</td>
</tr>
<tr>
<td>PHL-111 Religions of the World or</td>
<td>3</td>
</tr>
<tr>
<td>PHL-155 Ethics</td>
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**Sophomore, First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS-103 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS-251 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MAT-165 Probability and Statistics or</td>
<td>4</td>
</tr>
<tr>
<td>BUS-122 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSY-101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>SPH-101 Oral Communications</td>
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**Sophomore, Second Semester**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-104 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ENG-115 General Literature or</td>
<td>3</td>
</tr>
<tr>
<td>ENG-209 World Literature to 1650 or</td>
<td>3</td>
</tr>
<tr>
<td>ENG-210 World Lit from 1650 to Present</td>
<td>3</td>
</tr>
<tr>
<td>HIS-101 History of Western Civilization 1 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS-102 History of Western Civilization 2 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS-104 United States History 1 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS-105 United States History 2 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS-213 Twentieth Century World History</td>
<td>3</td>
</tr>
<tr>
<td>MAT 220 Business Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science without Lab 1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Junior, First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HPE-171 Health and Wellness or</td>
<td>3</td>
</tr>
<tr>
<td>BUS-110 Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science with Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

**Junior, Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-240 Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total CCAC Credits**  
75–77

---

**Business–CCAC & Indiana University of PA (097)**

All CCAC campuses and IUP  
Associate of Science (CCAC)  
Bachelor of Science (IUP)

(See below for Bachelor Degree Tracks available) Students in this instructional program will be considered jointly enrolled in both institutions, once they qualify for admission and will continue as joint institutional students until they complete the program. This program is limited to CCAC students who are candidates for the Associate of Science degree in the University Parallel Business Program (004).

A: Bachelor of Science – IUP Accounting  
B: Bachelor of Science – IUP General Management  
C: Bachelor of Science – IUP Marketing  
D: Bachelor of Science – IUP double major in General Management and Human Resource Management  
E: Bachelor of Science – IUP, double major in General Management and Marketing

1 BIO-117 Introduction to Nutrition may not be used as a non-lab science
### (A) Bachelor of Science Accounting (097)
IUP courses are offered on a rolling basis and the starting sequence may differ depending on the semester of enrollment. All IUP Courses taught at Boyce Campus.

**IUP COURSES SUGGESTED SEQUENCE**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior, First Semester</strong></td>
<td>6</td>
</tr>
<tr>
<td>(Please review additional CCAC requirements also)</td>
<td></td>
</tr>
<tr>
<td>QBUS 215 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 304 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Junior, Second Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>(Please review additional CCAC requirements also)</td>
<td></td>
</tr>
<tr>
<td>ACCT 305 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 311 Cost Accounting</td>
<td>3</td>
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<tr>
<td>FIN 310 Fundamentals of Finance</td>
<td>3</td>
</tr>
<tr>
<td>Economics/Management/Marketing Elective</td>
<td>3</td>
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<tr>
<td><strong>Senior, First Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>ACCT 401 Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 421 Federal Tax I</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 321 Business and Interpersonal Comm.</td>
<td>3</td>
</tr>
<tr>
<td>IFMG 300 Info. Systems: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330 Production and Operations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Senior, Second Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>MGMT 428 Seminar in Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 495 Business Policy</td>
<td>3</td>
</tr>
<tr>
<td>MGMT/MKTG Electives (2)</td>
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</tr>
</tbody>
</table>

**IUP Total Credits** 45

**CCAC Credits** 75-77

**Total CCAC and IUP Credits** 120-122

### (B) Bachelor of Science General Management (097)
IUP courses are offered on a rolling basis and the starting sequence may differ depending on the semester of enrollment. All IUP Courses taught at Boyce Campus.

**IUP COURSES SUGGESTED SEQUENCE**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior, First Semester</strong></td>
<td>9</td>
</tr>
<tr>
<td>(Please review additional CCAC requirements also)</td>
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</tr>
<tr>
<td>MGMT 300 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330 Production and Operations Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>QBUS 215 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Junior, Second Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>(Please review additional CCAC requirements also)</td>
<td></td>
</tr>
<tr>
<td>MGMT 311 Human Behavior in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 434 Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 451 International Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Senior, First Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>BCOM 321 Business and Interpersonal Comm.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 330 Labor Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310 Fundamentals of Finance</td>
<td>3</td>
</tr>
<tr>
<td>IFMG 300 Info. Systems: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Senior, Second Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>MGMT 450 Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 495 Business Policy</td>
<td>3</td>
</tr>
<tr>
<td>MGMT Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGMT/MKTG Elective (2)</td>
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</table>

**IUP Total Credits** 45

**CCAC Credits** 75-77

**Total Minimum Credits to Graduate** 120–122

### (C) Bachelor of Science Marketing (097)
IUP courses are offered on a rolling basis and the starting sequence may differ depending on the semester of enrollment. All IUP Courses taught at Boyce Campus.

**IUP COURSES SUGGESTED SEQUENCE**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior, First Semester</strong></td>
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</tr>
<tr>
<td>(Please review additional CCAC requirements also)</td>
<td></td>
</tr>
<tr>
<td>MGMT 330 Production and Operations Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 321 Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>QBUS 215 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Junior, Second Semester</strong></td>
<td>9</td>
</tr>
<tr>
<td>(Please review additional CCAC requirements also)</td>
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</tr>
<tr>
<td>MGMT 421 Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 430 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 431 Business to Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT/MKTG Elective (2)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Senior, First Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>BCOM 321 Business and Interpersonal Comm.</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310 Fundamentals of Finance</td>
<td>3</td>
</tr>
<tr>
<td>IFMG 300 Info. Systems: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 435 Professional Selling and Sales Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Senior, Second Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>MGMT 450 Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 495 Business Policy</td>
<td>3</td>
</tr>
<tr>
<td>MGMT Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGMT/MKTG Elective (2)</td>
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</tbody>
</table>

**IUP Total Credits** 45

**CCAC Credits** 75-77

**Total Minimum Credits to Graduate** 120–122

### (D) Bachelor of Science General Management & Human Resource Management (Double Major) (097)
IUP courses are offered on a rolling basis and the starting sequence may differ depending on the semester of enrollment. All IUP Courses taught at Boyce Campus.

**IUP COURSES SUGGESTED SEQUENCE**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior, First Semester</strong></td>
<td>9</td>
</tr>
<tr>
<td>(Please review additional CCAC requirements also)</td>
<td></td>
</tr>
<tr>
<td>MGMT 300 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330 Production and Operations Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>QBUS 215 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Junior, Second Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>(Please review additional CCAC requirements also)</td>
<td></td>
</tr>
<tr>
<td>MGMT 311 Human Behavior in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 434 Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 451 International Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Senior, First Semester</strong></td>
<td>12</td>
</tr>
<tr>
<td>BCOM 321 Business and Interpersonal Comm.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 330 Labor Economics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310 Fundamentals of Finance</td>
<td>3</td>
</tr>
<tr>
<td>IFMG 300 Info. Systems: Theory and Practice</td>
<td>3</td>
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<tr>
<td><strong>Senior, Second Semester</strong></td>
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</tr>
<tr>
<td>MGMT 300 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330 Production and Operations Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>QBUS 215 Business Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>
### Junior, Second Semester
(Please review additional CCAC requirements also)
- MGMT 401 Management Dev. and Training 3
- MGMT 400 Compensation Management 3
- MGMT 434 Quality Management 3
- MGMT 451 International Management 3

### Senior, First Semester
- IFMG 300 Info. Systems: Theory and Practice 3
- BCOM 321 Business and Interpersonal Comm. 3
- ECON 330 Labor Economics 3
- FIN 310 Fundamentals of Finance 3

### Senior, Second Semester
- MGMT 428 Seminar in Management 3
- MGMT 311 Human Behavior in Organizations 3
- MGMT 405 Organizational Staffing 3
- MGMT 495 Business Policy 3

### IUP Credits
45
CCAC Credits 75–77
Total CCAC and IUP Credits 120–122

### Minimum IUP Credits
60
CCAC Credits 75–77
Total Minimum Credits to Graduate 135–137

### Business Management (385.2)

**ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF SCIENCE**

This program prepares the student for an entry-level position dealing with business principles, procedures and problems. Graduates may qualify for a training program in business and industry, government or nonprofit organizations. Graduates may find jobs in several functional areas including, but not limited to, marketing, finance, human resource management or administrative areas of business.

This program is also appropriate for employees in entry-level management positions who seek to enhance their job skills by developing in-depth knowledge and managerial skills in planning, motivating, organizing and controlling resources. Students enrolled in this program may earn three pass-fail cooperative credits.

Upon successful completion of the program, the graduate will:
1. Demonstrate business concepts in the areas of marketing, management, finance, accounting and the external business environments.
2. Explain major concepts and elements of the global environment.
3. Solve business problems through analysis and critical thinking.
4. Demonstrate competency in oral and written communications such as standard business communications, memos, programs and reports.
5. Discriminate between valid and invalid sources of information as a means of reporting on current trends in business.

Students must choose one of the following fields of study, A, B, C or D.

### (E) Bachelor of Science in General Management & Marketing (double major) (097)

IUP courses are offered on a rolling basis and the starting sequence may differ depending on the semester of enrollment. All IUP Courses taught at Boyce Campus

### Junior, First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 300</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 330</td>
<td>Production and Operations Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>QBUS 215</td>
<td>Business Statistics</td>
<td>3</td>
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### Senior, First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IFMG 300</td>
<td>Info. Systems: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>BCOM 321</td>
<td>Business and Interpersonal Comm.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 330</td>
<td>Labor Economics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 434</td>
<td>Quality Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 430</td>
<td>International Marketing</td>
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### Senior, Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FIN 310</td>
<td>Fundamentals of Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 428</td>
<td>Seminar in Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 431</td>
<td>Business to Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 435</td>
<td>Professional Selling and Sales Mgmt</td>
<td>3</td>
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### Senior, Third Semester

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>MGMT 495</td>
<td>Business Policy</td>
<td>3</td>
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<tr>
<td>MGMT 450</td>
<td>Marketing Strategy</td>
<td>3</td>
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<tr>
<td>MGMT Elective</td>
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<tr>
<td>MKTG Elective</td>
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### (A) General Option

#### DEGREE REQUIREMENTS

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-104</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology Elective</td>
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<td>3–4</td>
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<tr>
<td>Social Science Elective</td>
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### Second Semester

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC-203</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-103</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO-102</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>ENG-102</td>
<td>English Composition</td>
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<tr>
<td>Mathematics Elective</td>
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### Total Credits

- First Semester: 16–18
- Second Semester: 16–17
- Total: 32–35
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course(s)</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>BUS-104</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
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<tr>
<td>Business Course</td>
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<td>3</td>
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<tr>
<td>Restricted Elective(^1)</td>
<td></td>
<td>3–4</td>
</tr>
<tr>
<td>Science Elective</td>
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<td>3–4</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>BUS-251</td>
<td>Business Law 1</td>
<td>3</td>
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<tr>
<td>Business Course</td>
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</tr>
<tr>
<td>Business Electives</td>
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<tr>
<td>General Electives</td>
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<tr>
<td><strong>Minimum Credits to Graduate</strong></td>
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<td>15–17</td>
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</tbody>
</table>

1. Any 3 or 4 credit CIT course can be used.

2. PSY-101, Introduction to Psychology, highly recommended.

3. Restricted Electives (Choose one of the following)
   - ACC-110 Accounting Applications
   - ACC-120 Computer Applications in Accounting
   - BUS-130 Business Communications
   - CIT-140 Office Productivity Applications

4. Specialized Electives (Choose four of the following)
   - BUS-108 Principles of Finance
   - BUS-201 Human Resource Management
   - BUS-221 Production Management
   - BUS-245 International Business
   - ECO-103 Principles of Microeconomics

**DEGREE REQUIREMENTS**

**First Semester**

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-104 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology Elective(^1)</td>
<td>3–4</td>
</tr>
<tr>
<td>Social Science Elective(^2)</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ACC-203 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-103 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO-102 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BUS-104 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SPH-101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Elective(^3)</td>
<td>3–4</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3–4</td>
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<tr>
<td>Specialized Elective(^4)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BUS-251 Business Law 1</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Specialized Electives(^4)</td>
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<td><strong>Minimum Credits to Graduate</strong></td>
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<tr>
<td><strong>62–67</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. Any 3 or 4 credit CIT course can be used.

2. PSY-101, Introduction to Psychology, highly recommended.

3. Restricted Electives (Choose one of the following)
   - ACC-110 Accounting Applications
   - ACC-120 Computer Applications in Accounting
   - BUS-130 Business Communications
   - CIT-140 Office Productivity Applications

4. Specialized Electives (Choose four of the following)
   - BUS-117 Public Relations
   - BUS-143 Internet Marketing
   - BUS-210 Principles of Retailing
   - BUS-211 Principles of Advertising
   - BUS-212 Principles of Selling

**DEGREE REQUIREMENTS**

**First Semester**

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-104 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
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<tr>
<td>Computer Technology Elective(^1)</td>
<td>3–4</td>
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<tr>
<td>Social Science Elective(^2)</td>
<td>3–4</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>ACC-203 Managerial Accounting</td>
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<tr>
<td>BUS-103 Principles of Management</td>
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<td>ECO-102 Principles of Macroeconomics</td>
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<tr>
<td>ENG-102 English Composition 2</td>
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<td>Mathematics Elective</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>BUS-104 Principles of Marketing</td>
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<td>SPH-101 Oral Communication</td>
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<tr>
<td>Specialized Electives(^4)</td>
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<td><strong>62–67</strong></td>
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</table>

1. Any 3 or 4 credit CIT course can be used.

2. PSY-101, Introduction to Psychology, highly recommended.

3. Restricted Electives (Choose one of the following)
   - ACC-110 Accounting Applications
   - ACC-120 Computer Applications in Accounting
   - BUS-130 Business Communications
   - CIT-140 Office Productivity Applications

4. Specialized Electives (Choose four of the following)
   - BUS-117 Public Relations
   - BUS-143 Internet Marketing
   - BUS-210 Principles of Retailing
   - BUS-211 Principles of Advertising
   - BUS-212 Principles of Selling

**DEGREE REQUIREMENTS**

**First Semester**

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### Second Semester

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<td>ENG-102</td>
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Mathematics Elective 3–4

Total Credits 16–17

### Third Semester

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<th>Course Title</th>
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<td>BUS-104</td>
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<td>SPH-101</td>
<td>Oral Communication</td>
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Restricted Elective 3

Science Elective 3–4

Specialized Elective 3

Total Credits 15–17

### Fourth Semester

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<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>BUS-251</td>
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<tr>
<td></td>
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Specialized Electives 9

Total Credits 15

### Minimum Credits to Graduate

62–67

---

1 Any 3 or 4 credit CIT course can be used

2 PSY-101, Introduction to Psychology, highly recommended

3 Restricted Electives (Choose one of the following)
   - ACC-110 Accounting Applications
   - ACC-120 Computer Applications in Accounting
   - BUS-130 Business Communications
   - CIT-140 Office Productivity Applications

4 Specialized Electives (Choose four of the following)
   - ACC-110 Accounting Applications
   - ACC-120 Computer Applications in Accounting
   - BUS-200 Principles of Supervision
   - BUS-210 Principles of Retailing
   - BUS-212 Principles of Selling
   - BUS-240 Small Business Management 1

### Transfer Opportunities

Articulation agreements are available for students to complete the Associate Degree and transfer to Argosy University, California University of PA, Carlow University, Point Park University and Thiel College. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.

---

### Business Management (216.1)

ALLEGHENY, BOYCE, NORTH, SOUTH CERTIFICATE

This certificate program is designed for students who are currently employed and seeking to enhance their skills or students with some postsecondary educational background who are preparing for an entry-level position in business or industry. Cooperative education credits may be available to those who qualify.

Upon successful completion of the program, the graduate will:

1. Demonstrate business concepts in the areas of marketing, management, finance, accounting and the external business environments.
2. Explain major concepts and elements of the global environment.
3. Solve business problems through analysis and critical thinking.
4. Demonstrate competency in oral and written communications such as standard business communications, memos, programs and reports.
5. Discriminate between valid and invalid sources of information as a means of reporting on current trends in business.

### CERTIFICATE REQUIREMENTS

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>ECO-102</td>
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Restricted Elective 3

Total Credits 16–17

#### Second Semester

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Total Credits 15

### Minimum Credits to Graduate

32–33

1 Restricted Electives

Business Elective 3

Computer Information Technology Elective 3–4

---

### Court Reporter (327.4)

ALLEGHENY ASSOCIATE OF SCIENCE

The Court Reporter program is designed to prepare students for verbatim court reporting. Included is instruction in: machine shorthand; transcription; legal and court procedures; medical and legal terminology; and computer aided transcription.

Graduates qualify for many jobs. Shorthand reporters work wherever a true record of the proceedings is needed such as in the courts, governmental agencies, Congress, state legislatures, the United Nations, freelance agencies and industry. In addition, career opportunities are available in broadcast captioning and CART (Computer assisted realtime translation). Students must begin this program in the fall term as program courses are offered once a year.

Upon successful completion of the program, the graduate will:

1. Demonstrate machine shorthand competency and meet the NCRA Requirement of 95% accuracy in shorthand proficiency through successful completion of three, five minute tests with 95% accuracy at each of the following speeds: 225 words per minute testimony (two-voice), 200...
2. Apply realtime writing skills to an internship experience wherein a 40-page error free transcript will be produced.

3. Define professional, ethical and social responsibilities of court reporting professionals as they relate to the judicial and broadcast captioning community.

4. Apply new and existing technologies in the field of court reporting.

**DEGREE REQUIREMENTS**

**First Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CRT-100</td>
<td>Court Reporting Orientation</td>
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<tr>
<td>CRT-101</td>
<td>Court Reporting 1</td>
<td>4</td>
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<tr>
<td>CRT-103</td>
<td>Machine Shorthand Theory</td>
<td>4</td>
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<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
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<td>MAT-195</td>
<td>Business Mathematics</td>
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<tr>
<td>CRT-102</td>
<td>Court Reporting 2</td>
<td>3</td>
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<td>CRT-104</td>
<td>Speedbuilding</td>
<td>3</td>
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<tr>
<td>CRT-111</td>
<td>Court Transcription 1</td>
<td>3</td>
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<tr>
<td>CRT-205</td>
<td>Machine Shorthand Companion</td>
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<td>ENG-102</td>
<td>English Composition 2</td>
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<td>CRT-106</td>
<td>Question and Answer 1</td>
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<td>CRT-107</td>
<td>Jury Charge 1</td>
<td>3</td>
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<td>CRT-108</td>
<td>Literary 1</td>
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**Third Semester**  
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<td>ALH-140</td>
<td>Medical Terminology</td>
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<td>Question and Answer 2</td>
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<td>CRT-207</td>
<td>Jury Charge 2</td>
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<tr>
<td>CRT-208</td>
<td>Literary 2</td>
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<td>CRT-211</td>
<td>Court Transcription 2</td>
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<tr>
<td>BUS-251</td>
<td>Business Law 1</td>
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<td>CRT-216</td>
<td>Question and Answer 3</td>
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<td>CRT-217</td>
<td>Jury Charge 3</td>
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<td>CRT-215</td>
<td>Court Transcription 3</td>
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<td>CRT-218</td>
<td>Literary 3</td>
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<tbody>
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<td>Question and Answer 4</td>
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<td>CRT-227</td>
<td>Jury Charge 4</td>
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<td>CRT-228</td>
<td>Literary 4</td>
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<td>CRT-252</td>
<td>Court Reporting Internship</td>
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</table>

**Minimum Credits to Graduate**  
| Total Credits | 89 |

**Court Reporting (329.4)**

**ALLEGHENY CERTIFICATE**

This program is designed to prepare students with prior college training or related work experience for verbatim court reporting. Included is instruction in machine shorthand and transcription, legal and court procedures and computer-aided transcription (CAT). Students who complete the certificate program qualify for many jobs. Shorthand reporters work wherever a true record of the proceedings is needed such as in the courts, governmental agencies, Congress, state legislatures, the United Nations, free-lance agencies and industry. Students must begin this program in the fall term as program courses are offered once a year.

Upon successful completion of the program, the graduate will:

1. Demonstrate machine shorthand competency and meet the NCRA Requirement of 95% accuracy in shorthand proficiency through successful completion of three, five minute tests with 95% accuracy at each of the following speeds: 225 words per minute testimony (two-voice), 200 words per minute jury charge, and 180 words per minute literary.

2. Apply realtime writing skills to an internship experience wherein a 40-page error free transcript will be produced.

3. Define professional, ethical and social responsibilities of court reporting professionals as they relate to the judicial and broadcast captioning community.

4. Apply new and existing technologies in the field of court reporting.

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<td>CRT-103</td>
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**Second Semester**  
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**Fourth Semester**  
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<th>Course Title</th>
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<td>CRT-216</td>
<td>Question and Answer 3</td>
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<td>CRT-217</td>
<td>Jury Charge 3</td>
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<td>CRT-215</td>
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<td>Jury Charge 4</td>
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</table>

**Minimum Credits to Graduate**  
| Total Credits | 89 |
Culinary Arts (670.1)

ALLEGHENY ASSOCIATE OF APPLIED SCIENCE

This culinary arts non-apprenticeship curriculum is planned to meet the increasing employment needs in the 21st century for trained chefs and culinary experts. The program includes classroom and food laboratory experiences and requires students to complete an externship with a minimum of 300 hours. This program accommodates both part- and full-time students. Students are expected to be well-groomed in compliance with standards of sanitation. Uniforms will be required for all lab classes. Only students officially enrolled in the program may take CLR courses.

DEGREE REQUIREMENTS

First Semester Credits
CLR-100 Introduction to Foodservice 3
CLR-110 Applied Foodservice Sanitation and Safety 3
CLR-117 Applied Science of Culinary Arts Theory 3
CLR-201 Baking 1 3
ENG-101 English Composition 1 3

Second Semester
CLR-102 Food and Beverage Service 3
CLR-118 Applied Science of Culinary Arts Practice 3
CLR-202 Foodservice Specialties Garde-Manger 1 3
CLR-210 Baking 2 3
ENG-102 English Composition 2 or 3
ENG-103 Technical Communications 3
MAT-195 Business Mathematics 3

Summer
CLR-119 Elements of Nutrition 3
CLR-211 Menu Design 3

Third Semester
CLR-105 Supervision and Training 3
CLR-203 Foodservice Specialties Garde-Manger 2 3
CLR-220 Applied Foodservice Production 3
PSY-101 Introduction to Psychology 3
SPH-101 Oral Communication 3

Fourth Semester
BUS-251 Business Law 1 3
CRT-216 Question and Answer 3 3
CRT-217 Jury Charge 3 3
CRT-215 Court Transcription 3 2
CRT-218 Literary 3 3

Summer
CRT-226 Question and Answer 4 3
CRT-227 Jury Charge 4 3
CRT-228 Literary 4 3
CRT-252 Courtroom Internship 3

Minimum Credits to Graduate 71

E-commerce (221)

ALLEGHENY CERTIFICATE

This certificate is designed to introduce students to the world of e-commerce and related business principles. This includes the fundamentals of business processes such as marketing and accounting as well as basic computer programming such as java and web development associated with Internet technology. Students learn the theories and concepts of e-commerce and are taught to utilize methods and techniques peculiar to that area.

Upon successful completion of the program, the graduate will:
1. Apply the basic principles of e-commerce to a business entity
2. Create web pages to support e-commerce activities.
3. Develop an Internet marketing plan.
4. Apply fundamental accounting cycle principles.
5. Select business solutions needed for the implementation of e-commerce activities.

CERTIFICATE REQUIREMENTS

First Semester Credits
BUS-104 Principles of Marketing 3
BUS-140 Introduction to E-commerce 3
CIT-111 Introduction to Programming: Java 4

Second Semester
ACC-100 Introduction to Accounting 3
BUS-143 Internet Marketing 3
CIT-125 Web Development 3

Minimum Credits to Graduate 19

Foodservice, Lodging & Recreation Management (405.2)

BOYCE ASSOCIATE OF SCIENCE

This is a program designed to prepare graduates for entry or advancement in the foodservice, lodging or recreation management industry.

Upon successful completion of the program, the graduate will:
1. Apply the skills for employment as a manager of various hospitality operations including spas, foodservice facilities, lodging facilities, campgrounds, healthcare, casinos, cruise ships, bed and breakfasts, stadiums, amusement parks, catering and school food service.
2. Communicate, select, train, manage and motivate employees.
3. Plan, arrange, organize and evaluate operations of foodservice, lodging and recreation management events.
4. Utilize industry terminology, employ financial controls and legal aspects of the foodservice, lodging and recreation management industry.
5. Employ professional, ethical behavior, utilizing effective communication and interpersonal skills.

DEGREE REQUIREMENTS

First Semester
- ENG-101 English Composition 1 3
- FLR-101 Introduction to Foodservice, Lodging and Recreation Management 3
- FLR-102 Foodservice 1 3
- FLR-108 Safety and Sanitation 3
- MAT-195 Business Mathematics 3

Second Semester
- CIT-100 Computer Fundamentals and Applications 3
- ENG-102 English Composition 2 3
- FLR-109 Foodservice Management 3
- FLR-110 Hospitality Control Systems 3
- FLR-225 Quantity Foods Production 4

Summer
- FLR-155 Hospitality Seminar 1 3

Third Semester
- BIO-117 Introduction Nutrition or BIO-140 Food Microbiology 3
- FLR-106 Introduction to Casino Gaming 3
- FLR-201 Front Office Operations 3
- FLR-203 Hospitality Sales and Marketing 3
- SPH-101 Oral Communication 3

Fourth Semester
- ACC-100 Introduction to Accounting 3
- FLR-103 Housekeeping and Maintenance Operations 3
- FLR-105 Human Resources and Ethical Practices 3
- FLR-120 Hospitality Law 3
- Social Science Elective 3

Summer
- FLR-255 Hospitality Seminar 2 3

Minimum Credits to Graduate 67

CERTIFICATE REQUIREMENTS

First Semester
- FLR-101 Introduction to Foodservice, Lodging and Recreation Management 3
- FLR-102 Foodservice 1 3
- FLR-106 Introduction to Casino Gaming 3
- FLR-108 Food Safety and Sanitation 3
- FLR-203 Hospitality Sales and Marketing 3

Second Semester
- FLR-105 Human Resources and Ethical Practices 3
- FLR-109 Foodservice Management 3
- FLR-110 Hospitality Control Systems 3
- FLR-120 Hospitality Law 3
- FLR-225 Quantity Foods Production 4

Summer
- FLR-155 Hospitality Seminar 1 3

Minimum Credits to Graduate 34

Land Administration (491.1)

NORTH, SOUTH CERTIFICATE

Minimum of an Associate’s degree required

This certificate is designed for students who have previously completed an Associate’s degree and who have special interest in pursuing a career in the fast growing natural gas and oil industry. Land Administration employees protect an oil and gas company’s assets which include oil and gas leases, pipeline rights-of-way and natural gas and/or oil wells. The various tasks involved in safeguarding these assets include analyzing and enforcing the terms of oil and gas leases, right-of-way agreements and contracts, reviewing title opinions, calculating royalty and ownership interests and monitoring free and discounted gas consumers.

Upon successful completion of the program, the graduate will:
1. Identify the classifications, basic components, defenses, damages, interests and termination elements of legal contracts, development contracts and partnership agreements.

Foodservice Management (407.2)

BOYCE CERTIFICATE

This certificate program offers specialized foodservice management courses that enable the student to enter the growing hospitality industry. The certificate is also ideal for hospitality professionals from other disciplines seeking to transition into foodservice positions. While employed, certificate graduates may earn the Associate’s degree on a part-time basis.
2. Explain the basic concepts of the types of real property conveyances and ownership and interpret title opinions to create chain of titles for gas and oil owners.

3. Describe the limits of authority for corporations, trusts, partnerships and agencies in real property transactions and distribution of royalty payments.

4. Calculate various types of interest and royalty rates based on title interpretation, plats, and lease provisions.

5. Employ accurate terminology of the field and utilize professionalism in all forms of communication.

Upon completion of the program, graduates may seek employment as land administrators in either one of the three major groups within the industry: land records, division orders or contracts. Additionally, graduates may seek employment as landmen, abstractors, in-house reviewers or contractors.

**CERTIFICATE REQUIREMENTS**

*Minimum of an Associate's degree required.*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>BUS-130 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIT-155 Excel Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LND-101 Introduction to Land Administration¹</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LND-102 Real Property for the Oil and Gas Industry¹</td>
<td>4</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td>LND-103 Oil and Gas Leases²</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LND-104 Contract Law for Oil and Gas Industry</td>
<td>3</td>
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<tr>
<td></td>
<td>LND-105 Fundamentals of Title Abstracting²</td>
<td>4</td>
</tr>
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<td></td>
<td>PAL-121 Estates and Trusts 1</td>
<td>3</td>
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<tr>
<td><strong>Third Semester</strong></td>
<td>LND-403 Land Administration Co-Op</td>
<td>3</td>
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<td></td>
<td>Restricted Electives³</td>
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<tr>
<td><strong>Minimum Credits to Graduate</strong></td>
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<td><strong>32</strong></td>
</tr>
</tbody>
</table>

¹ LND-101 and LND-102 are corequisite courses.

² LND-103 and LND-105 are corequisite courses.

³ Restricted Electives:
   - ACC-215 Fundamentals of Oil and Gas Accounting | 3
   - BUS-212 Principles of Selling                  | 3
   - LND-201 Geographic Information Systems         | 3

**Lodging & Recreation Management (406.2)**

**BOYCE CERTIFICATE**

This certificate program offers specialized lodging and recreation management courses to enable the student to enter the growing hospitality industry in lodging and recreation management. Most graduates enter the field as trainees or department supervisors. While employed, certificate graduates may earn the Associate's degree on a part-time basis.

Upon successful completion of the program, graduates will:

1. Apply the skills for employment in the lodging industry. Employment opportunities include, but are not limited to, front-desk agent, guest-room attendant, guest services and reservation agent and assistant level managers in all departments of lodging facilities.

2. Define and analyze financial statements, cost controls, quantity standards and operational standards in a management capacity in the rapidly growing and diverse industry in lodging, conventions and events and recreation business.

3. Identify how and when to market and advertise products and services for the hospitality industry.

4. Describe and utilize marketing concepts and internal selling programs to motivate employees and increase revenues and productivity in front office operations.

5. Employ professional, ethical behavior, utilizing effective communication and interpersonal skills.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>FLR-101 Introduction to Foodservice, Lodging and Recreation Management</td>
<td>3</td>
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<tr>
<td></td>
<td>FLR-102 Foodservice 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FLR-106 Introduction to Casino Gaming</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FLR-201 Front Office Operations</td>
<td>3</td>
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<tr>
<td></td>
<td>FLR-203 Hospitality Sales and Marketing</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td>FLR-103 Housekeeping and Maintenance Operations</td>
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<td></td>
<td>FLR-105 Human Resources and Ethical Practices</td>
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<td>FLR-110 Hospitality Control Systems</td>
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<tr>
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<td>FLR-120 Hospitality Law</td>
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<tr>
<td><strong>Summer</strong></td>
<td>FLR-155 Hospitality Seminar 1</td>
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<tr>
<td><strong>Minimum Credits to Graduate</strong></td>
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</table>

**Transfer Opportunities**

Articulation agreements are available for students to complete the Associate Degree and transfer to California University of PA. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.
**Paralegal (604.3)**  
**ALLEGHENY, BOYCE**  
**ASSOCIATE OF SCIENCE**

This program prepares you to work as a legal assistant or paralegal. Paralegals are employed by banks, real estate offices, title companies, brokerage houses, corporations, governmental agencies and lawyers/law firms.

Upon successful completion of this program, the graduate will:

1. Prepare and develop case-related materials for civil and criminal litigation.
2. Locate, identify and interpret legal principles applicable to specific client cases identifying issues generally applicable to various areas of substantive law.
3. Prepare documents utilized in various areas of substantive law and conduct legal research in both traditional and digital environments.
4. Analyze procedural issues which arise in litigation, real estate, probate, criminal and family areas of law.
5. Employ accurate terminology of the field and use a professional tone in all communications.

**DEGREE REQUIREMENTS**

**First Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CIT-100</td>
<td>Computer Fundamentals and Applications</td>
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<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
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<tr>
<td>PAL-101</td>
<td>Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PAL-102</td>
<td>Paralegal Orientation</td>
<td>1</td>
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<tr>
<td>PAL-111</td>
<td>Litigation 1</td>
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<td>Mathematics Elective</td>
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**Second Semester**  
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<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
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<tr>
<td>PAL-112</td>
<td>Litigation 2</td>
<td>3</td>
</tr>
<tr>
<td>PAL-135</td>
<td>Employee Benefits</td>
<td>3</td>
</tr>
<tr>
<td>POL-103</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td></td>
<td>Science Elective</td>
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<tr>
<td><strong>Total</strong></td>
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**Third Semester**  
<table>
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<tbody>
<tr>
<td>CJC-203</td>
<td>Evidence and Procedures</td>
<td>3</td>
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<tr>
<td>PAL-121</td>
<td>Estates and Trusts 1</td>
<td>3</td>
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<tr>
<td>RLE-101</td>
<td>Real Estate Fundamentals</td>
<td>2</td>
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<tr>
<td>RLE-102</td>
<td>Real Estate Practice</td>
<td>2</td>
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<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
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<td>Restricted Elective</td>
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**Fourth Semester**  
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<th>Course Title</th>
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<tbody>
<tr>
<td>PAL-122</td>
<td>Estates and Trusts 2</td>
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<tr>
<td>PAL-201</td>
<td>Advanced Legal Research and Writing</td>
<td>3</td>
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<tr>
<td>POL-115</td>
<td>The American Constitution</td>
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<td>Restricted Electives (2)</td>
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**Minimum Credits to Graduate**  
**62–64**

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**Paralegal (605.3)**  
**ALLEGHENY, BOYCE, SOUTH**  
**CERTIFICATE**

This certificate program is drawn from the degree program, especially designed for persons who desire to improve job skills or who wish to retrain for an entry-level position in the paralegal field. Paralegals are employed by banks, real estate offices, title companies, brokerage houses, corporations, governmental agencies and lawyers/law firms. It is offered primarily for those holding an associate’s or Bachelor’s degree in another field.

Upon successful completion of the program, the graduate will:

1. Prepare and develop case-related materials for civil and criminal litigation.
2. Locate, identify and interpret legal principles applicable to specific client cases identifying issues generally applicable to various areas of substantive law.
3. Prepare documents utilized in various areas of substantive law and conduct legal research in both traditional and digital environments.
4. Analyze procedural issues which arise in litigation, real estate, probate, criminal and family areas of law.
5. Employ accurate terminology of the field and use a professional tone in all communications.

**CERTIFICATE REQUIREMENTS**

**First Semester**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CJC-203</td>
<td>Evidence and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PAL-101</td>
<td>Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PAL-102</td>
<td>Orientation to Paralegal</td>
<td>1</td>
</tr>
<tr>
<td>POL-115</td>
<td>The American Constitution</td>
<td>3</td>
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<tr>
<td></td>
<td>Restricted Elective</td>
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**Second Semester**  
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>RLE-101</td>
<td>Real Estate Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>RLE-102</td>
<td>Real Estate Practice</td>
<td>2</td>
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<tr>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
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</table>

**Minimum Credits to Graduate**  
**29**

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Transfer Opportunities

Articulation agreements are available for students to complete the Associate Degree and transfer to Point Park University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.
Private Pilot (718)
SOUTH CERTIFICATE

This certificate program is designed for the student wishing to obtain a Federal Aviation Administration (FAA) Private Pilot Single-Engine Land License with an Instrument rating.

Upon successful completion of the program, the graduate will:

1. Demonstrate flight competency and exceed FAA minimum requirements of pilot proficiency in the required aircraft.
2. Identify and analyze adverse meteorological conditions.

A minimum of a third class medical is required for program entry.

Flight instruction for the student is through a college-approved, FAA and Veterans Administration certified, FAR 141 fixed base operator.

All flight-training fees are in addition to college fees and tuition.

CERTIFICATE REQUIREMENTS
First Semester Credits
AVT-101 Private Pilot Theory 3
AVT-103 Air Traffic Control Systems 3
AVT-105 Flight/Private 3

Second Semester
AVT-110 Flight Meteorology 3
AVT-111 Flight Theory/Instrument 3
AVT-115 Flight/Instrument 3
AVT-116 Navigation 3

Minimum Credits to Graduate 21

Tourism Management (423.3)
NORTH ASSOCIATE OF SCIENCE

This comprehensive course leads to thorough travel and tourism management career preparation, as well as a well-rounded education.

The educational philosophy of the Tourism Management program at CCAC centers on providing students with the basic business skills and competencies needed by tomorrow’s business leaders. Through specialized courses in computer, destination geography training, travel security and tourism management, students become highly skilled professionals.

Upon successful completion of the program, the graduate will:

1. Cite the concepts, methods and practices of the travel and tourism industry, giving balanced coverage to each component.
2. Analyze and qualify clients, overcome objectives and meet the traveler’s needs in a professional manner.
3. Discuss the geographical locations, topography, climate, culture, tourist attractions and points of interests for major geographical locations throughout the world.
4. Differentiate and investigate the legal aspects and responsibilities of the various segments of the travel and tourism industry.
5. Define the leadership, management and social issues facing the tourism and travel industry.

DEGREE REQUIREMENTS
First Semester Credits
ACC-100 Introduction to Accounting 3
ENG-101 English Composition 1 3
MAT-195 Business Mathematics 3
TRV-101 Introduction to Travel and Tourism 3
TRV-103 Destinations Geography 1: US, Mexico and Canada 3

Second Semester
CIT-100 Computer Fundamentals and Applications 3
ENG-102 English Composition 2 3
TRV-102 Cruises and Tours Marketing and Sales 3
TRV-104 Destinations Geography 2: South America, Central America, Caribbean, Asia and South Pacific 3
Science Elective 3

Third Semester
BUS-103 Principles of Management 3
BUS-104 Principles of Marketing 3
BUS-130 Business Communications 3
CIT-140 Office Productivity Applications 4
GEO-101 World Geography 3
PSY-101 Introduction to Psychology 3

Fourth Semester
BUS-212 Principles of Selling 3
BUS-251 Business Law 1 3
SPH-101 Oral Communication 3
TRV-224 Events, Meetings and Convention Services 3
TRV-403 Tourism Co-op 3
Restricted Elective 3

Minimum Credits to Graduate 18–21

1 Restricted Electives
BUS-201 Human Resource Management 3
BUS-240 Small Business Management 3
ETH-101 Ethnic and Diversity Studies 3
FLR-101 Introduction to Foodservice, Lodging and Recreation Management 3
PHL-160 Ethics of Business 3
Foreign Language Courses (2) 3–6

67–70
Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to La Roche College. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.
Certificates, diplomas and degrees in education, social and behavioral sciences and human services prepare students for immediate employment in child development, day care facilities, juvenile and adult rehabilitation centers and geriatric facilities and careers in criminal justice and homeland security.

CCAC encourages students to apply for both certificates and diplomas (where possible) as they work toward associate’s degree requirements. Students should investigate baccalaureate programs as they advance in their chosen careers.

Information on specific courses in a selected academic program can be found at ccac.edu CCAC Central e-Services. That information includes the location, days, times, faculty member and required books and supplies. Note that some courses are only offered during alternate terms. The syllabus (a detailed course description) is available for many courses at http://webapps.ccac.edu/MasterSyllabi/

PA TRAC creates a seamless transfer and articulation process for students who earn degrees in specific programs and who transfer to PASSHE—Pennsylvania System of Higher Education institutions. CCAC’s programs in Early Education and Child Development and Psychology are part of this agreement.

For more information, see www.pacollegetransfer.com/PATRAC.

All courses should be chosen with the help of an academic advisor.

American Sign Language – English Interpreting  
(915.2) (Degree)

American Sign Language  
(912.4) (Certificate)

Child Care  
(655.3) (Diploma)

Child Development  
(623.5) (Certificate)

Children with Special Needs  
(624.5) (Certificate)

Criminal Justice & Criminology  
(600.6) (Degree)

Drug & Alcohol  
(414.2) (Certificate)

Early Childhood Director Core Certificate  
(654.3) (Diploma)

Early Education & Child Development  
(621.3) (Degree)

Early Education & Child Development  
(622.4) (Certificate)

Education Paraprofessional  
(679.3) (Degree)

Education Paraprofessional  
(680.4) (Certificate)

also see Health & Physical Education  
(020.3)

Fire Science Administration  
(330.2) (Degree)

Fire Science Administration  
(130.1) (Certificate)

Global Studies  
(103.1) (Certificate)

Health & Physical Education  
(020.3) (Degree)

Homeland Security  
(615) (Degree)

Homeland Security  
(616) (Certificate)

Labor & Management Studies  
(210.1) (Certificate)

Psychology  
(053.4) (Degree)

Social Sciences  
(059.2) (Degree)

Social Work Foundation  
(630.4) (Degree)

(658.1) (Certificate)

Teacher Education: Middle & Secondary Level  
(099.4) (Degree)

Teacher Education: Middle Level–Mathematics Specialization-CCAC & IUP Collaborative  
(091.1) (AA & BS)

Teacher Education: Middle Level–Science Specialization-CCAC & IUP Collaborative  
(092.1) (AA & BS)

Transportation Security Administration  
(614) (Diploma)

Women’s Studies  
(106) (Certificate)
American Sign Language – English Interpreting (915.2)

NORTH
ASSOCIATE OF SCIENCE

This program provides the solid foundation necessary to lead to an interpreting career. The educational philosophy of the ASU English Interpreting program at CCAC centers on providing students with the superior language skills and ethical competencies needed by today’s interpreters. Interpreting is a diverse career, offering a wide variety of settings in which to work. The US Department of Labor, Bureau of Labor and Statistics, predicts that job growth for interpreters and translators will increase 46% from 2012 through 2022 (much faster than average). Through foundational interpreting courses, observations in the field, and practicum placement, students become skilled professionals. Students who successfully complete the program will be prepared to sit for the Pennsylvania Educational Interpreter Performance Assessment (EIPA) and/or the National Interpreter Certification (NIC) written exam. Students holding a Bachelor’s degree would be permitted to sit for the NIC performance exam.

Upon successful completion of the program, the graduate will:
1. Interpret a wide variety of content in the K-12 and community settings.
2. Apply interpreting skills to different professional settings including schools, businesses, medical offices, theatrical and community events.
3. Denote the wide variety of clients with special needs who are also D/deaf and how their services may differ.
4. Differentiate and investigate the legal and ethical aspects and responsibilities of the various requirements of interpreters in the varying settings.
5. Define the occupational challenges and legislative issues facing interpreters today.

Prior to the practicum requirement, students must be eligible for clearance through the Federal Criminal History Record (PA Act 114), Pennsylvania State Police Criminal History Check (PA Act 34), Pennsylvania Public Welfare Child Abuse History Clearance Act (PA Act 151), sign a background check affidavit (PA Act 24), complete mandated reporter training (PA Act 126), and have a negative TB test. Practicum students will be required to meet local requirements of the practicum placement site.

Upon completion of this program, students will be prepared to seek provisional registration with the state for employment as an interpreter in the community, or as an educational interpreter upon taking the EIPA and scoring 3.5 or higher.

Students may enter the program in three ways:
1. Complete CCAC’s 20-credit American Sign Language certificate program;
2. Earn a level 2+ or higher on the American Sign Language Proficiency Interview (ASLPI) or:
3. Pass a CCAC ASL proficiency exam, offered throughout the year.

DEGREE REQUIREMENTS

First Semester (Fall 1)
- ASL-209 Advanced ASL and Cognitive Processing 1 3
- ENG-101 English Composition 1 3
- ITP-103 Discourse Analysis and Translation 4
- ITP-105 Introduction to Interpreting 3
- Total 13

Second Semester (Spring 1)
- ASL-210 Advanced ASL and Cognitive Processing 2 3
- ENG-102 English Composition 2 3
- ITP-104 Consecutive Interpreting 4
- ITP-200 Linguistics of English and ASL 3
- Total 13

Third Semester (Summer 1)
- ITP-112 Service Learning 4
- SPH-101 Oral Communications 3
- Total 7

Fourth Semester (Fall 2)
- ITP-206 Ethics & Business of Interpreting 4
- ITP-208 Simultaneous Interpreting 4
- ITP-211 NIC & EIPA Test Preparation 2
- Science Elective 3-4
- Total 13-14

Fifth Semester (Spring 2)
- ITP-212 Educational Interpreting 4
- ITP-250 Practicum and Portfolio 4
- PSY-101 Introduction to Psychology 3
- Math Elective1 3-4
- Total 14-15

Minimum Credits to Graduate 60-62

1. Students planning on interpreting for K-6 should register for MAT-107, Mathematics for Elementary Education; students planning on interpreting for 7-12 should register for MAT-108, Intermediate Algebra; and students planning on interpreting for the community should register for MAT-195, Business Mathematics.

American Sign Language (912.4)

CERTIFICATE
NORTH

The certificate in American Sign Language (ASL) provides language training and cultural enrichment for people who wish to learn ASL and the uniqueness of deaf culture. This program will not prepare students to become interpreters but is designed to introduce students to the language and culture. This program is particularly useful for parents of deaf children and students pursuing careers such as allied health, nursing, early childhood education and teaching, where clients may be deaf. The program is designed to allow students to complement their degrees with an ASL certificate offered as a part-time program. This certificate also serves as the language foundation and pre-requisite for the Associate’s degree American Sign Language/English Interpreter Training Program.

Upon successful completion of the program, the graduate will:
1. Apply basic language skills to produce ASL in a variety of ways in order to communicate effectively with Deaf adults and children who depend on visual representations of English for communication.
2. Pass the American Sign Language Proficiency Interview (ASLPI) which is based on the following linguistic areas: pronunciation, grammatical accuracy, vocabulary, fluency and comprehension.
3. Use classifiers through directionality, word signs, noun placements and non-manual signals.
4. Produce intermediate receptive comprehension and expressive information.
5. Recognize the diversity of the deaf culture through theory discussion, guest speakers and local events.

CERTIFICATE REQUIREMENTS

First Semester - Fall
ASL-101 Elementary American Sign Language 1 4
ASL-104 Visual Gestural Communications 3
7
Second Semester - Spring
ASL-102 Elementary American Sign Language 2 4
ASL-109 Deaf Culture 3
7
First Summer Session
ASL-201 Intermediate American Sign Language 1 3
3
Second Summer Session
ASL-202 Intermediate American Sign Language 2 3
3
Minimum Credits to Graduate 9

Child Care (655.3)

ALLEGHENY, BOYCE, NORTH, SOUTH
DIPLOMA

This program is designed for individuals who desire entry-level positions in the area of child development. By enrolling in specialized courses designed for working with infants, toddlers and preschool-age children, students learn about the physical, emotional, social and cognitive care of infants, toddlers and preschoolers. They learn the job responsibilities of all staff working in the field and identify suitable career opportunities.

Weekly field observations and experiences are required throughout the course work in this program. Students must be eligible for clearances through the Federal Criminal History Record (Act 114), Pennsylvania State Police Criminal History Check (Act 34) and the Pennsylvania Department of Public Welfare Child Abuse History Record Check (Act 151) and meet local requirements of the field placement site.

Upon completion of the diploma, students can work as an aide in child care agencies or centers, preschool programs, before and after school programs or private homes. Students who complete the diploma program, find employment in a child development center and meet additional credential requirements are eligible to apply for the nationally awarded Child Development Associate (CDA) credential through the Council for Professional Recognition. Additional CDA credential requirements and application can be found at www.cdaouncil.org.

Upon successful completion of the program, the graduate will:
1. Integrate appropriate theories and practices to create, implement and evaluate developmentally effective experiences for children and their families.
2. Apply appropriate observation and assessment strategies to positively influence children's development and learning as they employ appropriate discipline terminology and professional tone in written and oral communication.

Students can apply the credits earned in this diploma program toward a certificate or Associate degree in Early Education and Child Development. Upon completion of this program, graduates may seek employment as a preschool teacher or as an early childhood educational aide and can work in child care agencies, day care, preschool programs, public and private schools, before and after school programs, or private homes.

DIPLOMA REQUIREMENTS

One Semester
ECO-101 Introduction to Early Education and Child Development 3
ECO-105 Early Childhood Development: Birth to Age 6 3
ECO-107 Health and Safety of Children 3
9

Minimum Credits to Graduate 9

Child Development (623.5)

ALLEGHENY, BOYCE, NORTH, SOUTH
CERTIFICATE

This program is for individuals who desire only specialized courses designed for working with infants, toddlers, preschoolers and school-age children. Students receive specialized training in the physical, emotional, social, and cognitive care of infants, toddlers, preschoolers and school-age children. They learn the job responsibilities of professionals and identify suitable employment situations and career opportunities.

Upon successful completion of the program, the graduate will:
1. Integrate appropriate theories and practices to create, implement and evaluate developmentally effective experiences for children and their families.
2. Work with children of diverse ages, abilities and cultures in multiple field experiences in child care and educational environments as they identify community resources to support children and their families.
3. Apply appropriate observation and assessment strategies to positively influence children's development and learning as they employ appropriate discipline terminology and professional tone in written and oral communication.

Students can apply the credits earned in the certificate program toward a certificate or Associate degree in Early Education and Child Development. Upon completion of this program, graduates may seek employment as a preschool teacher or as an early childhood educational aide and can work in child care agencies, day care, preschool programs, public and private schools, before and after school programs, or private homes.
Weekly field observations and experiences are required throughout the course work in this program. Students must be eligible for clearances through the Federal Criminal History Record (Act 114), Pennsylvania State Police Criminal History Check (Act 34) and the Pennsylvania Department of Public Welfare Child Abuse History Record Check (Act 151) and meet local requirements of the field placement site.

**CERTIFICATE REQUIREMENTS**

**First Semester**
- ECD-101 Introduction to Early Education and Child Development 3
- ECD-105 Early Childhood Development: Birth to Age 6 3
- ECD-107 Health and Safety of Children 3

**Second Semester**
- ECD-135P Practicum: Observation and Assessment 3
- ECD-212 Language, Literacy and Literature in Early Childhood 3
- Restricted Electives1 3

**Minimum Credits to Graduate** 18

1 Restricted Electives:
- Choose one from the following:
  - ECD-113 Middle Childhood and Adolescent Development 3
  - ECD-202 Children with Special Needs 3
  - ECD-214 Curriculum for the Early Childhood Classroom 3

**Children with Special Needs (624.5)**

**ALLEGHENY, SOUTH**

**CERTIFICATE**

The Children with Special Needs certificate is designed primarily for individuals who are employed and seek specific skills for advancement or for students who work in community agencies that provide parent training, behavioral intervention and other types of support for families having children with special needs. Students gain skills for working with diverse populations through both classroom work and supervised practicum experiences. Individuals can also enroll in this certificate program to gain specialized parenting skills.

Upon successful completion of the program, the graduate will:

1. Integrate appropriate theories and practices to create, implement and evaluate developmentally effective experiences for children and their families.
2. Apply appropriate observation and assessment strategies to positively influence children's development and learning as they employ appropriate discipline terminology and professional tone in written and oral communication.
3. Work with children of diverse ages, abilities and cultures in multiple field experiences in child care and educational environments as they identify community resources to support children and their families.

Students can apply the credits earned in the certificate program toward a certificate or Associate degree in Early Education and Child Development. Weekly field observations and experiences are required throughout the course work in this program. Students must be eligible for clearances through the Federal Criminal History Record (Act 114), Pennsylvania State Police Criminal History Check (ACT34) and the Pennsylvania Department of Public Welfare Child Abuse History Record Check (Act151) and meet local requirements of the field placement site.

Upon completion of this program, graduates may seek employment as staff in agencies that provide services for children with special needs such as Easter Seals or as a family day care provider. Graduates may also seek employment as house-parents, group home workers, therapeutic support workers, child care workers or as respite care workers.

**CERTIFICATE REQUIREMENTS**

**First Semester**
- ECD-101 Introduction to Early Education and Child Development 3
- SOC-101 Introduction to Sociology 3
- SOW-130 Community Resources 3

**Second Semester**
- ECD-135 Practicum: Preschool or Special Needs 3
- ECD-202 Children With Special Needs 3
- ECD-210 Clinical Skills With Children or ECD-211 Family Systems 3

**Minimum Credits to Graduate** 18

**Criminal Justice & Criminology (600.6)**

**ALLEGHENY, BOYCE, NORTH, SOUTH**

**ASSOCIATE OF SCIENCE**

This program prepares you to work in a public or private agency in law enforcement or corrections.

Upon successful completion of the program, the graduate will:

1. Identify each component of the criminal justice system and explain its purpose and function.
2. Recognize the functional operation of the juvenile justice system and identify moral dilemmas in the criminal justice field.
3. Explain the components of a law or statute and apply the United States Bill of Rights to the operation of the criminal justice system.
4. Describe the budgetary process and staffing levels of a criminal justice organization.
5. Describe the variety of methods used in evidence collection and identify the courtroom value of physical and testimonial evidence.

Police officers protect the lives and property of individuals by working in municipal police departments, county sheriff departments and state highway patrol stations. Uniformed police officers have duties such as maintaining regular patrols and responding to calls for service, directing traffic, investigating a burglary and building relationships with the citizens of the community to mobilize them to help fight crime through community policing.
The corrections option prepares students to work as correctional officers or prison guards to maintain security and prevent escapes by individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a jail, reformatory or penitentiary. Graduates work for a local, state or federal agency in corrections and criminology.

The computer forensics option offers specialized and crossdisciplinary knowledge and skills necessary for performing professional duties as computer forensic examiners/technicians, analysts and auditors in law enforcement agencies or private environment security. Students selecting this track will be required to have a prerequisite of CIT-100 Computer Fundamentals and Applications and submit to a criminal background check.

Graduates may find employment as probation or parole officers who supervise adults and juveniles who are convicted of crimes but placed on probation instead of being sent to prison or who have been incarcerated and released from prison. Public agencies employ graduates in police departments, county sheriff departments and state highway patrol stations.

The program also enables those already employed to expand and gain advanced training in the field.

Transfer Opportunities
The keystone icons for Specializations A & B indicate that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor’s degree in Criminal Justice, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA, and Slippery Rock University. Other articulation agreements are available for students to complete the Associate Degree and transfer to Argosy University, Capella University, Gannon University, Grand Canyon University, La Roche College, Point Park University, PSU Commonwealth Campuses, Robert Morris University and Westminster College.

It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Advanced Standing Opportunities
CCAC recognizes the Act 120 Police Training Certificate. CCAC students who have completed that certification will be awarded 15 credits as follows:
- CJC-101 Introduction to Criminal Justice & Criminology
- CJC-151 Criminal Justice System Law
- CJC-201 Fundamentals of Criminal Investigation
- CJC-203 Evidence & Procedures
- CJC-206 Police Operations

CCAC students who have completed the Basic Training curriculum offered by the Allegheny County Bureau of Corrections will be awarded nine credits as follows:
- CJC-207 Criminal Offenders and their Environment
- CJC-211 Treatment of Offenders: Issues and Strategies
- CJC-214 Criminal Justice Administration Practicum

Students must choose one of the following Specialization tracks: A, B or C.

(A) Law Enforcement

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CJC-101</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CJC-102</td>
<td>Introduction to Corrections</td>
</tr>
<tr>
<td>CJC-124</td>
<td>Juvenile Justice and Juvenile Delinquency</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition</td>
</tr>
<tr>
<td>POL-103</td>
<td>American Government or</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology or</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
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<td><strong>Total</strong></td>
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<tbody>
<tr>
<td>CJC-151</td>
<td>Criminal Justice System Law</td>
</tr>
<tr>
<td>CJC-152</td>
<td>Ethics in Criminal Justice</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition 2 or</td>
</tr>
<tr>
<td>ENG-115</td>
<td>General Literature 2 or</td>
</tr>
<tr>
<td>POL-103</td>
<td>American Government or</td>
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<tr>
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<td>Introduction to Sociology</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
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<th>Third Semester</th>
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<tbody>
<tr>
<td>CJC-201</td>
<td>Fundamentals of Criminal Investigation</td>
</tr>
<tr>
<td>CJC-203</td>
<td>Evidence and Procedures</td>
</tr>
<tr>
<td>CJC-206</td>
<td>Police Operations</td>
</tr>
<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
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<td>Restricted Elective</td>
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<td><strong>Total</strong></td>
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<table>
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<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJC-204</td>
<td>Criminal Justice System Organization and Administration</td>
</tr>
<tr>
<td>CJC-205</td>
<td>Introduction to Forensics</td>
</tr>
<tr>
<td>CJC-207</td>
<td>Introduction to Criminology</td>
</tr>
<tr>
<td>CJC-214</td>
<td>Criminal Justice Administration Practicum</td>
</tr>
<tr>
<td>MUS-101</td>
<td>Introduction to Music or</td>
</tr>
<tr>
<td>THE-101</td>
<td>Introduction to Theatre or</td>
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<tr>
<td>PHL-101</td>
<td>Introduction to Philosophy or</td>
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<tr>
<td>Mathematics Elective</td>
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<td><strong>Total</strong></td>
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</table>

Minimum Credits to Graduate: **64–66**

Elective options for (A) Law Enforcement are listed following the requirements for (B) Corrections.

(B) Corrections

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CJC-101</td>
<td>Introduction to Criminal Justice</td>
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<td>ENG-101</td>
<td>English Composition</td>
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<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>
Second Semester
CJC-151 Criminal Justice System Law 3
CJC-152 Ethics in Criminal Justice 3
ENG-102 English Composition 2 or 3
ENG-115 General Literature or 3
Science Elective 4
POL-103 American Government or 3
SOC-101 Introduction to Sociology 4
SOC-101 Introduction to Sociology 3

Third Semester
CJC-207 Introduction to Criminology 3
SPH-101 Oral Communication 3
MUS-101 Introduction to Music or 3
THE-101 Introduction to Theatre or 3
PHL-101 Introduction to Philosophy 3
Mathematics Elective 3–4
Restricted Elective 3–4

Fourth Semester
CJC-203 Evidence and Procedures 3
CJC-204 Criminal Justice System Organization and Administration 3
PSY-150 Psychology of Intervention 3
SOC-208 Urban Sociology or 3
SOC-211 Racial and Ethnic Minorities or 3
CJC-211 Treatment of the Offenders: Issues and Strategies 3
(Note: Students can only use CJC-211 once to fulfill fourth semester requirements.)
SOW-106 Interviewing Skills or 3
CJC-211 Treatment of the Offenders: Issues and Strategies or 3
CJC-214 Criminal Justice Practicum or 3

Minimum Credits to Graduate 61–63

Students transferring to a TAOC participating-institution must complete the courses as outlined above.

The following courses are area-related electives for (A) Law Enforcement and (B) Corrections tracks.

1 Mathematics Elective:
MAT-102 Mathematical concepts or 3
MAT-111 College Algebra or 3
MAT-142 Pre-Calculus or 3
MAT-161 Elementary Statistics or 3
MAT-201 Calculus 1 or 4

2 Restricted Elective:
(Note: A course can only be used in one category of electives. I.e., a mathematics course can be used for the mathematics elective but cannot then also be used as a restricted elective.)
BIO-110 Introduction to Biological Science or 4
BIO-151 General Biology 1 or 4
BIO-152 General Biology 2 or 4
BIO-161 Anatomy and Physiology 1 or 4
BIO-162 Anatomy and Physiology 2 or 4
CHM-109 Introduction to Chemistry or 4
CHM-151 General Chemistry 1 or 4
CHM-152 General Chemistry 2 or 4
MAT-102 Mathematical concepts or 3
MAT-111 College Algebra or 3

MAT-142 Pre-Calculus or 3
MAT-161 Elementary Statistics or 3
MAT-201 Calculus 1 or 4
PHY-100 Basic Physics or 4
PHY-141 Physics 1 or 4
PHY-142 Physics 2 or 4
POL-103 American Government or 3
PSY-101 Introduction to Psychology or 3
SOC-101 Introduction to Sociology 3

Third Semester
CJC-280 Computer Forensics 2 4
CIT-281 Project in Computer Forensics 2
CJC-201 Fundamentals of Criminal Investigation 3
CJC-203 Evidence and Procedures 3
CJC-206 Police Operations 3
SOC-101 Introduction to Sociology 3

Minimum Credits to Graduate 61–63

Students transferring to a non-TAOC participating-institution should meet with a counselor to choose appropriate courses for transfer.

Minimum requirements for graduation in this program include:

4 Choose any Social Science elective.
5 Choose ENG-102 or another English elective.
6 Choose any Humanities Elective

Students not transferring to institution related to TAOC may also select any Foreign Language class as a Humanities Elective but should consult with a transfer counselor.

(C) Computer Forensics
The Computer Forensics track of the Criminal Justice and Criminology program is not included in the TAOC (Transfer and Articulation Oversight Committee) Agreement. Students planning on transferring to a specific institution not related to TAOC should consult with a transfer counselor.

DEGREE REQUIREMENTS

First Semester Credits
CIT-115 Introduction to Information to Technology 3
CJC-101 Introduction to Criminal Justice 3
CJC-124 Juvenile Justice and Juvenile Delinquency 3
ENG-101 English Composition 1 3
PSY-101 Introduction to Psychology 3

Second Semester Credits
CIT-180 Computer Forensics 1 3
CIT-181 Principles of Information Security 4
CJC-151 Criminal Justice System Law 3
CJC-152 Ethics in Criminal Justice 3
ENG-102 English Composition 2 3

Third Semester Credits
CIT-280 Computer Forensics 2 4
CIT-281 Project in Computer Forensics 2
CJC-201 Fundamentals of Criminal Investigation 3
CJC-203 Evidence and Procedures 3
CJC-206 Police Operations 3
SOC-101 Introduction to Sociology 3

Minimum Credits to Graduate 61–63
Fourth Semester
BIO-100  Life Science  3
CJC-204  Criminal Justice System Organization and Administration 3
MAT-102  Mathematical Concepts  3
PHL-101  Introduction to Philosophy or Foreign Language  3
SPH-101  Oral Communication  3

Minimum Credits to Graduate  15

Drug & Alcohol (414.2)
ALLEGHENY, SOUTH CERTIFICATE

This program prepares the student for an entry-level position as a clinician in a drug and/or alcohol treatment center. Training is in counseling technique, case management, prevention, intervention and rehabilitation.

Upon successful completion of the program, the graduate will:
1. Describe, define and differentiate the various models or paradigms currently used to understand the field of chemical dependency.
2. Examine, define and explain the addiction counseling theories, the philosophy of the theories and techniques for change.
3. Identify and name the various drugs of abuse and the legal drugs that are used to manage withdrawal and maintain patients.
4. Appraise, describe and practice ethics as they pertain to the field of chemical dependency.
5. Demonstrate awareness of communicable diseases that are particularly problematic in this field, especially HIV/AIDS, HBV and HCV.
6. Appraise and explain those aspects of the discipline of law that interface with the field of chemical dependency.

Upon completion of this program, graduates may seek employment in entry-level positions such as interviewers in rehabilitation treatment settings, halfway houses, detox centers, missions, women's shelters, juvenile treatment facilities and methadone maintenance centers.

CERTIFICATE REQUIREMENTS
First Semester
SOC-101  Introduction to Sociology  3
SOC-117  Understanding Chemical Dependency  3
PSY-101  Introduction to Psychology  3

Second Semester
PSY-230  Counseling the Addict  3
SOC-118  Drug and Alcohol Clinical Practicum  3
Restricted Elective¹

Minimum Credits to Graduate  18

Early Childhood Director Core Certificate (654.3)
ALLEGHENY, BOYCE, NORTH, SOUTH DIPLOMA

This program is designed for individuals who work in early childhood and child development and wish to apply for the Director Credential as identified by the PA Key to increase the knowledge and understanding of the role of the Child Care and School-Age Director as defined in Section 3720.34 and 3720.241(c), Commonwealth of Pennsylvania Child Day Care Regulations and to meet the requirements of the Keystone STARS continuous quality assurance program at the STAR 3 level.

Upon successful completion of the program, the graduate will:
1. Integrate appropriate theories and practices to create, implement and evaluate
2. Identify core values and ethical behavior standards of the profession by exercising sensitivity, professionalism, confidentiality and competency when interacting with children, families, co-workers, community representatives and policy agents.
3. Utilize student-prepared tools and strategies that reflect content and pedagogical knowledge of intentional and responsive practice.
4. Apply appropriate observation and assessment strategies to positively influence children's development and learning as they employ appropriate discipline terminology and professional tone in written and oral communication.

To begin this coursework, students must:
1. Have an associate or bachelor's degree in early childhood education, child development, special education, elementary education or the human service field.
2. Have an associate or bachelor's degree in any other field, including 30 hours of early childhood, child development, special education, elementary education or the human service field.
3. Be eligible for clearances from the Pennsylvania State Police Criminal History check and the Department of Public Welfare Child Abuse History Check. Additionally, if required by a field/practicum site, students will need to obtain the FBI Criminal History Record Check (ACT114).

The student must complete three, three-credit courses that are not included in any other associate or Bachelor's degree. The program can be completed in one, two, or three semesters. Graduates can be Directors of Early Childhood, Child Development, Infant/Toddler or School-Age Programs.
After completion of these courses, candidates will make separate application to the PA Key and should obtain information to meet additional requirements of candidacy. (www.pakeys.org)

**DIPLOMA REQUIREMENTS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Restricted Elective</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td><strong>Third Semester</strong></td>
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**Minimum Credits to Graduate**: 9

1 Restricted Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BUS-240</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ECD-202</td>
<td>Children With Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECD-214</td>
<td>Curriculum for the Early Childhood Classroom</td>
<td>3</td>
</tr>
<tr>
<td>ECD-218</td>
<td>Child Care Management and Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Early Education & Child Development (621.5)**

**ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF SCIENCE**

This program prepares students for an entry-level position working with infants, children, adolescents and their families in a variety of settings and for transfer to a Pre-K-4 teacher certification program.

Students learn about best practices in direct care and education, diversity when working with children and their families, and techniques for working with children who have special needs. Through classes, weekly field observations, and practicums, students learn about professionalism, human development, health, mental health, infant and child care agencies, family relationships, laws and regulations governing the welfare of children and their families, and community resources available for working with children and their families.

Upon successful completion of the program, the graduate will:

1. Integrate appropriate theories and practices to create, implement and evaluate developmentally effective experiences for children and their families.

2. Work with children of diverse ages, abilities and cultures in multiple field experiences in child care and educational environments as they identify community resources to support children and their families.

3. Apply appropriate observation and assessment strategies to positively influence children's development and learning as they employ appropriate discipline terminology and professional tone in written and oral communication.

4. Utilize student-prepared tools and strategies that reflect content and pedagogical knowledge of intentional and responsive practice.

5. Identify core values and ethical behavior standards of the profession by exercising sensitivity, professionalism, confidentiality and competency when interacting with children, families, co-workers, community representatives and policy agents.

Students must be eligible for clearances through the Federal Criminal History Record (Act 114), Pennsylvania State Police Criminal History Check (Act 34) and the Pennsylvania Department of Public Welfare Child Abuse History Record Check (Act 151) and meet local requirements of the field placement site.

Career opportunities exist in infant/toddler centers, home-family support roles, early childhood programs, nursery schools, pre-school programs, before and after school programs, private and public schools, hospitals, therapeutic day care and residential centers, group homes, community living arrangements and private homes.

Upon completion of this program, students may seek employment as a child care practitioner or an early childhood educator.

This program is the career and program-to-program transfer program for Early Education & Child Development. Students who plan to continue on to a teacher certification program should meet with an advisor or transfer counselor to discuss this educational goal. Graduates achieving a minimum of 3.0 GPA may choose to earn a Bachelor's degree in early childhood education with Pre-K-4 Teacher Certification. Teacher certification candidates must successfully pass the required Pennsylvania teacher certification tests in both basic skills and pedagogy and should consult with faculty for current requirements.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>First Semester</td>
<td>ECD-101</td>
<td>Introduction to Early Education and Child Development</td>
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<td>ECD-105</td>
<td>Early Childhood Development: Birth to Age 6</td>
<td>3</td>
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<td>ECD-107</td>
<td>Health and Safety of Children</td>
<td>3</td>
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<td>ENG-101</td>
<td>English Composition 1</td>
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<td>PSY-101</td>
<td>Introduction to Psychology or</td>
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<td>SOC-101</td>
<td>Introduction to Sociology</td>
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**Second Semester**

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<td>ECD-135</td>
<td>Practicum: Observation and Assessment</td>
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<td>ECD-212</td>
<td>Language, Literacy and Literature in Early Childhood</td>
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<td>ENG-102</td>
<td>English Composition 2</td>
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<td>HIS-104</td>
<td>US History 1</td>
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<tr>
<td>MAT-107</td>
<td>Mathematics for Elementary Education</td>
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**Third Semester**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECD-202</td>
<td>Children With Special Needs</td>
<td>3</td>
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<tr>
<td>ECD-211</td>
<td>Family Systems</td>
<td>3</td>
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<td></td>
<td>Literature Elective</td>
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<td>Science/Lab Elective</td>
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<td>Social Science Elective</td>
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**Fourth Semester**

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<tr>
<td>ECD-214</td>
<td>Curriculum for the Early Childhood Classroom</td>
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<td>ECD-240</td>
<td>Practicum: Pre-K-4</td>
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<tr>
<td>ECD/SOW</td>
<td>Restricted Electives</td>
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<tr>
<td>MAT-110</td>
<td>Mathematics for Elementary Education</td>
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<td></td>
<td>Science Elective</td>
<td>3–4</td>
</tr>
<tr>
<td></td>
<td>Art, Music or Theatre Elective</td>
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</tr>
</tbody>
</table>
Included in the program along with an emphasis on diversity with special needs and the impacts on their families are the emotional and psychological needs of children. Information on children of various ages. Students receive training in the physical, social, emotional developmentally appropriate activities for children of various ages, with infants, toddlers, school age children and their families. Information enabling students to develop job skills for working with children/their families. It provides theoretical and practical information.

This program is primarily for students who work with children/their families. It provides theoretical and practical information enabling students to develop job skills for working with infants, toddlers, school age children and their families. Students learn the developmental needs of children and developmentally appropriate activities for children of various ages. Students receive training in the physical, social, emotional and psychological needs of children. Information on children with special needs and the impacts on their families are included in the program along with an emphasis on diversity and the professionalism needed for working with children and their families. Students become aware of the effects of social conditions on the development of children and study the laws and regulations pertaining to children and agencies that work with them.

Upon successful completion of the program, the graduate will:

1. Integrate appropriate theories and practices to create, implement and evaluate developmentally effective experiences for children and their families.

2. Work with children of diverse ages, abilities and cultures in multiple field experiences in child care and educational environments as they identify community resources to support children and their families.

3. Apply appropriate observation and assessment strategies to positively influence children's development and learning as they employ appropriate discipline terminology and professional tone in written and oral communication.

4. Utilize student-prepared tools and strategies that reflect content and pedagogical knowledge of intentional and responsive practice.

5. Identify core values and ethical behavior standards of the profession by exercising sensitivity, professionalism, confidentiality and competency when interacting with children, families, co-workers, community representatives and policy agents.

Students can complete the certificate before pursuing a degree program. Courses in the program are also helpful for parents.

Other articulation agreements are available for students to complete the Associate Degree and transfer to Grand Canyon University, Robert Morris University and Westminster College. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

### Transfer Opportunities

The Keystone icon indicates that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor's degree in Early Childhood Education, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA, and Slippery Rock University.

Other articulation agreements are available for students to complete the Associate Degree and transfer to Grand Canyon University, Robert Morris University and Westminster College. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

### Early Education & Child Development (622.4)

**CERTIFICATE**

This program is primarily for students who work with children/their families. It provides theoretical and practical information enabling students to develop job skills for working with infants, toddlers, school age children and their families. Students learn the developmental needs of children and developmentally appropriate activities for children of various ages. Students receive training in the physical, social, emotional and psychological needs of children. Information on children with special needs and the impacts on their families are included in the program along with an emphasis on diversity and the professionalism needed for working with children and their families. Students become aware of the effects of social conditions on the development of children and study the laws and regulations pertaining to children and agencies that work with them.

Upon successful completion of the program, the graduate will:

1. Integrate appropriate theories and practices to create, implement and evaluate developmentally effective experiences for children and their families.

2. Work with children of diverse ages, abilities and cultures in multiple field experiences in child care and educational environments as they identify community resources to support children and their families.

3. Apply appropriate observation and assessment strategies to positively influence children's development and learning as they employ appropriate discipline terminology and professional tone in written and oral communication.

4. Utilize student-prepared tools and strategies that reflect content and pedagogical knowledge of intentional and responsive practice.

5. Identify core values and ethical behavior standards of the profession by exercising sensitivity, professionalism, confidentiality and competency when interacting with children, families, co-workers, community representatives and policy agents.

Students can complete the certificate before pursuing a degree program. Courses in the program are also helpful for parents.

Other articulation agreements are available for students to complete the Associate Degree and transfer to Grand Canyon University, Robert Morris University and Westminster College. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

### CERTIFICATE REQUIREMENTS

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECD-101 Introduction to Early Education and Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECD-105 Early Childhood Development: Birth to 6</td>
<td>3</td>
</tr>
<tr>
<td>ECD-107 Health and Safety of Children</td>
<td>3</td>
</tr>
<tr>
<td>ECD-135 Practicum: Observation and Assessment</td>
<td>3</td>
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<tr>
<td>Restricted Elective¹ (1)</td>
<td>3</td>
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<td><strong>Total</strong></td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECD-202 Children With Special Needs</td>
<td>3</td>
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<tr>
<td>ECD-211 Family Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECD-240 Practicum: Pre-K–4</td>
<td>3</td>
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<td>Restricted Elective¹ (2)</td>
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**Minimum Credits to Graduate**

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<tr>
<th>Credits</th>
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<tr>
<td>30</td>
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Education Paraprofessional (679.3)

ALLEGHENY, BOYCE, NORTH, SOUTH
ASSOCIATE OF ARTS

The program prepares individuals to work as a classroom aide or teacher’s assistant in an educational setting. Emphasis is placed on mastering reading, writing and mathematical skills along with the techniques for assisting students with special needs. The program enables students to work in public or private schools.

Upon successful completion of the program, the graduate will:

1. Identify current PA teacher certification requirements, including the development of a professional portfolio and demonstrate behaviors appropriate to the profession.

2. Identify, develop and utilize resources, materials and technology for the classroom, including, but not limited to, the Pennsylvania Department of Education resources, (i.e., academic standards).

3. Observe students in their learning environment and empirically document these observations.

4. Classify learning theories and psychological principles in relation to the development of an educational philosophy and pedagogical practices.

5. Discuss, analyze and evaluate past and present issues in education.

6. Describe the role of the classroom teacher in meeting the needs of all students including those with sensory, behavioral, physical, language, cognitive, cultural and learning differences.

Students must be eligible for clearance through the Federal Criminal History Record (Act 114), Pennsylvania State Police Criminal History Check (Act 34) and the Pennsylvania Public Welfare Child Abuse History Clearance Act (Act 151).

Upon completion of this program, graduates may seek employment as a teacher’s aide in a regular or special education setting, an educational specialist or an education technician.

DEGREE REQUIREMENTS

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDU-125</td>
<td>Foundations of Middle Level and Secondary Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>Restricted Mathematics Elective(^1)</td>
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### Second Semester

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<th>Course Title</th>
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<tbody>
<tr>
<td>ECD-202</td>
<td>Children With Special Needs</td>
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</tr>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>PSY-204</td>
<td>Adolescent Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>Restricted Humanities Elective(^3)</td>
<td>3</td>
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<td>Science Elective With Lab(^4)</td>
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### Third Semester

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<tbody>
<tr>
<td>ECD-135</td>
<td>Practicum: Observation and Assessment</td>
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<tr>
<td>EDU-202</td>
<td>Educational and Assistive Technology</td>
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<td>HIS-104</td>
<td>US History 1</td>
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<tr>
<td>PSY-201</td>
<td>Educational Psychology</td>
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<td>Mathematics or Science Elective</td>
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### Fourth Semester

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<tbody>
<tr>
<td>EDU-205</td>
<td>English Language Learners in the Classroom</td>
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<td>English Literature Elective</td>
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<td></td>
<td>Restricted Elective(^2)</td>
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<td>Restricted Humanities Elective(^3)</td>
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<tr>
<td></td>
<td>Social Science Elective</td>
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### Minimum Credits to Graduate

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDU-125</td>
<td>Foundations of Middle Level and Secondary Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Restricted Mathematics Elective(^1)</td>
<td>3–4</td>
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<td></td>
<td>Restricted Elective(^2)</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
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1. Restricted Mathematics Electives
   - MAT-102 Mathematics Concepts                      3
   - MAT-107 Mathematics for Elementary Education      3
   - MAT-108 Intermediate Algebra                      4
   - MAT-190 Contemporary Mathematics                  4

2. Restricted Electives
   - ECD-107 Health and Safety of Children              3
   - ECD-113 Middle Childhood and Adolescent Development| 3
   - ECD-210 Clinical Skills With Children              | 3
   - ECD-211 Family Systems                             | 3
   - ECD-212 Language, Literacy and Literature         | 3
   - PSY-150 Psychology of Intervention                 | 3

3. Restricted Humanities Electives
   - ART-103 Art History—Ancient or                     | 3
   - ART-104 Art History—Modern or                      | 3
   - ART-106 Art Appreciation                           | 3
   - MUS-101 Introduction to Music                       | 3
   - PHL-101 Introduction to Philosophy or              | 3
   - PHL-103 Logic or                                   | 3
   - PHL-111 Religions of the World                     | 3
   - SPH-101 Oral Communication (highly recommended for those interested in teaching grades 7–12) | 3
   - THE-101 Introduction to Theatre                    | 3

4. Recommended Science With Lab Electives
   - BIO-110 Introduction to Biological Sciences       | 4
   - BIO-151 General Biology                            | 4
   - PHS-101 Earth Science                             | 3
   - PHY-100 Basic Physics                              | 4
Education Paraprofessional (680.4)

ALLEGHENY, BOYCE, NORTH, SOUTH

CERTIFICATE

The program prepares individuals to work as a classroom aide or teacher’s assistant in an educational setting. Emphasis is placed on mastering reading, writing and mathematical skills along with techniques for assisting students with special needs. The program enables students to work in public or private schools.

Upon successful completion of the program, the graduate will:

1. Identify current PA teacher certification requirements, including the development of a professional portfolio and demonstrate behaviors appropriate to the profession.
2. Identify, develop and utilize resources, materials and technology for the classroom, including, but not limited to, the Pennsylvania Department of Education resources, (i.e., academic standards).
3. Observe students in their learning environment and empirically document these observations.
4. Classify learning theories and psychological principles in relation to the development of an educational philosophy and pedagogical practices;
5. Discuss, analyze and evaluate past and present issues in education.
6. Describe the role of the classroom teacher in meeting the needs of all students including those with sensory, behavioral, physical, language, cognitive, cultural and learning differences.

Students must be eligible for clearance through the Federal Criminal History Record (Act 114), Pennsylvania State Police Criminal History Check (Act 34) and the Pennsylvania Public Welfare Child Abuse History Clearance Act (Act 151).

Upon completion of this program, graduates may seek employment as a teacher’s aide in a regular classroom setting, an educational specialist or a recreational assistant.

CERTIFICATE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<td>EDU-125</td>
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<td>ENG-101</td>
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<tr>
<td>Restricted Mathematics Elective2</td>
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Second Semester

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>ECD-202</td>
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<tr>
<td>EDU-205</td>
<td>3</td>
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<td>ENG-102</td>
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<tr>
<td>Science Elective With Lab3</td>
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Minimum Credits to Graduate: 48–51

Third Semester

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<tbody>
<tr>
<td>ECD-135</td>
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<tr>
<td>EDU-205</td>
<td>3</td>
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<tr>
<td>PSY-204</td>
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<td>Mathematics or Science Elective</td>
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<tr>
<td>Restricted Humanities Elective4</td>
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1 Restricted Electives

<table>
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<td>ECD-107</td>
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<tr>
<td>ECD-113</td>
<td>3</td>
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<tr>
<td>ECD-210</td>
<td>3</td>
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<tr>
<td>ECD-211</td>
<td>3</td>
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<td>ECD-212</td>
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<tr>
<td>PSY-150</td>
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2 Restricted Mathematics Electives

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<td>MAT-102</td>
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<td>MAT-107</td>
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<td>MAT-108</td>
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<td>MAT-190</td>
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3 Recommended Science With Lab Electives

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<td>BIO-110</td>
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<td>BIO-151</td>
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<td>PHS-101</td>
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<td>PHY-100</td>
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4 Restricted Humanities Elective

<table>
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<tr>
<td>ART-103</td>
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<tr>
<td>ART-104</td>
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<td>ART-106</td>
<td>3</td>
</tr>
<tr>
<td>MUS-101</td>
<td>3</td>
</tr>
<tr>
<td>PHL-101</td>
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<td>PHL-103</td>
<td>3</td>
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<td>PHL-111</td>
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<td>SPH-101</td>
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<tr>
<td>THE-101</td>
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Fire Science Administration (330.2)

BOYCE

ASSOCIATE OF SCIENCE

This program, which follows the Fire and Emergency Services Higher Education (FESHE) and the National Fire Academy models, prepares students to meet the challenges of preventing fires and reducing the loss of life and property in today’s rapidly changing emergency services delivery system. The courses focus on analytical approaches to fire protection and investigation, personnel management, disaster and fire defense planning, hazardous materials management, fire-protection structure and system design, the role of the fire service within the community and political structure and the phenomena of fire propagation. The program improves the professional qualifications of all students and enhances their educational credentials and advancement prospects within their respective fields.
Upon successful completion of the program, the graduate will:

1. Seek employment as a firefighter in public or private fire or emergency response rescue services, fire safety specialist, industrial safety specialist, underwriter, plan reviewer, code enforcement officer, insurance industry investigator, fire protection engineer or sales representative for safety equipment companies.

2. Identify the requirements of various fire protection environments and operate the equipment related to those environments.

3. Prevent and mitigate hazards by means of identifying fire suppression and warning systems, building inspections and hazard descriptions.

4. Apply safety codes and proper procedures for hauling and storing hazardous materials.

5. Conduct origin and cause investigations of fires.

6. Manage a fire protection organization through effective use of public and private emergency planning and resources.

CCAC may accept State and National certifications in place of courses in the Fire Science Administration (FSA) program.

**DEGREE REQUIREMENTS**

<table>
<thead>
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<th>First Semester</th>
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<tbody>
<tr>
<td>CIT-100 Computer Fundamentals and Applications</td>
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<td>ENG-101 English Composition 1</td>
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<td>FSA-102 Principle of Emergency Services</td>
<td>3</td>
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<tr>
<td>FSA-103 Fundamentals of Fire Prevention and Fire Code Enforcement</td>
<td>3</td>
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<tr>
<td>MAT-108 Intermediate Algebra</td>
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<tbody>
<tr>
<td>CHM-109 Introduction to Chemistry</td>
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<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
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<tr>
<td>FSA-105 Introduction to Fire and Emergency Services Administration</td>
<td>3</td>
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<tr>
<td>FSA-106 Elements of Building Construction</td>
<td>3</td>
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<tr>
<td>PSY-107 Human Relations</td>
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<tbody>
<tr>
<td>FSA-107 Fire Behavior and Combustion</td>
<td>3</td>
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<tr>
<td>FSA-201 Fire Protection Systems</td>
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<td>FSA-203 Firefighting Tactics and Strategy</td>
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<td>SPH-101 Oral Communication</td>
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<thead>
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<tbody>
<tr>
<td>FSA-205 Principles of Firefighter Safety and Survival</td>
<td>3</td>
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<tr>
<td>FSA-206 Fire Protection Hydraulics and Water Supply</td>
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<td>FSA-207 Hazardous Materials Chemistry</td>
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<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Minimum Credits to Graduate**

62

1 Restricted Electives

ALH-102 Basic Emergency Management or EMT or

**Fire Science Administration (130.1)**

**BOYCE CERTIFICATE**

The Fire Science Administration certificate program, which follows the Fire and Emergency Services Higher Education (FESHE) and National Fire Academy models, prepares students to meet the challenges of preventing fires and reducing the loss of life and property in today’s rapidly changing emergency services delivery system.

Upon successful completion of the program, the graduate will:

1. Seek employment as an entry-level firefighter, investigator in the insurance industry or in fields such as safety engineering or fire equipment sales.

2. Identify the requirements of various fire protection environments.

3. Prevent and mitigate hazards by means of identifying fire suppression and warning systems, building inspections and hazard descriptions.

4. Apply safety codes and proper procedures for hauling and storing hazardous materials.

5. Conduct origin and cause investigations of fires.

CCAC may accept State and National certifications in place of courses in the Fire Science Administration (FSA) program.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHM-109 Introduction to Chemistry</td>
<td>4</td>
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<tr>
<td>FSA-102 Principle of Emergency Services</td>
<td>3</td>
</tr>
<tr>
<td>FSA-103 Fundamentals of Fire Prevention and Fire Code Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>FSA-107 Fire Behavior and Combustion</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSA-105 Introduction to Fire and Emergency Services Administration</td>
<td>3</td>
</tr>
<tr>
<td>FSA-201 Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>FSA-203 Firefighting Tactics and Strategy</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FSA-205 Principles of Firefighter Safety and Survival</td>
<td>3</td>
</tr>
<tr>
<td>FSA-206 Fire Protection Hydraulics and Water Supply</td>
<td>3</td>
</tr>
<tr>
<td>FSA-207 Hazardous Materials Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FSA-210 Emergency Services Course Delivery or FSA-211 Fire Administration</td>
<td>3</td>
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<tr>
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<td>12</td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate**

37
Global Studies (103.1)
ALLEGHENY
CERTIFICATE
This program is designed to provide the student with knowledge of global issues and of the dynamics of the globalization process from which those issues stem. It would be a suitable accompaniment to a wide variety of majors and an enhancement to the credentials of those transferring to a four-year institution. The program is multidisciplinary and flexible, with an appealing aspect of student self-design.

Upon successful completion of the program, the graduate will:

1. Identify, explain and compare major theories in the field of international political economy. Emphasis is placed on liberal, realist and Marxist theory.
2. Describe theories and major actors within the international political system, explain impact of globalization on the international community and make comparisons across different types of political systems.
3. Develop the ability to place events in an appropriate temporal and spatial context within a global scheme of historical evolution.
4. Describe theoretical perspectives of Anthropology/Sociology, study different cultures of the world, discuss impact of globalization on different cultural societies and develop ability to appreciate cultural differences.
5. Develop basic communicative competence in at least one foreign language understanding the role of language in shaping culture and worldview.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>HIS-102 History of Western Civilization 2</td>
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<td>POL-206 International Relations</td>
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Second Semester

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<tbody>
<tr>
<td>POL-204 Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>HIS-213 Twentieth Century World History</td>
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</table>

Minimum Credits to Graduate       **18**

1 Language Elective Any one in FRE–French, GER–German, ARA–Arabic, ITA–Italian, RUS–Russian, SPA–Spanish or FCL–Chinese or a language approved by transfer counselor.

Health & Physical Education (020.3)
ALLEGHENY, BOYCE, NORTH, SOUTH
ASSOCIATE OF SCIENCE
The Health & Physical Education program is a university parallel program that prepares students for transfer to bachelor degree programs related to exercise science, physical activity/wellness, sports management, and Health and Physical Education teacher certification. Students work with an academic advisor to choose electives that meet the requirements for their chosen four-year institution.

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

1. Demonstrate knowledge within the health and physical education discipline including kinesiology, functional anatomy, exercise physiology, health/wellness, and injury prevention and treatment.
2. Demonstrate knowledge and skill in risk factor and health status identification, fitness appraisal and exercise prescription.
3. Demonstrate ability to incorporate suitable and innovative activities related to improving an individual’s functional capacity and overall well-being.
4. Choose a Health and Physical Education program of studies that successfully matriculates with a university program in a related major.
5. Apply knowledge and skills in Health and Physical Education to professional certifications, employment in the field and/or personal health.

Graduates transfer to Bachelor’s programs in health related professions including exercise physiology, sports medicine, health club management, cardiac rehabilitation, athletic administration, sports management and education. The Health and Physical Education courses are also used by non-majors to enhance knowledge and skills for personal health/enrichment, professional certifications and employment in the field.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>BIO-151 General Biology 1</td>
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<td></td>
<td>ENG-101 English Composition 1</td>
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<tr>
<td></td>
<td>HPE-171 Personal and Community Health &amp; Wellness</td>
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<tr>
<td></td>
<td>HPE-172 Foundation of Health &amp; Physical Education</td>
<td>3</td>
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<td></td>
<td>Computer Information Technology Elective</td>
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Second Semester

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<tr>
<td>Science Elective</td>
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<td>ENG-102 English Composition 2</td>
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<tr>
<td>HPE-177 First Aid &amp; Athletic Injuries</td>
<td>3</td>
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<tr>
<td>Health &amp; Physical Education Restricted Elective</td>
<td>3</td>
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<tr>
<td>PSY-101 Introduction to Psychology</td>
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Third Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HPE-201 Applied Anatomy &amp; Kinesiology</td>
<td>3</td>
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<tr>
<td>Heath and Physical Education Restricted Elective</td>
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<tr>
<td>Mathematics Elective</td>
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<tr>
<td>General Electives</td>
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<td><strong>Total</strong></td>
<td><strong>15-16</strong></td>
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</table>
Fourth Semester

HPE-207  Fundamentals of Exercise Physiology  3
HPE-225  Fundamentals of Fitness Theory, Programming & Assessment  3
Health and Physical Education Elective<sup>1</sup>  2-3
Humanities Elective<sup>1</sup>  3
General Elective<sup>1</sup>  3

Minimum Credits to Graduate  14-15

<sup>1</sup> Students are required to meet with a transfer counselor to select electives based upon the four-year institution where the Bachelor’s degree will be earned.

<sup>2</sup> Restricted Electives: Students are required to choose two (2) restricted Health and Physical Education electives from among the following:
- HPE-174 Coaching and Officiating Sports  3
- HPE-175 Recreation and Group Activities  3
- HPE-193 Fieldwork in Health and Physical Education  3
- HPE-205 Organization & Management of Adult Fitness Programs  3

Transfer Opportunities

Articulation agreements are available for students to complete the Associate Degree and transfer to University of Pittsburgh Bradford. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Homeland Security (615)

ALLEGHENY, BOYCE, NORTH, SOUTH
ASSOCIATE OF SCIENCE

This program is designed to prepare students for positions in homeland security. Risk management, systems integration, threat dynamics and the legal, political and ethical issues associated with homeland security are explored. The criminal justice system, perspectives on terrorism, cyber security and continuity of operations are also examined. Graduates of this program may seek employment as homeland security professionals in various occupations including border, airport and seaport security as well as employment in the intelligence field, technology security and disaster or emergency response.

Upon successful completion of the program, the graduate will:

1. Explain the broad range of federal policies and procedures enacted since the events of 9/11 and identify the major security problems linked to terrorism.
2. Summarize the organizations involved in homeland security, how they are organized, how they inter-relate and their specific roles.
3. Explain risk assessment principles in a real world environment.
4. Identify homeland security grant programs and develop a formal homeland security grant proposal.
5. Identify the various templates, tools and formats to evaluate an operation and prepare a Continuity of Operation Plan.

Minimum Credits to Graduate  61–63

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIT-115</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CJC-101</td>
<td>Introduction to Criminal Justice&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HLS-101</td>
<td>Orientation to Homeland Security and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Emergency Preparedness, Planning and Response</td>
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<tr>
<td>HLS-102</td>
<td>Perspectives on Terrorism</td>
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</table>

Second Semester

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<thead>
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<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>CIT-181</td>
<td>Principles of Information Security</td>
<td>4</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Criminal Justice and Criminology Elective</td>
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<tr>
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<td>Mathematics Elective</td>
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Third Semester

<table>
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<tr>
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<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FSA-102</td>
<td>Principles of Emergency Services&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
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<tr>
<td>HLS-103</td>
<td>Introduction to Physical Security and Deterrents to Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>HLS-203</td>
<td>Emergency Medical Services and Health Services Orientation&lt;sup&gt;1&lt;/sup&gt;</td>
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<tr>
<td>SPH-101</td>
<td>Oral Communications or Philosophy Elective</td>
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<td>Science Elective</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HLS-205</td>
<td>Introduction to Homeland Security Grant Writing and Grants Management</td>
<td>3</td>
</tr>
<tr>
<td>HLS-206</td>
<td>Continuity of Operation Planning</td>
<td>3</td>
</tr>
<tr>
<td>HLS-207</td>
<td>Homeland Security and Emergency Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
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</tr>
<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate  61–63

<sup>1</sup> CJC-101: CCAC will award credit for this course with the “Police Academy Training Certificate.”

<sup>2</sup> FSA-102: CCAC will award credit for this course with the “Pennsylvania Firefighter 1 Certificate.”

<sup>3</sup> HLS-203: CCAC will award credit for this course with the “Pennsylvania Emergency Medical Technician Certificate”

All documents must be presented to the Registration and Advisement office for this credit to be posted to the CCAC transcript and included in this program.

Homeland Security (616)

ALLEGHENY, BOYCE, NORTH, SOUTH
CERTIFICATE

This program is designed to prepare students for positions in homeland security. Risk management, systems integration, threat dynamics and the legal, political and ethical issues associated with homeland security are explored. The criminal justice system, perspectives on terrorism, cyber security and continuity of operations are also examined. Graduates of this program may seek employment as homeland security professionals in various occupations including border, airport and seaport security as well as employment in the intelligence field, technology security and disaster or emergency response.
Upon successful completion of the program, the graduate will:
1. Identify the major security problems linked to terrorism.
2. Explain risk assessment principles in a real world environment.
3. Identify homeland security grant programs.
4. Develop a formal homeland security grant proposal.
5. Identify the various templates, tools and formats to evaluate an operation and prepare a Continuity of Operation Plan.

CERTIFICATE REQUIREMENTS
First Semester
- CIT-115 Introduction to Information Technology 3
- HLS-101 Orientation to Homeland Security and Emergency Preparedness, Planning and Response 3
- HLS-102 Perspectives on Terrorism 3
- HLS-103 Introduction to Physical Security and Deterrents to Terrorism 3

Second Semester
- CIT-181 Principles of Information Security 4
- HLS-205 Introduction to Homeland Security Grant Writing and Grants Management 3
- HLS-206 Continuity of Operation Planning 3

Minimum Credits to Graduate 12

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to Point Park University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Advanced Standing Opportunities
CCAC will grant credit for courses in the Associate of Science and Certificate programs in Homeland Security as follows:
- Completion Certificate from a State Certified Policy Academy = CJC-101 Introduction to Criminal Justice/Criminology (3 credits)
- PA Firefighter 1 Certification = FSA-102 Principles of Emergency Service (3 credits).
- PA Emergency Medical Technician Certificate = HLS-203 Emergency Medical Services (3 credits).

Labor & Management Studies (210.1)
ALLEGHENY CERTIFICATE
The Labor and Management Studies (LMS) Certificate program is a limited enrollment, workforce program for incumbent workers. This certificate will provide a structured environment where Pittsburgh regional economic issues are discussed from a balanced labor and management perspective. Through course work, independent study and practical application, this program will enhance an awareness of the labor and management relationship to regional economic development, provide a forum for both labor and management to address critical issues and develop a broad perspective of those issues and challenges facing both in the greater Pittsburgh region.

Participants in this program are present or future practitioners in labor and/or management positions such as human resources, supervision, stewards or union officers in a variety of trades and occupations who will be admitted to the program upon submission and approval of the program application.

Program courses are offered once a year and students will progress through this program as part of a cohort. To meet the certificate requirements, students must plan to complete one summer session.

Upon successful completion of the program, the graduate will:
1. Articulate fundamental issues shaping regional economic growth.
2. Compare and contrast the varying perspectives that labor and management bring to key regional issues.
3. Outline the richness and complexity of labor management history, present relations and future challenges in the context of regional development.
4. Apply learned skills including dialogue and conflict resolution and consensus building.
5. Relate local economic issues to the challenges of the larger global economy.

CERTIFICATE REQUIREMENTS
First Semester
- LMS-101 Introduction to Labor and Management Studies 3

Second Semester
- LMS-103 Critical Issues in Pittsburgh Regional Labor and Management Relations 3

Summer
- LMS-105 Labor and Management Research/Portfolio Development and Application 3

Third Semester
- LMS-107 Human Capital in Regional Economic Development 3

Fourth Semester
- LMS-109 Pittsburgh Labor and Management in the Global Economy 3

Minimum Credits to Graduate 15

Psychology (053.4)
ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF ARTS
This program prepares the student for transfer to a four-year institution with a broad college background and significant coursework in psychology and the disciplines that support it.

Graduates work for a Bachelor’s degree or advanced degree in Psychology or related fields. The program also provides a strong and diverse preparation in the liberal arts and sciences for
those desiring a broad educational background for transfer to a
variety of programs at four-year institutions.

Upon successful completion of the program, the graduate will:
1. Describe and explain the major concepts, theoretical
perspectives, empirical findings and historical trends in
psychology.
2. Explain and apply basic research methods in psychology,
including research design, data analysis and interpretation.
3. Use critical and creative thinking, skeptical inquiry, and
when possible, the scientific approach to solve problems
related to behavior and mental processes.
4. List and apply psychological principles to personal, social
and organization issues.
5. Weigh evidence, tolerate ambiguity, act ethically and reflect
other values that are the underpinning of psychology as a
discipline.

First Semester Credits
ENG-101 English Composition 1 3
PSY-101 Introduction to Psychology1 3
Computer Information Technology Elective2 3–4
History Elective 3
Mathematics Elective (MAT-108 Intermediate Algebra,
or equivalent) 3–4
15–17

Second Semester
BIO-151 General Biology 1 4
ENG-102 English Composition 2 3
PSY-202 Social Psychology or
Psychology Life Span/Developmental Elective4 3
Philosophy Elective5 3
Speech Elective 3
16

Third Semester
PSY-208 Abnormal Psychology7 3
PSY-270 Statistics for the Behavioral and Social Sciences3 4
English Elective 3
Science Elective6 3–4
13–14

Fourth Semester
PSY-290 Research Methods and Applications1 4
Humanities Elective 3
Restricted Elective7 3
Social Sciences Electives 6
16

Minimum Credits to Graduate 60–63

Transfer Opportunities
The keystone icon indicates that this particular CCAC
program is a Pennsylvania Transfer and Articulation Center
(TAOC) approved Associate Degree program. All credits
earned in this program are accepted by any state system college
in Pennsylvania that offers a Bachelor’s degree in Psychology,
including California University of PA, Carlow University,
Clarion University, Edinboro University, Indiana University of
PA, and Slippery Rock University.

Other articulation agreements are available for students to
complete the Associate Degree and transfer to Argosy University,
Grand Canyon University, La Roche College, Point Park
University, PSU Commonwealth Campuses, Robert Morris
University and Westminster College. It is important that students
consult with a counselor early in their program to develop a
course plan most appropriate for the school to which they intend
to transfer. See www.ccac.edu/articulation for details.

Social Sciences (059.2)
ALLEGHENY, BOYCE, NORTH, SOUTH
ASSOCIATE OF ARTS

This program prepares the student for transfer to a four-year
institution with a broad college background and skill and
knowledge in the social sciences. Students can pursue an
overall general degree or develop a concentration in sociology/
anthropology, history or political science.

Upon successful completion of the program, the graduate will:
1. Demonstrate basic knowledge of public and constitutional
law and the political institutions and processes of the
government of the United States.
2. Discuss and analyze the dynamics of politics and power in
political systems in the modern world.
3. Historical Context. Demonstrate knowledge of American and
world history sufficiently to be able to (1) read, comprehend,
recall and discuss historical interpretation and data; and
(2) place events and the interpretation of those events in an appropriate temporal and spatial context, including a meaningful chronological order and within a larger scheme of historical evolution and appreciation of historical epoch.

4. Differentiate among the fundamental theoretical perspectives of sociology and/or anthropology.

5. Define social structures in the form of the social institutions (i.e., religion, government, economy and media) and other critical structures such as stratification as well as social forces such as conformity and discrimination.

Graduates may earn a Bachelor’s degree in Geography, History or Political Science and prepare for study in the professions, including education and the law.

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
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<tr>
<td>HIS-101</td>
<td>History of Western Civilization 1 or</td>
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<td>HIS-104</td>
<td>US History 1</td>
<td>3</td>
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<td>SOC-101</td>
<td>Introduction to Sociology</td>
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<td>Computer Information Technology Elective</td>
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<td>Humanities Elective¹</td>
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Total: 15–16

Second Semester

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<tr>
<td>ANT-101</td>
<td>Introduction to Anthropology</td>
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<td>ENG-102</td>
<td>English Composition 2</td>
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<tr>
<td>POL-101</td>
<td>Introduction to Political Science or</td>
<td>3</td>
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<tr>
<td></td>
<td>American Government</td>
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<td>Humanities Elective¹</td>
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Total: 15–16

Third Semester

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<td>Humanities Elective¹ or</td>
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<td></td>
<td>Social Science Elective²</td>
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<td>Natural Science Elective</td>
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Total: 15–16

Fourth Semester

<table>
<thead>
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<tbody>
<tr>
<td></td>
<td>English Elective</td>
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<tr>
<td></td>
<td>Mathematics/Science Elective</td>
<td>3–4</td>
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<td>Restricted Electives in Concentration</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective²</td>
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</tr>
</tbody>
</table>

Total: 15–16

Minimum Credits to Graduate: 60–64

¹ Humanities electives recommended are ethics, logic and speech.

² Social science electives include alphacodes ANT, CJC, ECO, GEO, HIS, POL, PSY and SOC.

Social Science Concentrations

General Social Science
Student to select four courses with the alphacodes of ANT, CJC, ECO, GEO, HIS, POL, PSY and SOC.

Anthropology and Sociology
Student to select four courses with the alphacodes of ANT and SOC.

History
Student to select four courses with the alphacodes of HIS and GEO.

Political Science
Student to select four courses with the alphacodes of ECO and POL.

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to Capella University, Chatham University, La Roche College, Point Park University and Robert Morris University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Social Work Foundation (630.4)

ALLEGHENY, NORTH, SOUTH
ASSOCIATE OF SCIENCE

This program prepares you to work in community and social service agencies.

Graduates work as paraprofessionals in group homes, drug and alcohol treatment centers and other social service agencies. However, it is highly recommended that CCAC students obtain their Associate degree and transfer to an accredited Bachelor of Social Work (BSW) program. CCAC has developed partnerships with many accredited BSW programs; therefore students should explore opportunities to continue their education.

Upon successful completion of the program, the graduate will:

1. Employ social work terminology appropriately.
2. Identify the core values of the social work profession.
3. Define the major elements of the social work profession.
4. Examine the main theoretical perspectives of social work.
5. Assess diversity and its relevance to the social work practice.
6. Utilize technology including web-based resources, for the purpose of education, advocacy, research and practice
7. Apply critical thinking skills within the context of professional social work practice.

Social Work Core Competencies

CCAC social work faculty is committed to providing students with the opportunity to learn and fundamentally apply the following ten core competencies:

1. Professional identify
2. Ethical practice
3. Critical thinking
4. Diversity in practice
5. Human rights and justice research-based practice
6. Research and practice
7. Human behavior
8. Policy practice
9. Practice context
10. Encouragement, assessment, intervention and evaluation of social work practices
   
   (Council of Social Work Education)

The 10 core competencies are learned in each social work course and are assessed by the instructor through multiple methods.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>PHL-101 Introduction to Philosophy or PHL-155 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>POL-101 Introduction to Politics Science or POL-103 American Government (Recommended)</td>
<td>3</td>
</tr>
<tr>
<td>SOC-101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOW-101 Introduction to Social Work</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-110 Introduction to Biological Sciences</td>
<td>4</td>
</tr>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>MAT-108 Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSY-101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOW-125 Introduction to Social Welfare</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS-104 US History 1 or HIS-105 US History 2</td>
<td>3</td>
</tr>
<tr>
<td>SOW-150 Cultural Competence and Diverse Population</td>
<td>3</td>
</tr>
<tr>
<td>SPH-101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>English Literature Elective (200 Level) or Foreign Language Elective</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective with Lab</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
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</thead>
<tbody>
<tr>
<td>MAT-165 Probability and Statistics or Social Science Elective¹</td>
<td>4</td>
</tr>
<tr>
<td>SOW-110 Social Work Service Learning Practicum</td>
<td>3</td>
</tr>
<tr>
<td>SOW-210 Human Behavior in the Social Environment</td>
<td>3</td>
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<tr>
<td>Social Work Elective (2)²</td>
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<thead>
<tr>
<th>Minimum Credits to Graduate</th>
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<tbody>
<tr>
<td>15–16</td>
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<table>
<thead>
<tr>
<th>¹ Recommended Social Science Electives (3 credits)</th>
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<tbody>
<tr>
<td>ECD-101 Introduction to Early Education and Child Development</td>
</tr>
<tr>
<td>ECD-202 Children with Special Needs</td>
</tr>
<tr>
<td>HIS-205 African-American History</td>
</tr>
<tr>
<td>HIS-219 History of Women</td>
</tr>
<tr>
<td>HPE-171 Personal and Community Health and Wellness</td>
</tr>
<tr>
<td>PSY-108 Human Growth and Development</td>
</tr>
<tr>
<td>PSY-230 Counseling the Addict</td>
</tr>
<tr>
<td>SOC-117 Understanding Chemical Dependency</td>
</tr>
<tr>
<td>SOC-160 Introduction to Women’s Studies</td>
</tr>
<tr>
<td>SOC-201 Sociology of the Family</td>
</tr>
<tr>
<td>SOC-208 Urban Sociology</td>
</tr>
<tr>
<td>SOC-211 Racial and Ethnic Minorities</td>
</tr>
<tr>
<td>SOC-212 Social Problems</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>² Social Work Restricted Electives (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW-106 Interviewing Skills</td>
</tr>
</tbody>
</table>

**Transfer Opportunities**

The keystone icon indicates that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor’s degree in Social Work, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA and Slippery Rock University.

Other articulation agreements are available for students to complete the Associate Degree and transfer to Chatham University, La Roche College, Point Park University and University of Pittsburgh. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.


**ALLEGHENY, NORTH, SOUTH CERTIFICATE**

This program is designed for persons with a degree or individuals in human service related professions who have had little or no formal instruction in social work. Students learn social work terminology, core values, ethical principles and standards, theoretical perspectives and generalist social work practice at the introductory level.

Students are able to directly transfer credits to Pennsylvania State System of Higher Education (PASSHE) institutions with statewide program-to-program articulation agreements in social work.

Upon successful completion of the program, the graduate will:

1. Employ social work terminology appropriately.
2. Identify core values of the social work profession.
3. Define the major elements of the social work profession.
4. Examine the main theoretical perspectives of social work.
5. Assess diversity and its relevance to social work practices.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW-101 Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SOW-125 Introduction to Social Welfare</td>
<td>3</td>
</tr>
<tr>
<td>SOW-150 Cultural Competence and Diverse Populations</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW-110 Social Work Service Learning Practicum</td>
<td>3</td>
</tr>
<tr>
<td>SOW-210 Human Behavior in the Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>Social Work Electives (2)²</td>
<td>6</td>
</tr>
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<tbody>
<tr>
<td>12</td>
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</table>

<table>
<thead>
<tr>
<th>² Social Work Restricted Electives (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOW-106 Interviewing Skills</td>
</tr>
</tbody>
</table>
Teacher Education: Middle Level & Secondary (099.4)

ALLEGHENY, BOYCE, NORTH, SOUTH
ASSOCIATE OF ARTS

This program prepares the student for transfer to a four-year institution for teacher certification in grades of four to eight or seven to 12. Students are offered a broad college background along with skills and knowledge necessary for Middle Level and Secondary Certification.

Upon successful completion of this program, the graduate will:

1. Identify current PA teacher certification requirements, including the development of a professional portfolio and demonstrate behaviors appropriate to the profession.
2. Utilize resources, materials and technology for the classroom, including, but not limited to, the Pennsylvania Department of Education resources, \( i.e. \), academic standards.
3. Observe students in grades 4 to 12 in their learning environment and empirically document these observations.
4. Classify learning theories and psychological principles in relation to the development of an educational philosophy and pedagogical practices.
5. Analyze past and present topics in education.
6. Describe the role of the classroom teacher in meeting the needs of all students including those with sensory, behavioral, physical, language, cognitive, cultural and learning differences.

Students must be eligible for clearance through the Federal Criminal History Record (Act 114), Pennsylvania State Police Criminal History Check (Act 34), the Pennsylvania Department of Public Welfare Child Abuse History Clearance Act (Act 151) and meet local requirements of the field placement site.

Graduates achieving a minimum of 3.0 GPA are eligible to transfer to a Bachelor’s degree program in Education, leading to Middle Level or Secondary Teacher certification. Teacher certification candidates must successfully pass the required Preservice Academic Performance Assessment (PAPA) or PRAXIS Core Academic Skills for Educators exams.

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU-125</td>
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<tr>
<td>ENG-101</td>
<td>3</td>
</tr>
<tr>
<td>MAT-107</td>
<td>3</td>
</tr>
<tr>
<td>MAT-108 Intermediate</td>
<td>4</td>
</tr>
<tr>
<td>PSY-101</td>
<td>3</td>
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<tr>
<td>Restricted Humanities Elective</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECD-113</td>
<td>3</td>
</tr>
<tr>
<td>ECD-202</td>
<td>3</td>
</tr>
<tr>
<td>ENG-102</td>
<td>3</td>
</tr>
<tr>
<td>Science With Lab</td>
<td>3–4</td>
</tr>
<tr>
<td>Political Science or Economic Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
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</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-202</td>
<td>3</td>
</tr>
<tr>
<td>HIS-104</td>
<td>3</td>
</tr>
<tr>
<td>MAT-110 Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics course with</td>
<td>3–4</td>
</tr>
<tr>
<td>MAT-108 prerequisite</td>
<td></td>
</tr>
<tr>
<td>PSY-201</td>
<td>3</td>
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<tr>
<td>English Literature Elective</td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDU-205</td>
<td>3</td>
</tr>
<tr>
<td>GEO-101 World Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIS-101 History</td>
<td>3</td>
</tr>
<tr>
<td>HIS-102</td>
<td>3</td>
</tr>
<tr>
<td>MAT-108 Intermediate</td>
<td>3–4</td>
</tr>
<tr>
<td>Mathematics elective</td>
<td></td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate 60–65

Students will choose the selection of these courses based on the transfer university and/or program; please consult a transfer counselor.

1 Recommended courses for Middle Level Specialization:
   GEO-101 World Geography
   MAT-107 Mathematics for Elementary Education
   MAT-110 Mathematics for Elementary Education 2
   Political Science or Economics Elective

2 Recommended courses for Secondary Level Specialization:
   HIS-101 History of Western Civilization 1 or
   HIS-102 History of Western Civilization 2
   MAT-108 Intermediate Algebra
   Mathematics elective with MAT-108 prerequisite
   Social Science Elective

3 Restricted Humanities electives—select from:
   ART-103 Art History—Ancient or
   ART-104 Art History—Modern or
   ART-106 Art Appreciation
   PHL-101 Introduction to Philosophy
   PHL-103 Logic or
   PHL-111 Religions of the World
   SPH-101 Oral Communication
   (highly recommended for those interested in teaching grades 7 to 12)

4 Recommended English Literature Electives:
   ENG-115 General Literature
   ENG-117 Children’s Literature
   ENG-205 American Literature to the Civil War

5 Certification concentration elective: Check with counselor to see course recommendations; mathematics, science, English and social studies.
Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to Grand Canyon University, Robert Morris University and Slippery Rock University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Teacher Education: Middle Level Mathematics Specialization-CCAC & Indiana University of Pennsylvania Collaborative (091.1)

ALL CCAC CAMPUSES
ASSOCIATE OF ARTS (CCAC)
BACHELOR OF SCIENCE (IUP) CLASSES TAUGHT AT ALLEGHENY CAMPUS

This collaborative program offers students the opportunity to earn an Associate’s degree in Teacher Education: Middle Level and Secondary from CCAC and a Bachelor’s degree in Middle-Level Education (Mathematics Specialization) from Indiana University of Pennsylvania (IUP). The collaborative education program prepares undergraduate students to become effective, highly-qualified teachers. Students who complete the program will be certified to teach general subjects in grades 4–6 and mathematics in middle schools in grades 7 and 8.

Upon successful completion of this program, the graduate will:
1. Meet the academic requirements for Pennsylvania certification in Middle Level Education Grades 4–8.
2. Use principles of development, cognition and learning to design and implement a standards-based curriculum.
3. Implement instructional resources, materials and technology for all learners in Grades 4–8, including, but not limited to, academic standards.
4. Demonstrate, through words and actions, attitudes and behaviors appropriate to the profession.
5. Utilize evaluation skills including interpretation of standardized tests and formal and informal assessments sufficient to be able to develop interventions that improve student learning.
6. Analyze past and present issues in middle level education, including the use of research-based strategies.

CCAC classes may be taken at all campuses; IUP classes are offered only at CCAC’s Allegheny Campus. This is a cohort program; students must attend classes full-time during their final two years in the program.

Students interested in the CCAC/IUP Collaborative Middle Level Mathematics Teacher Certification Program should follow the CCAC coursework outline below. Students should apply to the CCAC/IUP collaborative during the fall of their freshman year. Application forms are available at campus admissions offices or by calling the CCAC/IUP Collaborative Teacher Certification Program office at 412.237.4501.

To maintain good standing and continue in the CCAC/IUP Collaborative Teacher Certification Program, students must successfully complete the prescribed six credits in mathematics and English, as well as EDSP 102 and EDU-202. Students must obtain health screenings and be eligible for clearances through the Federal Criminal History Record (Act 114), the Pennsylvania State Police Criminal History Check (Act 34), the Pennsylvania Public Welfare Child Abuse History Clearance Act (Act 151) and the Arrest or Conviction Report (Act 24).

Students must maintain a 3.0 cumulative grade point average, are required to pass the Preservice Academic Preparation Assessment (PAPA) or Praxis Core Academic Skills for Educators before their junior year and must pass PRAXIS 2 exams prior to student teaching.

DEGREE REQUIREMENTS

Freshman, First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-110 Introduction to Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>ECD-113 Middle Childhood &amp; Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>HIS-104 United States History 1 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS-105 United States History 2</td>
<td>3</td>
</tr>
<tr>
<td>MAT-107 Mathematics for Elementary Education</td>
<td>3</td>
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</tbody>
</table>

16 Credits

Freshman, Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD-202 Children With Special Needs</td>
<td>3</td>
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<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>MAT-110 Mathematics for Elementary Education 2</td>
<td>3</td>
</tr>
<tr>
<td>POL-103 American Government</td>
<td>3</td>
</tr>
<tr>
<td>PHY-100 Basic Physics</td>
<td>4</td>
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16 Credits

Sophomore, First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-202 Educational &amp; Assistive Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDSP 102 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENG-115 General Literature</td>
<td>3</td>
</tr>
<tr>
<td>GEO-101 World Geography</td>
<td>3</td>
</tr>
<tr>
<td>MAT-108 Intermediate Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

16 Credits

Sophomore, Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-106 Art Appreciation or</td>
<td>3</td>
</tr>
<tr>
<td>MUS-101 Introduction to Music or</td>
<td>3</td>
</tr>
<tr>
<td>THE-101 Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>ECO-102 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EDU-205 English Language Learners in the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>MAT-135 Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHL-101 Introduction to Philosophy or</td>
<td>3</td>
</tr>
<tr>
<td>PHL-103 Logic or</td>
<td>3</td>
</tr>
<tr>
<td>PHL-111 Religions of the World or</td>
<td>3</td>
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<tr>
<td>PHL-155 Ethics</td>
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<tr>
<td>MIDL 310 Instructional Theory and Planning for the Middle Level</td>
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18 Credits

Junior, First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDUC 242 Pre-student Teaching Clinical Experience I</td>
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<tr>
<td>HPE-171 Personal &amp; Community Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>MAT-142 Pre-calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 456 Geometry for Elementary/Middle Level Teachers</td>
<td>3</td>
</tr>
<tr>
<td>MIDL 221 Literature for Middle Level</td>
<td>3</td>
</tr>
<tr>
<td>MIDL 222 Reading Instruction and Assessment in Grades 4-8</td>
<td>3</td>
</tr>
</tbody>
</table>

17 Credits
### Teacher Education: Middle Level Science Specialization-CCAC & Indiana University of Pennsylvania Collaborative (092.1)

**ALL CCAC CAMPUSES**  
ASSOCIATE OF ARTS (CCAC)  
BACHELOR OF SCIENCE (IUP) CLASSES TAUGHT AT ALLEGHENY CAMPUS

This collaborative program offers students the opportunity to earn an Associate’s degree in Teacher Education: Middle Level and Secondary from CCAC and a Bachelor’s degree in Middle-Level Education (Science Specialization) from Indiana University of Pennsylvania (IUP). The collaborative education program prepares undergraduate students to become effective, highly-qualified teachers. Students who complete the program will be certified to teach general subjects in grades 4–6 and science in middle schools in grades 7 and 8.

Upon successful completion of this program, the graduate will:

1. Meet the academic requirements for Pennsylvania certification in Middle Level Education Grades 4–8.
2. Use principles of development, cognition and learning to design and implement a standards-based curriculum.
3. Implement instructional resources, materials and technology for all learners in Grades 4–8, including, but not limited to, academic standards.
4. Demonstrate, through words and actions, attitudes and behaviors appropriate to the profession.
5. Utilize evaluation skills including interpretation of standardized tests and formal and informal assessments sufficient to be able to develop interventions that improve student learning.
6. Analyze past and present issues in middle level education, including the use of research-based strategies.

CCAC classes may be taken at all campuses; IUP classes are offered only at CCAC’s Allegheny Campus. This is a cohort program; students must attend classes full-time during their final two years in the program.

Students interested in the CCAC/IUP Collaborative Middle Level Science Teacher Certification Program should follow the CCAC coursework outline below. Students should apply to the CCAC/IUP collaborative during the fall of their freshman year. Application forms are available at campus admissions offices or by calling the CCAC/IUP Collaborative Teacher Certification Program office at 412.237.4501.

To maintain good standing and continue in the CCAC/IUP Collaborative Teacher Certification Program, students must successfully complete the prescribed six credits in mathematics and English, as well as EDSP 102 and EDU-202. Students must obtain health screenings and be eligible for clearances through the Federal Criminal History Record (Act 114), the Pennsylvania State Police Criminal History Check (Act 34), the Pennsylvania Public Welfare Child Abuse History Clearance Act (Act 151) and the Arrest or Conviction Report (Act 24).

Students must maintain a 3.0 cumulative grade point average, are required to pass the Preservice Academic Preparation Assessment (PAPA) or Praxis Core Academic Skills for Educators before their junior year and must pass PRAXIS 2 exams prior to student teaching.

### DEGREE REQUIREMENTS

**Freshman, First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 422</td>
<td>Pre-student Teaching Experience</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 442</td>
<td>School Law</td>
<td>1</td>
</tr>
<tr>
<td>MIDL 311</td>
<td>Social Studies Instruction and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>MATH 459</td>
<td>Technology in Elementary/Middle-Level Mathematics</td>
<td>3</td>
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</table>

**Senior, First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDUC 421</td>
<td>Student Teaching - General Education</td>
<td>5</td>
</tr>
<tr>
<td>EDUC 440</td>
<td>Professional Seminar: Teacher As Leader Researcher</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 441</td>
<td>Student Teaching Math Education</td>
<td>5</td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate (CCAC-AA)**: 75

**Minimum Credits to Graduate (IUP-BS)**: 51

**Minimum Credits to Graduate (Total)**: 126

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1. MAT-108, MAT-142 and MAT-165 transfer to IUP as 3 credits
2. 3-Letter Alphacodes are CCAC classes; 4-letter Alphacodes are IUP classes
Sophomore, Second Semester
EDU-205 English Language Learners in the Classroom 3
GEO-101 World Geography 3
MIDL 310 Instructional Theory and Planning for the Middle Level 3
PHL-101 Introduction to Philosophy or 3
PHL-103 Logic or 3
PHL-111 Religions of the World or 3
PHL-155 Ethics 3
POL-103 American Government 3

Junior, First Semester
CHM-109 Introduction to Chemistry 4
EDUC 242 Pre-student Teaching Clinical Experience 1 1
GGY-203 Physical Geology 4
HPE-171 Personal & Community Health and Wellness 3
MIDL 221 Literature for Middle Level 3
MIDL 222 Reading Instruction and Assessment in Grades 4-8 3

Junior, Second Semester
CHM-120 Bio-organic Chemistry 4
EDSP 477 Assessment of Student Learning Design and Interpretation of Educational Measures 3
EDUC 481 Special Topics in Science 3
GGY-201 Introduction to Geology 3
MAT-165 Probability and Statistics2 4

Senior, First Semester
EDUC 342 Pre-student Teaching Clinical Experience II 1
EDUC 442 School Law 1
MATH 413 Methods of Teaching Math at the Middle Level 3
MIDL 311 Social Studies Instruction and Assessment in Grades 4-8 3
MIDL 312 Science Instruction and Assessment in Grades 4-8 3
MIDL 425 Methods of Teaching Language Arts in Grades 4-8 3

Senior, Second Semester
EDUC 421 Student Teaching-General Education in grades 4-6 5
EDUC 440 Professional Seminar: Teacher As Leader and Researcher Grades 4-8 2
EDUC 441 Student Teaching Science Education in grades 6, 7, or 8 5

Minimum Credits to Graduate (CCAC–Associate) 75
Minimum Credits to Graduate (IUP–Bachelor) 48
Minimum Credits to Graduate (Total) 123

1 3-Letter Alphacodes are CCAC classes; 4-letter Alphacodes are IUP classes
2 MAT-165 transfers to IUP as 3 credits

Transportation Security Administration (614)
ALLEGHENY, BOYCE, NORTH, SOUTH
DIPLOMA
The Transportation Security Administration (TSA) coordinates higher education agency-wide and recognizes the untapped potential of a majority of Transportation Security Officers (TSO’s) employed at U.S. airports. The TSA believes providing educational opportunities will improve their skill set on the job while helping the TSA meet its goals of improved customer service and skilled employees. This diploma provides the basic skill set for TSA employees.

Upon successful completion of the program, the graduate will:
1. Explain the broad range of federal policies and procedures enacted since the events of 9/11 and identify the major security problems linked to terrorism.
2. Summarize the role and mission of the Transportation Safety Administration.
3. Explain risk assessment principles in a real world environment.
4. Identify the characteristics, ideologies, motives and behaviors of various extremist and terrorist groups that foster and support terrorist criminal activities.
5. Describe intelligence gathering and analysis pertinent to homeland security and other threats facing government and private sectors.
6. Describe the impact of technology on countering threats to transportation systems and border security.

DIPLOMA REQUIREMENTS
One Semester Credits
TSA-101 Introduction to Homeland Security 3
TSA-102 Intelligence Analysis and Security Management 3
TSA-103 Transportation and Border Security 3

Minimum Credits to Graduate 9

Women’s Studies (106)
ALLEGHENY, BOYCE, NORTH, SOUTH
CERTIFICATE
The Women’s Studies certificate will enhance awareness of women’s issues. Upon completion of this program, graduates may seek to transfer certificate courses to a women’s studies degree program at a college or university. Students should choose electives based on educational/employment requirements and transfer of the course(s) to colleges and universities.

Upon successful completion of the program, the graduate will:
1. Identify historical and current social, legal, economic, political and psychological issues in women’s lives, locally and globally.
2. Describe women’s contribution to, and participation in, culture, politics, society, economy and religion and how the methodologies and theories of feminism have changed these changed these institutions.
3. Connect concepts of power, privilege, oppression and patriarchy within various historical, economic, political and psychological areas.
4. Describe how gender (along with class, race, ethnicity, ability, physical and mental challenges and sexual orientation) combine to form identity.
5. Discuss forms of institutional discrimination and violence against women.
### CERTIFICATE REQUIREMENTS

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC-160</td>
<td>Introduction to Women’s Studies</td>
<td>3</td>
</tr>
<tr>
<td>ENG-118</td>
<td>Women as Writers¹</td>
<td>3</td>
</tr>
<tr>
<td>HIS-219</td>
<td>History of Women</td>
<td>3</td>
</tr>
<tr>
<td>PSY-109</td>
<td>Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Restricted Electives²</td>
<td>6–9</td>
</tr>
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</table>

**Total:** 18–21

#### Minimum Credits to Graduate

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
</tr>
</tbody>
</table>

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¹ Course has a prerequisite that must be completed prior to enrolling in this course.

² Restricted Electives:

- ANT-102 Introduction to Cultural Anthropology 3
- BIO-120 Human Reproduction/Sexually Transmitted Diseases 3
- ETH-112 Understanding Violence in America 3
- PAL-105 Family Law 3
- PSY-109 Psychology of Women 3
- PSY-114 Human Sexuality 3
- SOC-201 Sociology of the Family 3
- SOC-210 The Sociology of Sexual Behavior 3
- SOC-211 Racial and Ethnic Minorities 3
Certificates and degrees in health prepare students for employment in a wide range of health professions including diagnostic programs, direct treatment and support programs.

The Health programs at CCAC are limited enrollment programs. This means that students cannot enroll in Health courses without having formally applied and been accepted into a program. Application to Health programs is separate from your general CCAC application. For most health programs, enrollment is competitive and limited by availability of clinical sites and program requirements and generally students need to take required science and mathematics coursework before applying.

For more information on applying to a Health program, please email the title of the program(s) you are interested along with your US Postal Mailing address to Allied Health Career Programs Admission Information (alliedhealthinfo@ccac.edu). Applications are not available online.

CCAC encourages students to apply for certificates (where possible) as they work toward an Associate’s degree requirements. Students should investigate baccalaureate programs as they advance in their chosen careers. Information on specific courses in a selected academic program can be found at MyCCAC. That information includes the course description, requisite courses, location, days, times, faculty member, etc. Note that some courses are only offered during alternate terms. The syllabus (a detailed course description) is available for many courses at http://webapps.ccac.edu/MasterSyllabi/

All courses should be chosen with the help of an academic advisor.

**Transfer Opportunities**

For students who wish to further their education at the baccalaureate level, there are articulation agreements that specifically accept the health-related Associate Degree towards a bachelor’s degree in health administration, including Carlow University, Point Park University and Robert Morris University. See www.ccac.edu/articulation for details.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Degree Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesia Technologist</td>
<td>(462.1) (Degree)</td>
</tr>
<tr>
<td>Central Service Technician</td>
<td>(438.2) (Certificate)</td>
</tr>
<tr>
<td>Computed Assisted Tomography (CAT Scanning)</td>
<td>(445.2) (Diploma)</td>
</tr>
<tr>
<td>Diagnostic Medical Sonographer (Ultrasound)</td>
<td>(554.6) (Degree)</td>
</tr>
<tr>
<td>Dietetic Technician</td>
<td>(590.2) (Degree)</td>
</tr>
<tr>
<td>Dietary Manager</td>
<td>(591.2) (Certificate)</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>(550.4) (Degree)</td>
</tr>
<tr>
<td>Magnetic Resonance Imaging (MRI Scanning)</td>
<td>(446.2) (Diploma)</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>(403.1) (Certificate)</td>
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<tr>
<td>Massage Therapy</td>
<td>(443.2) (Degree)</td>
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<tr>
<td>Massage Therapist</td>
<td>(695.1) (Certificate)</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>(535.1) (Degree)</td>
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<tr>
<td>Medical Assistant</td>
<td>(419.1) (Certificate)</td>
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<tr>
<td>Medical Insurance Specialist</td>
<td>(595.2) (Certificate)</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>(525.1) (Degree)</td>
</tr>
<tr>
<td>Medical Laboratory Assistant</td>
<td>(571) (Certificate)</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>(555.2) (Degree)</td>
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<tr>
<td>Nuclear Medicine Technology</td>
<td>(560.1) (Certificate)</td>
</tr>
<tr>
<td>Nursing</td>
<td>(575.1) (Degree)</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>(587.2) (Degree)</td>
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<tr>
<td>Paramedic</td>
<td>(533.2) (Degree)</td>
</tr>
<tr>
<td>Paramedic</td>
<td>(534.2) (Certificate)</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>(518.2) (Degree)</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>(418.2) (Certificate)</td>
</tr>
<tr>
<td>Phlebotomist</td>
<td>(513.2) (Diploma)</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>(628.2) (Degree)</td>
</tr>
<tr>
<td>Radiation Therapy Technology</td>
<td>(565.1) (Degree)</td>
</tr>
<tr>
<td>Radiation Therapy Technology</td>
<td>(566.1) (Certificate)</td>
</tr>
<tr>
<td>Radiologic Technologist</td>
<td>(558) (Degree)</td>
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<tr>
<td>Respiratory Therapy</td>
<td>(540.1) (Degree)</td>
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<tr>
<td>Surgical Technologist</td>
<td>(530.2) (Degree)</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>(583.2) (Certificate)</td>
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</tbody>
</table>
**Anesthesia Technologist (462.1)**

**BOYCE**

**ASSOCIATE OF SCIENCE**

This program prepares graduates to work under the supervision of an anesthesia provider and as a vital member of the anesthesia care team. The anesthesia technologist assists with the preparation of various types of equipment and pharmacology required for the delivery of anesthesia care.

Anesthesia technologist work in a variety of clinical settings that include hospital operating rooms, interventional and diagnostic radiology, labor and delivery units, intensive care units, emergency rooms, outpatient procedure suites and ambulatory surgery centers.

Enrollment in this program is limited by availability of clinical sites and other factors. Students must make a separate application to this program. Admission to the college and completion of any developmental level course is required.

Upon successful completion of the program, the graduate will:

1. Exhibit entry level competencies in the cognitive, psychomotor and affective domains of an anesthesia technologist.
2. Demonstrate proficiency in the acquisition, preparation and application of various types of equipment required for the delivery of anesthesia care.
3. Utilize independent judgment for rapid response to the changing circumstances in patient care.
4. Apply safe practices for patient, self and other members of the anesthesia care team.
5. Display professionalism and ethical behavior in patient and staff interactions.

The Anesthesia Technologist Program is an American Society of Anesthesia Technologist and Technicians (ASATT) approved program and is seeking accreditation.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester (Spring)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANE-110 Basic Principles of Anesthesia</td>
<td>4</td>
</tr>
<tr>
<td>ANE-111 Basic Anesthesia Equipment</td>
<td>4</td>
</tr>
<tr>
<td>BIO-110 Introduction to Biology or General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO-151 General Biology</td>
<td>4</td>
</tr>
<tr>
<td>ENG-101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

| Summer |
|-------------------------|---------|
| PSY-101 Introduction to Psychology | 3 |
| Mathematics Elective (MAT-100 or higher) with prerequisite MAT-090 | 3-4 |
| **Total** | **6-7** |

<table>
<thead>
<tr>
<th>Second Semester (Fall)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANE-113 Anesthesia Technology Clinical</td>
<td>1</td>
</tr>
<tr>
<td>ANE-114 Advanced Principles of Anesthesia Technology</td>
<td>4</td>
</tr>
<tr>
<td>ANE-116 Advanced Anesthesia Equipment</td>
<td>4</td>
</tr>
<tr>
<td>BIO-161 Anatomy And Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Third Semester (Spring)**

| ANE-213 Anesthesia Technology Clinical 2 | 2 |
| ANE-214 Anesthesia Pharmacology | 4 |
| BIO-162 Anatomy and Physiology 2 | 4 |
| CHM-109 Introduction to Chemistry or Humanities Elective | 3 |
| **Total** | **17** |

**Fourth Semester (Fall)**

| ANE-220 Professional Issues for the Anesthesia Technologist | 2 |
| ANE-221 Anesthesia Technology Clinical 3 | 5 |
| ANE-222 Anesthesia Technology Clinical 4 | 5 |
| **Total** | **12** |

**Minimum Credits to Graduate** | **66-67**

The Central Service Technician (438.2)

**BOYCE**

**CERTIFICATE**

This program is designed to prepare students for the entry-level position of central service technician with exposure to all facets of central service functioning. Training involves surgical instrumentation, principles of cleaning and processing equipment and instrumentation, methods of sterilization, packaging and storage, maintenance of equipment, case cart systems, inventory control and current trends in central service. Clinical experiences in area hospitals’ central service departments are included.

Upon successful completion of the program, the graduate will:

1. Utilize required techniques related to the sterilization process.
2. Identify and describe the function of instruments and equipment.
3. Define and utilize aseptic techniques and principles.
4. Utilize health-care related computer applications.
5. Display behaviors appropriate for a professional health care environment.

The Central Service Technician Program is an American Society of Anesthesia Technologist and Technicians (ASATT) approved program and is seeking accreditation.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>One Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-106 Basic Life Support</td>
<td>1</td>
</tr>
<tr>
<td>CIT-615 Computer Application in Health Care</td>
<td>1</td>
</tr>
<tr>
<td>CST-103 Inventory Management for Central Service</td>
<td>3</td>
</tr>
<tr>
<td>CST-112 Central Service Clinical</td>
<td>6</td>
</tr>
<tr>
<td>SUR-110 Surgical &amp; Central Service Technology 1</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate** | **16**

1 Recommended for transfer students.

Graduates are eligible for national certification through the International Association of Healthcare Central Service Material Management (IAHCSMM).
**Computed Assisted Tomography (CAT Scanning) (445.2)**

**BOYCE**

**DIPLOMA**

This is a two-semester program designed for certified radiologic technologists, RTR (R) or radiation therapist RTR (T) or nuclear medicine technologists RTR (N) or CNMT to expand skills for specialization in computed tomography scanning (CAT Scanning).

Computerized tomography (CAT or CT) imaging is a field that utilizes scanners to produce images of human anatomy as aid in the diagnosis of disease and injury.

CT scanning technologists work in hospitals, clinics, health care centers and private imaging radiology departments.

The availability of clinical sites and other factors limit enrollment. Students must make separate application to the program. Applications are available in the campus Admissions offices.

Applicants should have a successful record of achievement in a regionally approved accredited radiologic technology program or radiation therapy technology program or nuclear medicine technology program, be registered in radiography or radiation therapy or nuclear medicine, with the certification examination having been passed at least one year prior to sitting for the advanced level examination in computed tomography.

Graduates are eligible to make application to take the advanced certification examination provided by the American Registry of Radiologic Technologists (ARRT) (CT). All examination requirements are available at [www.arrt.org](http://www.arrt.org).

Upon successful completion of the program, the graduate will:

1. Function as a competent, technically proficient entry-level CT technologist who can apply and perform safe patient care radiation protection practices according to industry standards.
2. Utilize safe methods to provide patients with minimized radiation dose levels during imaging procedures.
3. Operate computerized imaging scanners safely to meet standardized protocols under the direction of a radiologist.
4. Perform equipment manipulation functions to produce quality computerized CT images.
5. Employ professional characteristics required by the radiologic technology profession.

**DIPLOMA REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-201 Computed Tomography Instrument &amp; Equipment Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CAT-202 Cross-sectional Anatomy for Computed Tomography Imaging</td>
<td>2</td>
</tr>
<tr>
<td>CAT-203 Patient Care/Radiation Safety for Imaging Technologists</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-204 Clinical Applications of Computerized Tomography</td>
</tr>
<tr>
<td><strong>Minimum Credits to Graduate</strong></td>
</tr>
</tbody>
</table>

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**Diagnostic Medical Sonographer (Ultrasound) (554.6)**

**BOYCE**

**ASSOCIATE OF SCIENCE**

Diagnostic ultrasound uses high frequency sound waves to image various organs and structures within the body.

The diagnostic medical sonographer is qualified by academic and clinical training to provide patient services using diagnostic ultrasound under the supervision of a qualified doctor of medicine or osteopathy.

The ultrasound profession is subdivided into nine specialties. The specialties offered at CCAC are General Ultrasound, Cardiac Ultrasound and Vascular Ultrasound. Students will select one specialty field of study in which to major.

Graduates enter the job market with skills necessary to function as entry-level diagnostic medical sonographers.

Enrollment is limited by availability of clinical sites and other factors. Students must make separate applications to the ultrasound program. Applicants must have a successful record of achievement in high school science courses, algebra and physics or develop these skills prior to program admission.

Students must also meet pre-program requirements*, which include the successful completion of the following courses with a letter grade of “C” or better:

- ALH-140 Medical Terminology or BIO-123 Medical Biology & Terminology;
- BIO-110 Introduction to Biologic Science or BIO-151 General Biology 1;
- BIO-161 Anatomy & Physiology 1;
- BIO-162 Anatomy & Physiology 2;
- ENG-101 English Composition; and
- MAT-108 Intermediate Algebra
- PHY-100 Basic Physics.

Graduates are eligible to sit for the American Registry in Diagnostic Medical Sonography exam. Success on this exam leads to registration as a diagnostic medical sonographer.


Upon successful completion of the program, the graduate will:

1. Provide safe patient care essential to sonographic procedures.
2. Apply principles of acoustic physics to image production.
3. Manipulate controlling factors to provide optimum imaging.
4. Obtain measurements and perform necessary calculations when needed to aid in diagnosis.
5. Produce sonograms which accurately depict anatomical structures.

---

*Note: Pre-program requirements may vary.*
6. Review relevant patient information and present appropriate data to physician.
7. Maintain ethical and professional standards when dealing with consumers and other members of the health-care profession.

(A) General Ultrasound: Abdomen, Obstetrics & Gynecology
Students selecting the General Ultrasound field of study (A) will perform examinations on the abdominal organs, the thyroid gland, as well as other structures. Ultrasound studies in obstetrics and gynecology are included under the General Ultrasound Field of study. Students selecting the General Ultrasound field of study will be eligible to sit for both the Abdominal and Obstetrics/Gynecology specialty boards. General sonographers work in hospital radiology departments, doctors’ offices, clinics or mobile services. The objective of the General Ultrasound field of study (A) is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

(B) Cardiac Ultrasound
Students selecting the Cardiac Ultrasound field of study (B) will perform examinations on the adult heart which includes evaluation of the heart valves, the heart chambers and the heart muscle. Students selecting the Cardiac Ultrasound field of study will be eligible to sit for the adult cardiac specialty boards. Cardiac sonographers work in hospital cardiology departments, doctors’ offices, clinics or mobile services. The objective of the Cardiac Ultrasound field of study (B) is to prepare competent entry-level Cardiac sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

DEGREE REQUIREMENTS
Program Pre-Requisite Courses

<table>
<thead>
<tr>
<th>Program Pre-Requisite Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-140 Medical Terminology or</td>
<td>3</td>
</tr>
<tr>
<td>BIO-123 Medical Biology &amp; Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO-161 Anatomy &amp; Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>BIO-162 Anatomy &amp; Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT-108 Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHY-100 Basic Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

First Semester

| DMS-102 Introduction to Clinical Experience: Patient Care & Ethical/Legal Issues | 2 |
| DMS-105 Cross-sectional Anatomy for Ultrasonography | 4 |
| ENG-102 English Composition 2 | 3 |
| Humanities Elective | 3 |

Second Semester

| DMS-103 Abdominal, Obstetrical & Gynecological Ultrasound | 4 |
| DMS-113 Ultrasound Clinical 1/Abdomen/GYN | 2 |
| PHY-127 Physics for Health Science/Ultrasonography | 3 |
| PSY-101 Introduction to Psychology | 3 |

Summer

| DMS-116 Ultrasound Clinical 2/Abdomen-OB/GYN | 4 |

Third Semester

| DMS-204 Advanced Abdomen & Small Parts Ultrasound | 5 |
| DMS-210 Ultrasound Instrumentation & Quality Control | 3 |
| DMS-224 Ultrasound Clinical 3/Abdomen-GYN | 6 |

Fourth Semester

| DMS-226 Ultrasound Clinical 4/Abdomen-OB/GYN | 6 |
| DMS-227 Advanced OB/GYN Ultrasound | 3 |
| DMS-228 Doppler Vascular Sonography | 4 |

Minimum Credits to Graduate

77 Credits

1 Recommended Elective(s)

Recommended Elective(s)

| DMS-245 Cardiovascular Phlebotomy | 1 |
| DMS-246 Cardiovascular EKG | 1 |

Minimum Credits to Graduate

74 Credits
(C) Vascular Ultrasound
Students selecting the Vascular Ultrasound field of study (C) will perform examinations of the peripheral and cerebral vascular systems, using Doppler technique and conventional ultrasound imaging. Students selecting the Vascular Ultrasound field of study will be eligible to sit for the vascular specialty boards. Vascular sonographers may work in hospital’s dedicated vascular departments, general or cardiac ultrasound departments, doctors’ offices, clinics or mobile services. The objective of the Vascular Ultrasound field of study (C) is to prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Program Pre-Requisite Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-140 Medical Terminology or BIO-123 Medical Biology &amp; Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO-161 Anatomy &amp; Physiology 1</td>
<td>4</td>
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<tr>
<td>BIO-162 Anatomy &amp; Physiology 2</td>
<td>4</td>
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<tr>
<td>ENG-101 English Composition 1</td>
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<tr>
<td>MAT-108 Intermediate Algebra</td>
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<td>PHY-100 Basic Physics</td>
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</tbody>
</table>

First Semester

| DMS-102 Introduction to Clinical Experience: Patient Care & Ethical/Legal Issues | 2       |
| DMS-105 Cross-sectional Anatomy for Ultrasonography                             | 4       |
| ENG-102 English Composition 2 Humanities Elective                               | 3       |
|                                                                                   | 12      |

Second Semester

| DMS-125 Vascular Ultrasound                                                      | 4       |
| DMS-135 Ultrasound Clinical 1/Vascular Ultrasound                               | 2       |
| PHY-127 Physics for Health Science/Ultrasonography                              | 3       |
| PSY-101 Introduction to Psychology                                              | 3       |
|                                                                                   | 12      |

Summer

| DMS-137 Ultrasound Clinical 2/Vascular Ultrasound                               | 4       |
|                                                                                   | 4       |

Third Semester

| DMS-207 Advanced Vascular Ultrasound                                             | 5       |
| DMS-210 Ultrasound Instrumentation & Quality Control                            | 3       |
| DMS-235 Ultrasound Clinical 3/Vascular Ultrasound                               | 6       |
|                                                                                   | 14      |

Fourth Semester

| DMS-237 Ultrasound Clinical 4/Vascular Ultrasound                               | 6       |
| DMS-239 Abdominal/OB-GYN/Cardiac Ultrasound                                    | 4       |
| Recommended Elective(s)1                                                        |         |
|                                                                                   | 10      |

1 Recommended Elective(s)

| DMS-245 Cardiovascular Phlebotomy                                                | 1       |
| DMS-246 Cardiovascular EKG                                                       | 1       |

Minimum Credits to Graduate 74

Dietetic Technician (590.2)

ALLEHENY ASSOCIATE OF SCIENCE

The Dietetic Technician program provides education in the field of dietetics, nutrition and management. The program prepares students for management positions in food service establishments, restaurants, nursing homes and hospitals. In addition, students are prepared to work with dietitians, nutritionists, in hospitals, nursing homes or providing nutrition education in community settings and in home health agencies.

The degree program is approved by the Accreditation Council of Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) and the Association of Nutrition and Foodservice Professionals (ANFP).

Graduates of this program are eligible to take the registration exam given by the Accreditation Council of Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) to become a Dietetic Technician Registered (DTR) and the credentialing exam from the Association of Nutrition and Foodservice Professionals (ANFP) to become a Certified Dietary Manager (CDM).

Admission is limited by the availability of clinical sites and other factors. Students must make separate application to this program.

Applicants must be eligible for college-level courses and have a C or better in one year of high school algebra and chemistry or the equivalent.

This program is accredited by the Accreditation Council of Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606; 312.899.0400 ext. 5400, www.eatright.org/cade.

Upon successful completion of the program, the graduate will:

1. Apply the principles of problem solving and critical thinking in the practice of dietetics.
2. Apply basic scientific and mathematical concepts related to the practice of dietetics.
3. Employ written and oral communication skills appropriate for the practice of dietetics.
4. Recognize the socio-historical background of diverse populations and provide the appropriate nutrition intervention.
5. Utilize current technologies in the practice of dietetics.

Program Goals:

1. Provide a curriculum of sequential course work that gradually and consistently builds student knowledge in dietetics and coordinates classroom learning with appropriate practical experience.
2. Prepare students with the skills to sit for the registration examination for dietetic technicians and employment in the profession.
3. Establish and maintain a symbiotic relationship with dietetic professionals and health care institutions in the community.
DEGREE REQUIREMENTS

First Semester
BIO-103 Introduction to Human Biology 3
DIT-102 Dietetic/Food Service Orientation 3
DIT-103 Nutrition Assessment 2
DIT-104 Foods 3
DIT-105 Foods Lab 1
DIT-106 Fundamentals of Nutrition 3

Second Semester
ALH-140 Medical Terminology 3
DIT-110 Foodservice Production & Purchasing 3
DIT-114 Medical Nutrition Therapy 4
DIT-125 Food Protection Certification 2
MAT-108 Intermediate Algebra 4

Third Semester
CHM-120 Bio-organic Chemistry 4
CIT-100 Computer Fundamentals & Applications 3
DIT-210 Human Resource Management for Dietetics 3
ENG-101 English Composition 1 3
SPH-101 Oral Communication 3

Fourth Semester
DIT-208 Community Nutrition 4
DIT-209 Dietetic Supervised Practice 2 4
DIT-212 Foodservice Systems 3
DIT-214 Dietetic Seminar 1
ENG-102 English Composition 2 3
PSY-101 Introduction to Psychology 3

Summer
DIT-113 Dietetic Practice Seminar 2
DIT-201 Dietetic Supervised Practice 1 5

Minimum Credits to Graduate 72

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to University of Pittsburgh. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Dietary Manager (591.2)
ALLEGHENY CERTIFICATE

This two-semester, one-summer session program prepares individuals for employment in health care, institutional foodservice and community nutrition programs.

Graduates of this program are eligible for membership in the Association of Nutrition and Foodservice Professionals (ANFP) and to take the credentials examination to become a Certified Dietary Manager (CDM).

Admission is limited by the availability of clinical sites and other factors. Students must make separate application to this program.

Admission to the college and completion of developmental level courses is required.

Articulation to the Dietetic Technician Associate’s degree program is possible for all students having completed the Dietary Manager certificate program.

This program is accredited by the Association of Nutrition and Foodservice Professionals, 406 Surrey Woods Drive, St. Charles, IL 60174; 800.323.1908, www.anfponline.org.

Upon successful completion of the program, the graduate will:

1. Employ written and oral communication skills in order to convey clear and organized information to employees.
2. Use digital technology to complete management functions, such as communication, purchasing and employee payroll.
3. Identify problems, explore solutions and prioritize/review solutions in foodservice management.
4. Recognize the socio-historical background of diverse patient and employee populations.
5. Quantify resources and monitor expenditures to comply with available budgets.

Program Goals:
1. Provide a curriculum of sequential course work that gradually and consistently builds student knowledge in dietetics and coordinates classroom learning with appropriate practical experience.
2. Prepare students with the skills to sit for the certification examination for dietary managers and employment in the profession.
3. Establish and maintain a symbiotic relationship with dietetic professionals and health care institutions in the community.

CERTIFICATE REQUIREMENTS

First Semester
DIT-102 Dietetic/Foodservice Orientation 3
DIT-103 Nutrition Assessment 2
DIT-104 Foods 3
DIT-105 Foods Lab 1
DIT-106 Fundamentals of Nutrition 3

Second Semester
ALH-140 Medical Terminology 3
DIT-110 Foodservice Production & Purchasing 3
DIT-114 Medical Nutrition Therapy 4
DIT-125 Food Protection Certification 2

Summer
DIT-113 Dietetic Practice Seminar 2
DIT-201 Dietetic Supervised Practice 1 5

Minimum Credits to Graduate 34
Health Information Technology (550.4)

ALLEGHENY ASSOCIATE OF SCIENCE

This program provides education in the development, maintenance and use of patient health information for medical care, health planning, quality improvement, medical research, professional education and financial reimbursement.

Employment opportunities exist in hospitals, ambulatory care centers, long-term care, behavioral health care facilities and physician practices.

Graduates of this program are eligible to take the national examination of the American Health Information Management Association (AHIMA) to qualify as a registered health information technician (RHIT).

Admission is limited by the availability of clinical sites. Students must make separate application to this program.

Applicants must be eligible for college-level courses with a C or better in BIO-110 Introduction to Biological Science.

This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601; 312.233.1100, www.cahiim.org.

Upon successful completion of the program, the graduate will:
1. Apply technical proficiency in the entry-level competencies for health information technicians.
2. Identify and demonstrate the professional attitudes and ethical behaviors consistent with the Code of Ethics of the American Health Information Management Association.
3. Use effective written and oral communication skills appropriate for interpersonal and group environments.
4. Employ critical thinking and problem-solving skills in professional practice.
5. Meet eligibility requirements to sit for the national credentialing exam of the American Health Information Management Association to qualify as a Registered Health Information Technician.

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ALH-140 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO-161 Anatomy &amp; Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td>CIT-100 Computer Fundamentals &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>MDR-100 Introduction to Health Data Content &amp; Structure</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>17–18</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ALH-125 Pharmacology or</td>
<td>3</td>
</tr>
<tr>
<td>BIO-107 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>BIO-162 Anatomy &amp; Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td>CIT-140 Office Productivity Applications</td>
<td>4</td>
</tr>
<tr>
<td>MDR-103 Healthcare Statistics</td>
<td>2</td>
</tr>
<tr>
<td>MDR-206 Legal Aspects of Health Information</td>
<td>2</td>
</tr>
<tr>
<td>PSY-101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td><strong>Total Credits</strong></td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO-241 Pathophysiology</td>
<td>4</td>
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<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MDR-102 Inpatient Clinical Coding &amp; Secondary Records</td>
<td>4</td>
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<tr>
<td>MDR-202 Health Information Technology Directed Practice 1</td>
<td>3</td>
</tr>
<tr>
<td>MDR-207 Clinical Quality Improvement, Regulatory Agencies &amp; Specialty Facilities</td>
<td>3</td>
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<tr>
<td><strong>Total Credits</strong></td>
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Fourth Semester

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
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<tr>
<td>MDR-203 Health Information Technology Directed Practice 2</td>
<td>3</td>
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<tr>
<td>MDR-208 Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>MDR-210 Ambulatory Care Clinical Coding &amp; Reimbursement Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPH-101 Oral Communication</td>
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<td><strong>Total Credits</strong></td>
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</table>

Minimum Credits to Graduate 67–68

Magnetic Resonance Imaging (MRI Scanning) (446.2)

BOYCE DIPLOMA

This is a two-semester program designed for certified radiologic technologists, RTR (R) or radiation therapist RTR (T) or nuclear medicine technologists RTR (N) or CNMT to expand skills for specialization in magnetic resonance imaging (MRI Scanning).

Magnetic resonance imaging (MRI) is a field that utilizes scanners to produce images of human anatomy as an aid in the diagnosis of disease and injury.

MRI scanning technologists work in hospitals, clinics, health care centers and private imaging radiology departments.

The availability of clinical sites and other factors limit enrollment. Students must make separate application to the program. Applications are available in the campus Admissions offices.

Applicants should have a successful record of achievement in a regionally approved accredited radiologic technology program or radiation therapy technology program or nuclear medicine technology program, be registered in radiography or radiation therapy or nuclear medicine, with the certification examination having been passed at least one year prior to sitting for the advanced level examination in magnetic resonance imaging.

Graduates are eligible to make application to take the advanced certification examination provided by the American Registry of Radiologic Technologists (ARRT) (MR). All examination requirements are available at www.arrt.org

Upon successful completion of the program, the graduate will:
1. Function as a competent, technically proficient entry-level MR technologist who can apply and perform safe patient care magnetic imaging protection practices according to industry standards.
2. Utilize safe screening methods of a patient’s medical history prior to performing a magnetized medical scanning procedure.
3. Operate magnetic resonance imaging scanners safely to meet standardized protocols under the direction of a radiologist.
4. Perform equipment manipulation functions to produce quality magnetic MRI images.
5. Employ professional characteristics required by the radiologic technology profession.

**DIPLOMA REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>MRI-201 Magnetic Resonance Imaging Instrumentation &amp; Equipment</td>
<td>4</td>
</tr>
<tr>
<td>MRI-202 Cross-sectional Anatomy for Magnetic Resonance Imaging</td>
<td>2</td>
</tr>
<tr>
<td>MRI-203 Patient Care &amp; Magnetic Safety</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MRI-204 Clinical Applications of Magnetic Resonance Imaging</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4</strong></td>
</tr>
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</table>

**Minimum Credits to Graduate** | 12

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**Massage Therapist (443.2)**

**BOYCE ASSOCIATE OF SCIENCE**

This program is designed to prepare students for a career in professional massage therapy. Graduates of the comprehensive associate of science degree program are eligible to apply for licensure as a massage therapist in Pennsylvania. Completion of the degree program prepares students to be proficient at communicating effectively with clients, families and other healthcare practitioners, assessing client needs, as well as designing and implementing evidence-based, client-specific massage therapy approaches. Graduates of the degree program learn advanced soft tissue interventions for clinical and spa environments.

Licensed massage therapists may work as independent contractors or employees in a variety of health-related settings including pain management clinics, wellness retreat centers, hospice facilities, orthopedic centers and physical therapy and chiropractic offices. Licensed therapists may also be employed in athletic clubs, resorts, spas, yoga centers, golf resorts and country clubs, beauty salons, dance studios and on cruise ships.

Enrollment is limited by lab size and other factors. Students must make separate application to the program. Applicants should have a successful record of achievement in high school science courses or develop these skills prior to program admission. Applicants must be eligible for all college-level courses. All applicable credits earned from other schools must be transferred in to CCAC to appear on one transcript which is sent to the PA State Board of Massage Therapy upon graduation.

Upon successful completion of the program, the graduate will:

1. Plan, organize and perform an effective massage and bodywork session for therapeutic benefit.
2. Display skill in developing professional and ethical relationships with clients and interdisciplinary health care teams.
3. Evaluate forms of business ownership and develop a strategy for a successful practice, business or employment situation.
4. Identify and implement strategies for self-care, personal health and wellness and on-going professional development.
5. Apply evidence-based practices of massage therapy within scope of practice.

Completion of the program qualifies the graduate to sit for the Massage and Bodywork Licensing Exam (MBLEX). Completion of the program will also provide the education requirement needed for graduates to later pursue the advanced credential certification through the National Certification Board for Therapeutic Massage and Bodywork.

Because certification and licensing requirement vary by state, students who plan to relocate after graduation are encouraged to verify the educational requirements in states other than Pennsylvania.

A criminal record may affect a graduate’s ability to take the licensure examination or obtain state licensure. A majority of the states require a license to practice massage therapy. Applicants must submit a criminal background check for acceptance into the program.

*This program is currently seeking accreditation candidacy with the Commission on Massage Therapy Accreditation (COMTA).*

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH-140 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO-103 Introduction to Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>MAS-101 Massage Therapy Principles &amp; Procedures 1</td>
<td>4</td>
</tr>
<tr>
<td>PSY-101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>Computer Information Technology Elective</td>
<td>1–4</td>
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<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ENG-101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HPE-171 Personal &amp; Community Health &amp; Wellness</td>
<td>3</td>
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<tr>
<td>MAS-102 Massage Therapy Principles &amp; Procedures 2</td>
<td>5</td>
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<tr>
<td>MAS-110 Musculoskeletal Palpation for Massage Therapy</td>
<td>2</td>
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<tr>
<td>MAS-111 Pathology for Massage Therapy</td>
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<th>Third Semester</th>
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<tbody>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
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<tr>
<td>MAS-201 Massage Therapy Principles &amp; Procedures 3</td>
<td>5</td>
</tr>
<tr>
<td>MAS-208 Assessment for Massage Therapy</td>
<td>3</td>
</tr>
<tr>
<td>MAS-211L Massage Therapy Applications</td>
<td>1</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
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<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAS-203 Massage Therapy Modalities 1</td>
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<tr>
<td>MAS-204 Massage Therapy Modalities 2</td>
<td>2</td>
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<tr>
<td>MAS-212C Massage Therapy Externship</td>
<td>1</td>
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<tr>
<td>MAS-220 Massage Therapy Seminar</td>
<td>1</td>
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<tr>
<td>MAT-195 Business Mathematics</td>
<td>3</td>
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<tr>
<td>General Elective</td>
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<tr>
<td>Humanities Elective</td>
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</tbody>
</table>

**Minimum Credits to Graduate** | 60–63

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1 Recommend SPH-101 Oral Communication
**Massage Therapy (403.1)**

**BOYCE CERTIFICATE**

This program is designed to prepare an individual with previous college experience for a health career as a massage therapist. Graduates will complete a course of study that exceeds 600 clock hours of curriculum content including but not limited to anatomy; physiology; kinesiology; human immunodeficiency virus and related risks; medical diseases; pathology; massage therapy and bodywork assessment theory and practice of sanitation, safety and hygiene; professional ethics, communication skills, business practices and law related to a massage therapy business. Successful completion of cardiopulmonary resuscitation and first aid training is required.

Enrollment is limited by lab size and other factors. Students must make separate application to the program. Applicants should have a successful record of achievement in high school science courses or develop these skills prior to program admission. Students must also meet pre-program requirements, which include the successful completion of **BIO-151 General Biology 1** or **BIO-110 Introduction to Biological Science**.

Upon completion of this program, graduates are eligible to take either the Massage and Bodywork Licensing Exam (MBLEx) offered by the Federation of State Massage Therapy Boards (FSMTB) or one of the national certification exams offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

A felony conviction may affect a graduate’s ability to take the licensure examination or obtain state licensure. A majority of the states require a license to practice massage therapy.

Upon successful completion of the program, the graduate will:

1. Meet the requirements for a certificate in massage therapy exhibiting entry level competencies as a massage therapist, be prepared to pass the Massage Therapy Licensure from either the Massage and Bodywork Licensing Exam (MBLEx) offered by the Federation of State Massage Therapy Boards (FSMTB) or one of the national certification exams offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and gain employment.

2. Display professional behaviors that are congruent with the core values, standards and ethics of the massage therapy profession.

3. Demonstrate respect for cultural diversity, lifestyle values and choices of others.

4. Communicate effectively with clients, family members and other health care providers.

5. Utilize reflective judgment and problem solving skills and demonstrate participation in professional development opportunities to promote health and wellness.

**CERTIFICATE REQUIREMENTS**

Prospective students must demonstrate a proficiency in the following courses:

- **ALH-140** Medical Terminology or 3
- **BIO-115** Human Biology in Health & Diseases or 5
- **BIO-123** Medical Biology & Terminology or 3
- **BIO-160** Introduction to Human Pathology or 4
- **BIO-175** Microbiology or 4
- **BIO-241** Pathophysiology 4
- **BIO-161** Anatomy & Physiology 1 4
- **BIO-162** Anatomy & Physiology 2 4
- **ENG-101** English Composition or 3
- **SPH-101** Oral Communication 3
- **PSY-101** Introduction to Psychology 3
- Mathematics Elective (MAT level 100 or higher) 3–4

**Minimum Credits to Graduate** 17

<table>
<thead>
<tr>
<th>One Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>ALH-102</strong> Basic Emergency Management or</td>
<td>3</td>
</tr>
<tr>
<td><strong>HPE-177</strong> First Aid &amp; Athletic Injuries or</td>
<td>3</td>
</tr>
<tr>
<td><strong>PTA-203</strong> Prevention &amp; Treatment of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td><strong>MAS-101</strong> Massage Therapy Principles &amp; Procedures 1</td>
<td>4</td>
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<tr>
<td><strong>MAS-205</strong> Intermediate Massage Therapy Theory, Techniques &amp; Practice</td>
<td>5</td>
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<tr>
<td><strong>MAS-214</strong> Advanced Massage Therapy Theory, Techniques &amp; Practice</td>
<td>5</td>
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<td>17</td>
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</tbody>
</table>

**Massage Therapist (695.1)**

**BOYCE CERTIFICATE**

This program is designed to provide entry-level skills for students seeking a career as a massage therapist. The Massage Therapist certificate program is designed for students without any previous health care background. Completion of the program qualifies graduates to apply for a license as a massage therapist in Pennsylvania.

Licensed massage therapists may work as independent contractors or employees in chiropractic offices, resorts, casinos, fitness centers, wellness clinics, day spas, beauty salons and on cruise ships.

Students must make separate applications to the program and meet pre-program requirements including completion of **BIO-110 Introduction to Biological Science** or **BIO-151 General Biology 1**.

Applicants must be eligible for all college-level courses.

Upon successful completion of the program, the graduate will:

1. Plan and organize an effective massage and bodywork session.
2. Perform massage and bodywork for therapeutic benefit by way of seated (chair) massage, full body (table) massage or floor (mat) massage.
3. Develop professional and ethical relationships with clients and interdisciplinary health care teams.
4. Evaluate forms of business ownership useful for an independent massage therapy practice, business or employment situation.
5. Identify and implement strategies for personal health, wellness and on-going professional development.

Graduates of the program are eligible to sit for the National Certification Exam for Therapeutic Massage (NCETM) and/or the National Examination for State Licensing (NESL).

Because certification and licensing requirement vary by state, students who plan to relocate after graduation are encouraged to verify the educational requirements in states other than Pennsylvania.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ALH-109 Infection Control</td>
<td>2</td>
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<tr>
<td>ALH-140 Medical Terminology</td>
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<td>BIO-161 Anatomy &amp; Physiology 1</td>
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<tr>
<td>BIO-162 Anatomy &amp; Physiology 2</td>
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<tr>
<td>HPE-171 Personal &amp; Community Health &amp; Wellness or</td>
<td>3</td>
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<tr>
<td>HPE-201 Applied Anatomy &amp; Kinesiology</td>
<td>3</td>
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<tr>
<td>MAS-102 Massage Therapy Principles &amp; Procedures 2</td>
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<td>PHL-205 Medical Ethics &amp; Law</td>
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<tr>
<td>BUS-101 Introduction to Business or</td>
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<tr>
<td>BUS-117 Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>CIT-100 Computer Fundamentals &amp; Applications</td>
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<tr>
<td>MAS-201 Massage Therapy Principles &amp; Procedures 3</td>
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</table>

| Minimum Credits to Graduate | 39      |

Medical Assistant (535.1)

SOUTH ASSOCIATE OF SCIENCE

This degree program enables students in the certificate program the opportunity to continue their education and to complete the coursework needed for an Associate's degree. This program prepares students for entry-level positions as a medical assistant in a physician’s office, clinic or other healthcare setting. Medical assistants work with physicians of all specialties performing clinical and administrative duties. They assist with examinations and treatments, perform routine laboratory procedures, maintain medical records, complete insurance forms, arrange for diagnostic procedures, handle correspondence, transcribe notes and perform bookkeeping. Students graduating from this program will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession. The program prepares competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains using classroom instruction with laboratory experience. The program includes a 160-hour, non-paid clinical externship.

Enrollment is limited by availability of clinical sites and other factors. Students must make separate application to the program. Students must be eligible for second-level developmental courses and have 40 words per minute typing proficiency.

A felony conviction may affect a student’s eligibility to enroll in the clinical externship and a graduate’s ability to take the national examination which is required to practice as a Medical Assistant.

A student must maintain a 2.0 college-level cumulative GPA to enter and remain in the program.

The program has been placed on Probationary Accreditation as of September 18, 2015. Probationary accreditation is a temporary status of accreditation imposed when a program does not continue to meet accreditation standards but should be able to meet them within a specified time.


The Medical Assistant Education Review Board (MAERB) is a Committee on Accreditation of Allied Health Programs (CAAHEP). As of the 2015 Annual Report Form (ARF), the Medical Assisting program at Community College of Allegheny County has a job placement rate average of 68.66% over the past five years. Graduates are eligible to apply for the national examination for the CMA (Certified Medical Assistant) credential.

Upon successful completion of the program, the graduate will:

1. Perform clinical procedures related to patient examinations and assist the physician throughout the exam.
2. Prepare blood and body fluid specimens for analysis according to industry standards.
3. Communicate effectively orally and in writing.
4. Perform administrative functions related to medical business practices.
5. Display behavior in accordance with regulations, policies, laws and patient rights.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ALH-140 Medical Terminology</td>
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<tr>
<td>CIT-100 Computer Fundamentals &amp; Applications</td>
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<td>MDA-104 Administrative Medical Office Management</td>
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<td>MDA-105 Clinical Medical Assisting 1</td>
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<tr>
<td>BIO-103 Introduction to Human Biology</td>
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<td>MDA-101 Medical Transcription</td>
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<td>MDA-107 Laboratory Procedures for the Office</td>
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Medical Assistant (419.1)

SOUTH CERTIFICATE

This certificate program prepares students for entry-level positions as a medical assistant in a physician’s office, clinic or other healthcare setting. Medical assistants work with physicians of all specialties performing clinical and administrative duties. They assist with examinations and treatments, perform routine laboratory procedures, maintain medical records, complete insurance forms, arrange for diagnostic procedures, handle correspondence, transcribe notes and perform bookkeeping. Students graduating from this program will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession. The program prepares competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains using classroom instruction with laboratory experience. The program includes a 160-hour, non-paid clinical externship.

Enrollment is limited by availability of clinical sites and other factors. Students must make separate application to the program. Students must be eligible for second-level developmental courses and have 40 words per minute typing proficiency.

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The program has been placed on Probationary Accreditation as of September 18, 2015. Probationary accreditation is a temporary status of accreditation imposed when a program does not continue to meet accreditation standards but should be able to meet them within a specified time.


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Graduates are eligible to apply for the national examination for the CMA (Certified Medical Assistant) credential.

Upon successful completion of the program, the graduate will:

1. Perform clinical procedures related to patient examinations and assist the physician throughout the exam.
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3. Communicate effectively orally and in writing.
4. Perform administrative functions related to medical business practices.
5. Display behavior in accordance with regulations, policies, laws and patient rights.

CERTIFICATE REQUIREMENTS

First Semester

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Second Semester

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Summer

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Minimum Credits to Graduate

62–63

Medical Insurance Specialist (595.2)

ALLEGHENY CERTIFICATE

This program provides training in the area of medical insurance and health care claims processing, as well as CPT and ICD coding and computerized medical billing. This program also serves the needs of health care personnel interested in upgrading their professional skills.

Upon successful completion of the program, the graduate will:

1. Evaluate a patient’s insurance coverage, differentiate between health insurance and worker’s compensation.

The Medical Assistant Education Review Board (MAERB) is a Committee on Accreditation of Allied Health Programs (CAAHEP). As of the 2015 Annual Report Form (ARF), the Medical Assisting program at Community College of Allegheny County has a job placement rate average of 68.66% over the past five years. Graduates are eligible to apply for the national examination for the CMA (Certified Medical Assistant) credential.

Graduates are eligible to apply for the national examination for the CMA (Certified Medical Assistant) credential.

Upon successful completion of the program, the graduate will:

1. Perform clinical procedures related to patient examinations and assist the physician throughout the exam.
2. Prepare blood and body fluid specimens for analysis according to industry standards.
3. Communicate effectively orally and in writing.
4. Perform administrative functions related to medical business practices.
5. Display behavior in accordance with regulations, policies, laws and patient rights.

CERTIFICATE REQUIREMENTS

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Second Semester

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</table>

Minimum Credits to Graduate

35
situations and apply guidelines for claims submission set forth by the appropriate insurance carrier.

2. Collect and analyze documentation from a patient’s chart to select and apply appropriate diagnostic and procedural codes to insurance claims.

3. Differentiate between a primary insurance claim and a supplemental claim and apply information appropriately to each insurance situation.

4. Manage new claims submissions, payments received in office, submission of supplemental claims, corrections and appeals of claims in a timely manner.

5. Apply critical thinking skills and problem solving skills to claims denials for successful appeal submission and reimbursement.

6. Identify medicolegal issues and adhere to guidelines, rules, regulations and laws governing them to maintain compliance in the health care practice.

Upon graduation, a medical insurance specialist may seek employment in physician practices, hospitals, insurance companies and billing services. Graduates may apply their credits toward other select certificate or Associate's degree programs.

Students must make separate applications to this program. Applicants must be eligible for ENG-100 Basic Principles of Composition and have completed DVS-101 College Reading 2 or DVS-103 Advanced College Reading and Study Skills as required.

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<tr>
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<tr>
<td>ENG-100 Basic Principles of Composition</td>
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<td>MIS-100 Introduction to Medical Insurance</td>
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<td>CIT-140 Office Productivity Applications</td>
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<tr>
<td>MIS-102 Medical Coding for Insurance Billing</td>
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<td>MIS-105 Medical Insurance Applications</td>
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| Minimum Credits to Graduate | **26** |

Medical Laboratory Technician (525.1)

SOUTH ASSOCIATE OF SCIENCE

This program prepares graduates for entry into clinical laboratory work. Employment opportunities exist in hospitals and private laboratories where work is done under the supervision of a pathologist. For more information on careers in the medical laboratory, visit the website of the American Society of Clinical Pathology [www.ascp.org](http://www.ascp.org).

Graduates are eligible to take the national examination for certification as Medical Laboratory Technicians MLT (ASCP). Admission is limited by the availability of clinical sites. Students must make separate applications to this program. Applicants must be eligible for college-level courses and should have a science background. *Introduction to Human Biology (BIO-103)* may be taken as a prerequisite or corequisite of MLT-111.

Upon successful completion of the program, the graduate will:

1. Perform aseptic technique.
2. Demonstrate proficiency in all laboratory exercises by performance of test procedures with results and control values within acceptable manufacturer’s control limits.
3. Perform tests and identify clinically important microbes.
4. Exhibit medical laboratory knowledge, professionalism and ethical behavior.
5. Perform clinical tests under the supervision of qualified facility personnel.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; 773.714.8880, [www.naacs.org](http://www.naacs.org).

DEGREE REQUIREMENTS

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<thead>
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<tbody>
<tr>
<td>ALH-140 Medical Terminology</td>
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<td>CHM-109 Introduction to Chemistry</td>
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<td>ENG-101 English Composition</td>
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<td>MLT-111 Clinical Laboratory Techniques</td>
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<td>MLT-161 Clinical Instrumentation &amp; Clinical Chemistry</td>
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<tr>
<td>ENG-102 English Composition</td>
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<td>MLT-112 Clinical Laboratory Techniques</td>
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<td>MLT-151 Clinical Microbiology</td>
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<td>MLT-162 Clinical Chemistry</td>
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<td>PSY-101 Introduction to Psychology</td>
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<td>Humanities Elective</td>
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| Minimum Credits to Graduate | **70–71** |

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1 Successful completion of both CHM-110 and CHM-111 also meet this requirement.
Medical Laboratory Assistant (571)

SOUTH CERTIFICATE

This certificate program prepares students to function as a medical laboratory assistant (or MLA) in a clinical laboratory setting. (In some settings the MLA is also known as clinical assistant, clinical laboratory assistant or specimen processor.) This program also provides opportunities for graduates to career ladder to a medical laboratory technician Associate's degree program and/or a medical technologist four-year degree program. The program objectives comply with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) guidelines.

Graduates are eligible to take the National Examination as Medical Laboratory Assistants (ASCP).

This program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, 773.714.8880, www.naacls.org.

Upon successful completion of the program, the graduate will:

1. Prepare blood and body fluid specimens for analysis according to industry standards and to prepare reagents, standards and controls.
2. Enter data into the laboratory computer - Laboratory Information System (LIS).
3. Perform phlebotomy and display safety practices for infection control according to industry standards.
4. Display behaviors and communication skills appropriate for the healthcare environment.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018-5119; 773-714-8880, www.naacs.org.

Admission to the MLA program is limited by the availability of clinical sites. A separate application for program admission is required. The student must maintain a cumulative GPA of 2.0 to remain and progress in the program.

Clinical experience is dependent on the number of students, availability of clinical sites, student successful completion of pre-requisite didactic courses and maintenance of a 2.0 GPA.

CERTIFICATE REQUIREMENTS

First Semester (e.g. Summer) 

<table>
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Second Semester (e.g. Fall) 

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7

Fourth Semester (e.g. Summer) 

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<td>MLA-404</td>
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9

Minimum Credits to Graduate 

26

1 If student already completed ENG-100 or tested into ENG-101
2 New Courses include MLA-101, MLA-102, and MLA-404
3 Co-Op course MLA-404 would be an option for MLA program students who are current employees or new hires of partnering health care agencies.

Nuclear Medicine Technology (555.2)

ALLEGHENY ASSOCIATE OF SCIENCE

Nuclear medicine is an imaging health science that is used to diagnose and treat disease states. Nuclear medicine technologists administer radioactive isotopes attached to radiopharmaceuticals to patients and then image the characteristics and functions of tissues or organs in which the drugs localize. Nuclear medicine differs from other diagnostic imaging technologies because it determines the presence of disease on the basis of metabolic changes rather than changes in organ structure.

Upon successful completion of the program, the graduate will:

1. Make use of the knowledge associated with the general practice of nuclear medicine technology in hospitals and clinics.
2. Differentiate between imaging isotopes and radiopharmaceuticals in performing various imaging procedures.
3. Recognize the importance of ethics, self-evaluation and cooperation in the health field.
4. Qualify to sit for the national examinations leading to certification to become a nuclear medicine technologist.

This program is accredited by the Joint Review Committee on Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003; 405.285.0546, www.jrcnmt.org.
### DEGREE REQUIREMENTS

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<td>PHY-125</td>
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#### Second Semester

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<td>NMT-102</td>
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<td>PHY-126</td>
<td>Radiation Physics &amp; Protection</td>
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#### Fourth Semester

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<th>Credits</th>
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<tbody>
<tr>
<td>NMT-203</td>
<td>Nuclear Medicine Laboratory Procedures</td>
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<td>NMT-204</td>
<td>Nuclear Medicine Clinical Practice 2</td>
<td>4</td>
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<tr>
<td>NMT-207</td>
<td>Nuclear Medicine Seminar</td>
<td>2</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
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#### Summer

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<tr>
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<tbody>
<tr>
<td>NMT-205</td>
<td>Nuclear Medicine Externship</td>
<td>5</td>
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<tr>
<td>NMT-270</td>
<td>Fundamentals of Molecular Imaging with PET</td>
<td>3</td>
</tr>
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</tbody>
</table>

Minimum Credits to Graduate

74

(with a minimum of 1,400 clinical hours)

### Nuclear Medicine Technology (560.1)

**ALLEGHENY CERTIFICATE**

Nuclear medicine is an imaging health science that is used to diagnose and treat disease states. Nuclear medicine technologists administer radioactive isotopes attached to radiopharmaceuticals to patients and then image the characteristics and functions of tissues or organs in which the drugs localize. Nuclear medicine differs from other diagnostic imaging technologies because it determines the presence of disease on the basis of metabolic changes rather than changes in organ structure.

Applicants are required to have a C or better grade in college chemistry, anatomy and physiology 1 and 2, physics and algebra and a basic computer course.

The 12-month program is designed for students wanting to expand their background by qualifying for the field of nuclear medicine technology. Enrollment is limited by available clinical sites and other factors. Students must make separate applications to this program.

This program is accredited by the Joint Review Committee on Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003; 405.285.0546, www.jrcnmt.org.

Upon successful completion of the program, the graduate will:

1. Make use of the knowledge associated with the general practice of nuclear medicine technology in hospitals and clinics.
2. Differentiate between imaging isotopes and radiopharmaceuticals in performing various imaging procedures.
3. Recognize the importance of ethics, self-evaluation and cooperation in the health field.
4. Qualify to sit for the national examinations leading to certification to be a nuclear medicine technologist.

### CERTIFICATE REQUIREMENTS

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ALH-140</td>
<td>Medical Terminology</td>
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<tr>
<td>NMT-150</td>
<td>Applied Nuclear Medicine Technology 1</td>
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<td>NMT-160</td>
<td>Introduction to Applied Nuclear Medicine Practicum</td>
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<tr>
<td>NMT-206</td>
<td>Nuclear Medicine Instrumentation</td>
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<tr>
<td>PHY-125</td>
<td>Applied Nuclear Physics</td>
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<td>BIO-241</td>
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<td>NMT-151</td>
<td>Applied Nuclear Medicine Technology 2</td>
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<tr>
<td>NMT-161</td>
<td>Applied Nuclear Medicine Practicum</td>
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<td>NMT-203</td>
<td>Nuclear Medicine Laboratory Procedures</td>
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<td>NMT-207</td>
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#### Summer

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<th>Course Title</th>
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<tbody>
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Minimum Credits to Graduate

40

(with a minimum of 1,160 clinical hours)

### Nursing (575.1)

**ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF SCIENCE**

The program, offered at five college sites, including one at California University of Pennsylvania, prepares students to apply for the NCLEX-RN examination and to assume an entry-level position as a registered nurse. Program learning experiences prepare graduates for professional nursing practices as defined and delineated by the Pennsylvania State Board of Nursing. The program consists of courses in liberal arts and selected sciences, as well as nursing.

An advanced placement option is available to licensed practical nurses and to those with prior nursing school experience who meet certain criteria. Licensed practical nurses must demonstrate satisfactory completion of a competency exam in evidenced-based drug therapy.
The program approved by the Pennsylvania State Board of Nursing at www.dos.state.pa.us/nurse and accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, www.acenursing.org. Phone: 404.975.5000, Fax: 404.975.5020.

Applicants must meet specific admission requirements which include: pre-admission exam, a medical history and physical including current immunizations, criminal history records check (CHRC), child abuse clearances, drug screen and fingerprinting. They must also meet pre-program requirements: high school chemistry with a lab or CHM-109 Introduction to Chemistry or CHM-110/111 Introductory Chemistry Introductory Chemistry Lab and BIO-110 Introduction to Biological Science or BIO-151 General Biology 1.

NOTE: A graduate of the Nursing program who has been convicted of a felony, is or was involved in drug abuse or has violated other rules of the licensure body, may not be permitted to take the licensing examination regardless of the student’s ability to complete college educational requirements. The student is required to notify the Dean of Nursing of any changes to the criminal record. The Nursing program reserves the right to require appropriate documentation as requested regarding previous felonies or violations.

Upon successful completion of this program, graduates will:
1. Evaluate clinical judgment to facilitate transformation of knowledge, skills and values in a variety of health care delivery systems.
2. Integrate caring and knowledge of cultural diversity when providing care to patients at various points across the lifespan.
3. Critique the effectiveness of communication with the interdisciplinary health team utilizing principles of management and delegation.
4. Prioritize teaching and learning needs of patients and families in culturally diverse settings across the lifespan.
5. Implement the role of the professional nurse when caring for patients and families in diverse health care delivery systems.

**DEGREE REQUIREMENTS**

### First Semester

<table>
<thead>
<tr>
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<th>Course Name</th>
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<td>MAT-106</td>
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<td>MAT-108</td>
<td>Intermediate Algebra</td>
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<tr>
<td>NUR-110</td>
<td>Foundation &amp; Health Promotion Concepts for Nursing Practice</td>
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<td>Health Assessment Concepts for Nursing Practice</td>
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<td>PSY-101</td>
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<td>ENG-101</td>
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<td>NUR-130</td>
<td>Basic Health Concepts for Nursing Practice</td>
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<td>NUR-140</td>
<td>Evidence Based Nursing Drug Therapy</td>
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<td>Human Growth &amp; Development</td>
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<td>NUR-210</td>
<td>Professional Nursing Concepts</td>
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<td>NUR-220</td>
<td>Adult Health Concepts for Nursing Practice</td>
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<td>NUR-230</td>
<td>Family Health Concepts for Nursing Practice</td>
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<td>NUR-250</td>
<td>Leadership &amp; Management Concepts&lt;sup&gt;2&lt;/sup&gt;</td>
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### Minimum Credits to Graduate

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<tr>
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<td>Summer</td>
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<td>Fourth</td>
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<td><strong>Total</strong></td>
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</table>

<sup>1</sup> Prerequisite to BIO-161 Anatomy & Physiology 1: BIO-110 Introduction to Biological Science or BIO-151 General Biology 1 or Biology Waiver Exam.

<sup>2</sup> Effective Fall 2011 semester, a NCLEX Review Course fee is assessed to students enrolled in NUR-250. The cost is $300. NCLEX is an intense 3-day review course to help improve student success.

### Transfer Opportunities

Articulation agreements allow CCAC graduates to pursue the RN to BSN degree at various colleges and universities, including California University of PA, Capella University, Carlow University, Chatham University, Drexel University Online, Duquesne University, Edinboro University, Grand Canyon University, La Roche College, PSU Commonwealth Campuses and Slippery Rock University. Additionally, CCAC. Students who transfer to California University of PA may participate in the collaborative partnership with CALU by taking all courses at the South Campus. Nursing students may apply for the Joint Admissions program with Carlow University, whereby students are admitted to Carlow and may participate in college courses and activities while still attending CCAC. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

### Advanced Standing Opportunities

Students applying for the LPN–RN transition program must have a current, valid LPN license from the state of Pennsylvania at the time of application.

If accepted, LPN License holders will be awarded 8 credits for NUR-110 & NUR-120 (8 credits).

Credits will be posted after successful completion of NUR-130 and NUR-140 (next level courses).

For complete details regarding the LPN-RN transition program, see www.ccac.edu/LPN_to_RN.aspx.
**Occupational Therapy Assistant (587.2)**

**BOYCE**  
**ASSOCIATE OF SCIENCE**

This program prepares graduates to assist in providing occupational therapy services under the supervision of a registered occupational therapist in a variety of health care and school facilities. A certified occupational therapy assistant (COTA) is trained to assist in the prevention of further disability and the restoration of function in persons with developmental, physical or emotional disabilities. Through therapeutic activities, occupational therapy assists patients in becoming as independent as possible within their own environment.

Enrollment is limited by availability of clinical sites and other factors. Students must make separate application to the program. Applicants should have a successful record of achievement in high school science courses or develop these skills prior to program admission. Students must also meet pre-program requirements, which include the successful completion of BIO-151 *General Biology 1* or BIO-110 *Introduction to Biological Science*.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association. The address is ACOTE, c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449; 301.652.2682, [www.acoteonline.org](http://www.acoteonline.org).

Graduates of this will be eligible to take the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Upon successful completion of the program, the graduate will:

1. Exhibit entry-level competencies as an occupational therapy assistant.
2. Display professional behaviors that are congruent with the core values, standards and ethics of the occupational therapy profession.
3. Communicate effectively with clients, families and other team members.
4. Utilize reflective judgment and problem solving to effectively integrate theoretical concepts of the use of occupation in promotion health and wellness.
5. Employ respect for diversity factors, lifestyle values and choices of others.

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO-161 Anatomy &amp; Physiology 1</td>
<td>4</td>
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<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>OTA-101 Introduction to Occupational Therapy</td>
<td>5</td>
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<tr>
<td>PSY-101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>Computer Information Technology Elective&lt;sup&gt;1&lt;/sup&gt;</td>
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<tr>
<td>ENG-102 English Composition 2</td>
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<tr>
<td>OTA-102 Occupational Therapy in Pediatrics</td>
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<tr>
<td>OTA-112 Occupational Therapy Fieldwork 1/Pediatrics</td>
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<tr>
<td>PSY-108 Human Growth &amp; Development</td>
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<tr>
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<tbody>
<tr>
<td>OTA-201 Occupational Therapy in Physical Disabilities</td>
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<td>OTA-211 Occupational Therapy Fieldwork 1/Physical Disabilities</td>
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<td>PSY-208 Abnormal Psychology</td>
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<tr>
<td>OTA-202 Occupational Therapy in Mental Health</td>
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<td>OTA-203 Occupational Therapy in Aging Population</td>
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<td>OTA-204 Occupational Therapy Professional Issues</td>
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<td>OTA-212 Occupational Therapy Fieldwork 1/Mental Health</td>
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<td>OTA-213 Occupational Therapy Fieldwork 1/Aging Populations</td>
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<th>Summer</th>
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<tr>
<td>OTA-221 OT Fieldwork 2A&lt;sup&gt;2&lt;/sup&gt;</td>
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**Minimum Credits to Graduate**  
71

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<sup>1</sup> Recommended CIT elective: CIT-100 *Computer Fundamentals & Applications* or CIT-615 *Computer Application in Health Care*.

<sup>2</sup> Fieldwork 2 should be completed within 18 months following completion of all academic coursework.

### Paramedic (533.2)

**BOYCE**

**ASSOCIATE OF SCIENCE**

Paramedics care for patients at the scene of an accident or sudden illness and while transporting patients by ambulance to the hospital. They are vital members of both the health care delivery system and public safety first responder network. They receive extensive education in the use of advanced procedures, medications and specialized equipment to manage medical emergencies and traumatic injuries. Through careful patient assessment and team-oriented medical care, paramedics help prevent and reduce death and disability from illness and injury.

Paramedics generally work for ambulance services or fire departments but some paramedics find employment in hospital emergency departments, aeromedical services, medical clinics,
sports medicine, tactical medicine, industrial medicine and similar occupations.

This Associate of Science degree program prepares individuals for employment as an advanced life support provider and for advancement into supervisory roles or further education.

Graduates of this program are eligible to take the credential examinations of the National Registry of EMTs to become a Nationally Registered Paramedic. The credential is recognized by Pennsylvania Department of Health for Pennsylvania certification as a paramedic.

Students must also meet pre-program requirements, which include current certification as an Emergency Medical Technician (EMT) in Pennsylvania, a high school diploma or GED and be at least 18 years of age. Admission is limited by the availability of clinical sites and other factors. Students must make separate application to this program. Admission to the college and completion of any developmental level courses are required.

Students must also meet pre-program requirements, which include the successful completion to BIO-151 General Biology I or BIO-110 Introduction to Biological Science.

A criminal history or felony conviction may affect a graduate’s eligibility to take the registry exams or obtain state certification. A majority of states require a license or certification to practice as a paramedic.

Upon successful completion of the program, the graduate will:

1. Demonstrate entry-level competencies in the cognitive, psychomotor and affective domains of the paramedic.
2. Display professional behaviors that are congruent with the core values, standards and ethics of the paramedic profession.
3. Communicate effectively with patients, family members and other health care providers.
4. Design, implement and evaluate treatment interventions according to paramedic treatment protocols.
5. Apply critical thinking and problem solving skills to emergency situations.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727.210.2350, www.caahep.org upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; 214.703.8445, www.coaemsp.org.

This program is accredited as an Emergency Medical Services (EMS) Education Institute by the Pennsylvania Department of Health, Bureau of EMS.

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO-161 Anatomy &amp; Physiology 1</td>
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<tr>
<td>PAM-101 Foundations of Paramedic Practice</td>
<td>4</td>
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<tr>
<td>PAM-102 Airway Management &amp; Pharmacology</td>
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<td>PAM-112 Paramedic Clinical 1</td>
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<tr>
<td>BIO-162 Anatomy &amp; Physiology 2</td>
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<tr>
<td>PAM-103 Cardiology &amp; Pulmonology</td>
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<td>PAM-104 Shock &amp; Trauma</td>
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<td>PAM-105 Special Patient Populations</td>
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<td>PAM-116 Paramedic Clinical 2</td>
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<td>PSY-101 Introduction to Psychology</td>
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<td>PAM-201 Medical Emergencies</td>
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<td>PAM-202 Integrated Paramedic Concepts</td>
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<td>PAM-214 Paramedic Field Externship</td>
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<td>PSY-108 Human Growth &amp; Development</td>
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Minimum Credits to Graduate: 65–68

¹ Recommended CIT Elective: CIT-100 Computer Fundamentals and Applications or CIT-615 Computer Applications in Health Care

² MAT-100 or higher. MAT-195 Business Math is suggested for non-transfer students

### Paramedic (534.2)

**BOYCE CERTIFICATE**

Paramedics care for patients at the scene of an accident or sudden illness and while transporting patients by ambulance to the hospital. They are vital members of both the health care delivery system and public safety first responder network. They receive extensive education in the use of advanced procedures, medications and specialized equipment to manage medical emergencies and traumatic injuries. Through careful patient assessment and team-oriented medical care, paramedics help prevent and reduce death and disability from illness and injury.

Paramedics generally work for ambulance services or fire departments but some paramedics find employment in hospital emergency departments, aeromedical services, medical clinics, sports medicine, tactical medicine, industrial medicine and similar occupations.
The certificate program prepares individuals for entry-level employment as a paramedic in an emergency medical service or other medical setting.

Graduates of this program are eligible to take the credential examination of the National Registry of EMTs to become a Nationally Registered Paramedic. The credential is recognized by Pennsylvania Department of Health for Pennsylvania certification as a paramedic.

Students must meet pre-program requirements, which include current certification as an Emergency Medical Technician (EMT) in Pennsylvania, a high school diploma or GED and be at least 18 years of age. Admission is limited by the availability of clinical sites and other factors. Students must make separate application to this program. Admission to the college and completion of any developmental level courses is required. Students must also meet pre-program requirements, which include the successful completion to BIO-151 General Biology 1 or BIO-110 Introduction to Biological Science. Progression to the paramedic Associate degree program is possible for all students having completed the paramedic certificate program.

A criminal history or felony conviction may affect a graduate’s eligibility to take the registry exams or obtain state certification. A majority of states require a license or certification to practice as a paramedic.

Upon successful completion of the program, the graduate will:
1. Demonstrate entry-level competencies in the cognitive, psychomotor and affective domains of the paramedic.
2. Display professional behaviors that are congruent with the core values, standards and ethics of the paramedic profession.
3. Communicate effectively with patients, family members and other health care providers.
4. Design, implement and evaluate treatment interventions according to paramedic treatment protocols.
5. Apply critical thinking and problem solving skills to emergency situations.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727.210.2350, www.caahep.org upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; 214.703.8445, www.coaemsp.org.

This program is accredited as an Emergency Medical Services (EMS) Education Institute by the Pennsylvania Department of Health, Bureau of EMS.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>BIO-161 Anatomy &amp; Physiology 1</td>
<td>4</td>
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<tr>
<td>PAM-101 Foundations of Paramedic Practice</td>
<td>4</td>
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<tr>
<td>PAM-102 Airway Management &amp; Pharmacology</td>
<td>5</td>
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<tr>
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<tbody>
<tr>
<td>BIO-162 Anatomy &amp; Physiology 2</td>
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<tr>
<td>PAM-103 Cardiology &amp; Pulmonology</td>
<td>5</td>
</tr>
<tr>
<td>PAM-104 Shock &amp; Trauma</td>
<td>4</td>
</tr>
<tr>
<td>PAM-105 Special Patient Populations</td>
<td>3</td>
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<td>PAM-116 Paramedic Clinical 2</td>
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<tr>
<td>PAM-201 Medical Emergencies</td>
<td>5</td>
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<tr>
<td>PAM-202 Integrated Paramedic Concepts</td>
<td>4</td>
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<td>PAM-213 Paramedic Clinical 3</td>
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<tr>
<td>PAM-214 Paramedic Field Externship</td>
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</table>

| Minimum Credits to Graduate | 46 |

**Pharmacy Technician (518.2)**

SOUTH ASSOCIATE OF SCIENCE

The program prepares graduates to assist registered pharmacists. Graduates work in retail or hospital pharmacies, where they compound and distribute medications, develop intravenous admixtures and provide other pharmaceutical supplies.

Upon successful completion of the program, the graduate will:
1. Identify drugs by generic and trade name.
2. Calculate dosage and solution strength using different systems of measurement.
3. Perform procedures and techniques related to aseptic compounding and parenteral admixture operations.
4. Perform the pharmacy technician functions associated with an institutional and clinical drug distribution system.
5. Define ethics and explain laws applicable to health care and the practice of pharmacy.

Admission to the program is limited by the availability of clinical sites. A separate application for program admission is required.

A student must maintain a 2.0 college-level cumulative GPA to remain in the program.

This program is accredited by the American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE) 7272 Wisconsin Avenue, Bethesda, MD 20814; 301.664.8712, www.ashp.org.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ALH-140 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO-103 Introduction to Human Biology</td>
<td>3</td>
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<tr>
<td>CIT-100 Computer Fundamentals &amp; Applications</td>
<td>3</td>
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<tr>
<td>PHT-100 Introduction to Pharmacy Practice</td>
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<td>PHT-101 Pharmacology 1 for Pharmacy Technicians</td>
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<td><strong>Total</strong></td>
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</table>
**Pharmacy Technician (418.2)**

**SOUTH CERTIFICATE**

This certificate program prepares the graduate to enter the workforce as a pharmacy technician. Employment can be in acute care, ambulatory care or long-term care settings, research facilities, mail-order pharmacies and home infusion companies. Pharmacy technicians assist registered pharmacists in the compounding and distribution of medications, prepare intravenous admixtures and provide other pharmaceutical care services.

Upon successful completion of the program, the graduate will:

1. Identify drugs by generic and trade name.
2. Calculate dosage and solution strength using different systems of measurement.
3. Perform procedures and techniques related to aseptic compounding and parenteral admixture operations.
4. Perform the pharmacy technician functions associated with an institutional and clinical drug distribution system.
5. Define ethics and explain laws applicable to health care and the practice of pharmacy.

Admission to the program is limited by the availability of clinical sites. A separate application for program admission is required.

A student must maintain a 2.0 college-level cumulative GPA to remain in the program.

This program is accredited by the American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE), 7272 Wisconsin Avenue, Bethesda, MD 20814; 301.664.8712, www.ashp.org.

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### CERTIFICATE REQUIREMENTS

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ALH-140: Medical Terminology</td>
<td>3</td>
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<tr>
<td>BIO-103: Introduction to Human Biology</td>
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<td>CIT-100: Computer Fundamentals &amp; Applications</td>
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<td>PHT-100: Introduction to Pharmacy Practice</td>
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<td>PHT-101: Pharmacology 1 for Pharmacy Technicians</td>
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#### Second Semester

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<th>Course</th>
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<tr>
<td>PHT-102: Pharmacology 2 for Pharmacy Technicians</td>
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<tr>
<td>PHT-103: Pharmacy Practice 1</td>
<td>3</td>
</tr>
<tr>
<td>PHT-104: Pharmacy Product Preparation 1</td>
<td>3</td>
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<tr>
<td>PHT-105: Pharmacy Product Preparation 2</td>
<td>3</td>
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<td>PHT-202: Pharmacy Law</td>
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#### Third Semester

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<thead>
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<tr>
<td>PHT-106: Pharmacy Product Preparation 3</td>
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<td>PHT-201: Pharmacy Technician Externship</td>
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<tr>
<td>PHT-203: Pharmacy Seminar</td>
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#### Minimum Credits to Graduate

60–64

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### Phlebotomist (513.2)

**ALLEGHENY, BOYCE, SOUTH DIPLOMA**

This program prepares students to function as an entry-level phlebotomist in hospitals, blood drawing stations, physicians' offices, research or other health care settings. Phlebotomists collect blood specimens for tests used in the detection, diagnosis and treatment of disease.

Graduates are eligible to apply for the national examination given by the American Society for Clinical Pathology (ASCP). Enrollment in the program is limited by availability of clinical sites and other factors. Students must make separate application to this program.

Applicants must be eligible for ENG-100 Basic Principles of Composition and DVS-103 Advanced College Reading & Study Skills based on college placement testing. Pennsylvania Child Abuse History Clearance and Pennsylvania State Police Criminal Record Check are required prior to registering for PHB-201 Clinical Phlebotomy Practicum. Students must maintain a 2.0 GPA in all program courses.

Upon successful completion of the program, graduates will:

1. Apply principles of specimen collection in the overall patient care system.
2. Adhere to infection control and safety policies and procedures.
3. Demonstrate professional conduct, communication skills and behavior in accordance with regulations, policies, laws and patient rights.
DIPLOMA REQUIREMENTS

One Semester Credits
ALH-106 Basic Life Support 1
PHB-101 Clinical Phlebotomy 4
PHB-111 Clinical Phlebotomy Lab 1
PBH-201 Clinical Phlebotomy Practicum 3
PHB-211 Clinical Phlebotomy Seminar 3

12
Minimum Credits to Graduate 12

Physical Therapist Assistant (628.2)

BOYCE
ASSOCIATE OF SCIENCE

The Physical Therapist Assistant program is designed to prepare graduates to perform physical therapy procedures and related tasks under the supervision of a licensed physical therapist. Graduates complete 715 hours of supervised clinical experience that is coordinated with 450 hours of classroom learning. The physical therapist assistant (PTA) performs a variety of treatment procedures in settings such as hospitals, nursing homes, rehabilitation facilities, schools, patient homes, sports medicine clinics and private practices. Through the utilization of therapeutic modalities, exercise, and other techniques, physical therapy aids patients in the relief of pain and discomfort as well as assisting the disabled in restoring optimal functioning.

Enrollment is limited by availability of clinical sites and other factors. Students must submit separate application to be considered for program admission. Applicants should have a successful record of achievement in high school courses or develop these skills prior to program admission. Students must also meet pre-program requirements, which include the successful completion of BIO-151 General Biology 1 or BIO-110 Introduction to Biological Science or completion of the Biology Waiver Examination. Exception: Anatomy & Physiology 1 and/or 2 successfully completed.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA), 1111 Fairfax Street, Alexandria, VA 22314; 703.684.2782, www.apta.org.

Graduates of this accredited program will be eligible to take the National Physical Therapy Examination for Physical Therapist Assistants (NPTE-PTA) and gain employment.

1. Display professional behaviors that are congruent with the core values, standards and ethics of the physical therapy profession.
2. Demonstrate respect for cultural diversity, lifestyle values and choices of others.
3. Communicate effectively with clients, family members and other health care providers.
4. Utilize reflective judgment and problem solving skills and demonstrate participation in professional development opportunities to promote health and wellness.

DEGREE REQUIREMENTS

Program Pre-Requisite Course Credits
BIO-110 Introduction to Biological Science or 4
BIO-151 General Biology 1 4

4
First Semester
BIO-160 Introduction to Human Pathology 3
BIO-161 Anatomy & Physiology 1 4
ENG-101 English Composition 1 3
PSY-101 Introduction to Psychology 3
PTA-101 Introduction to Physical Therapy 4

17
Second Semester
BIO-162 Anatomy & Physiology 2 4
ENG-102 English Composition 2 3
PTA-102 Physical Therapy Principles & Procedures 1 4
PTA-103 Physical Therapy Principles & Procedures 2 4
PTA-112C Introduction to Physical Therapy Clinical Education 1
HPE- Health & Physical Education Elective 1-2

17-18
Summer
MAT- Mathematics Elective (MAT level 100 or higher but not MAT-195) 3-4

3-4
Third Semester
PSY-108 Human Growth & Development 3
PTA-201 Physical Therapy Principles & Procedures 3 5
PTA-202 Physical Therapy Professional Issues Seminar 3
PTA-211C Physical Therapy Clinical Education 1 2
SPH-101 Oral Communications 3

18
Fourth Semester
PTA-212C Physical Therapy Clinical Education 2 5
PTA-213C Physical Therapy Clinical Education 3 5
PTA-215 Physical Therapy Professional Exploration 2

12
Minimum Credits to Graduate 67-69

1 Graduation from the Physical Therapy Assistant Program requires a letter grade of “C” or better in all courses listed in the program of studies.
2 All academic coursework (all coursework in PTA Program of Studies) must be completed prior to enrolling in Fourth Semester PTA courses: PTA-212, PTA-213 and PTA-215.
Radiation Therapy Technology (565.1)

ALLEGHENY ASSOCIATE OF SCIENCE

Radiation therapy involves the use of high energy radiation in the treatment of patients with malignant tumors. Registered radiation therapists are employed in major cancer treatment centers and in hospitals with radiation therapy departments.

Upon successful completion of the program, the graduate will:

1. Function as competent, technically proficient entry-level practitioners on a cancer treatment team in a clinical setting.
2. Use critical thinking, problem-solving, computation and written/oral communication skills.
3. Use electronic medical charting for simulation, treatment and billing purposes.
4. Fulfill the radiation therapy community needs for qualified, employable therapists.
5. Demonstrate professional characteristics necessary to promote the importance of lifelong learning and medical ethics in patient care.

Applicants must be eligible for all program college-level courses. In addition, applicants must complete MAT-108 Intermediate Algebra, BIO-110 Introduction to Biological Science or BIO-151 General Biology and PHY-100 Basic Physics or advanced placement high school physics with a C or above.

Graduates of this program are eligible to apply to take the national credentialing exam in radiation therapy technology given by the American Registry of Radiologic Technologists.

Enrollment is limited by the availability of clinical sites and other factors. Students must make separate applications to this program.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; 312.704.5300, www.jrcert.org.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
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<tr>
<td>ALH-140 Medical Terminology</td>
<td>3</td>
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<td>BIO-161 Anatomy &amp; Physiology 1</td>
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<td>MAT-142 Pre-calculus</td>
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<td>PHY-125 Applied Nuclear Physics</td>
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<tr>
<td>RTT-101 Radiation Therapy Orientation</td>
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<td>RTT-111 Radiation Therapy Skills Lab</td>
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<tr>
<td>BIO-162 Anatomy &amp; Physiology 2</td>
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<td>ENG-101 English Composition 1</td>
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<td>PHY-126 Radiation Physics &amp; Protection</td>
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<tr>
<td>PSY-101 Introduction to Psychology</td>
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<td>RTT-102 Fundamentals of Radiation Therapy</td>
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<td>RTT-112 Fundamentals of Radiation Therapy Clinical</td>
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<td>RTT-120 Applied Radiation Therapy 1</td>
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<td>BIO-212 Radiobiology</td>
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<td>BIO-241 Pathophysiology</td>
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<td>ENG-102 English Composition 2</td>
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<td>RTT-201 Theoretical Radiation Therapy 1</td>
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<td>RTT-211 Theoretical Radiation Therapy 2</td>
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<td>RTT-212 Radiation Therapy Clinical Practicum 2</td>
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<td>RTT-215 Medical Imaging &amp; Simulation</td>
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<td>RTT-218 Radiation Oncology</td>
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Minimum Credits to Graduate 76

Radiation Therapy Technology (566.1)

ALLEGHENY CERTIFICATE

Radiation therapy involves the use of high energy radiation in the treatment of patients with malignant tumors. Registered radiation therapists are employed in major cancer treatment centers and in hospitals with radiation therapy departments.

Applicants are required to have graduated from a JRCERT accredited school of diagnostic radiography and be eligible for college-level courses. Applicants must be ARRT board certified in diagnostic radiography RT(R) with a minimum passing score of 80% or be board certified and employed in diagnostic radiography for at least one year. Graduates of the CCAC certificate program are eligible to apply to take the ARRT Radiation Therapy certification exam.

Upon successful completion of the program, the graduate will:

1. Function as competent, technically proficient entry-level practitioners on a cancer treatment team in a clinical setting.
2. Use critical thinking, problem-solving, computation and written/oral communication skills.
3. Use electronic medical charting for simulation, treatment and billing purposes.
4. Fulfill the radiation therapy community needs for qualified, employable therapists.
5. Demonstrate professional characteristics necessary to promote the importance of lifelong learning and medical ethics in patient care.

Enrollment is limited by available clinical sites and other factors. Students must make separate applications to this program.
This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; 312.704.5300, www.jrcert.org.

**CERTIFICATE REQUIREMENTS**

**First Semester**
- BIO-212 Radiobiology 2
- BIO-241 Pathophysiology 4
- PHY-125 Applied Nuclear Physics 4
- RTT-203 Radiation Therapy Technology 1 3
- RTT-204 Clinical Radiation Therapy 1 4

**Second Semester**
- PHY-126 Radiation Physics & Protection 4
- RTT-213 Radiation Therapy Technology 2 3
- RTT-214 Clinical Radiation Therapy 2 4
- RTT-218 Radiation Oncology 3

**Summer**
- RTT-221 Radiation Therapy Externship 5

**Minimum Credits to Graduate** 36

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**Radiologic Technologist (558)**

**BOYCE**

ASSOCIATE OF SCIENCE

This program provides training in the field of radiologic technology (X-ray). Radiologic technologists work in hospital, clinic or health center radiology departments. Students learn to produce images of body parts as an aid in the diagnosis of disease and injury.

Upon successful completion of the program, the graduate will:

1. Function as a competent, technically proficient entry-level technologist who can apply and perform safe patient care radiation protection practices according to industry standards.
2. Utilize safe methods to provide patients with minimized radiation dose levels during imaging procedures.
3. Operate diagnostic imaging X-ray units to meet standardized protocols under the direction of radiologists.
4. Manipulate equipment functions to produce quality radiographic images.
5. Exhibit professional characteristics required by the radiologic technology profession.

Enrollment is limited by the availability of clinical sites and other factors. Students must make separate application to the program and applicants should have a successful record of achievement in high school algebra and science courses, including physics, or develop these skills prior to program admission. Students must also meet pre-program requirements, which include the successful completion of **BIO-151 General Biology or BIO-110 Introduction to Biological Science**.

Graduates of this program are eligible to take the Radiologic Technologist Radiography (RTR)(R) certification examination provided by the American Registry of Radiologic Technologist (ARRT) required for employment in this field.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; 312.704.5300, www.jrcert.org.

**DEGREE REQUIREMENTS**

**First Semester**
- BIO-161 Anatomy & Physiology 1  4
- ENG-101 English Composition 1  3
- MAT-108 Intermediate Algebra  4
- RAD-107 Radiologic Technology 1  4
- Dance Elective or Health & Physical Education Elective  1–2

**Second Semester**
- BIO-162 Anatomy & Physiology 2  4
- ENG-102 English Composition 2  3
- RAD-108 Radiologic Technology Clinical 1  4
- RAD-157 Radiologic Technology 2  4
- Humanities Elective  3

**Summer**
- PHY-100 Basic Physics  4
- RAD-158 Radiologic Technology Clinical 2  4

**Third Semester**
- PHY-128 Physics Health Science/Radiography  3
- RAD-207 Radiologic Technology 3  4
- RAD-208 Radiologic Technology Clinical 3  4
- Social Sciences Elective  3

**Fourth Semester**
- RAD-217 Radiologic Technology 4  4
- RAD-218 Radiologic Technology Clinical 4  8

**Summer**
- RAD-258 Radiologic Technology Clinical 5  4

**Minimum Credits to Graduate** 72–73

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**Respiratory Therapy (540.1)**

**ALLEGHENY**

ASSOCIATE OF SCIENCE

This program provides training in the field of respiratory therapy. Training in the use of equipment is included in a patient-oriented hospital experience.

Upon successful completion of the program, the graduate will:

1. Demonstrate competence in the cognitive (knowledge) learning domain of respiratory care practice as performed by a registered respiratory therapist.
2. Demonstrate competence in the psychomotor (skill) learning domain of respiratory care practice as performed by a registered respiratory therapist.
3. Demonstrate competence in the affective (behavior) learning domain of respiratory care practice as performed by a registered respiratory therapist.

4. Design, implement and evaluate the respiratory therapy care plans used by a registered respiratory therapist.

5. Recognize, demonstrate and apply written and oral communication skills required by a registered respiratory therapist.

Admission is limited by the availability of clinical sites and other factors. Students must make separate applications to this program.

Applicants should have a C or better grade in high school chemistry, algebra and natural sciences or its equivalent. They must also meet pre-program requirements, which include the successful completion of MAT-108, CHM-109 (or CHM-110 and CHM-111) and BIO-115. Applicants must have successfully completed all developmental courses as required.

Graduates of this program are eligible to take the certification examination leading to the registered respiratory therapist (RRT) sponsored by the National Board for Respiratory Care (NBRC). Job opportunities are in hospitals, clinics, home care and sales.

This program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244; 817.283.2835, www.coarc.com.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
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<tr>
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<td>PHY-123 Physics for the Health Sciences/Respiratory Care</td>
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<tr>
<td>RES-111 Respiratory Care Equipment 1</td>
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<tr>
<td>RES-113 Respiratory Therapy 1</td>
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<td>ENG-102 English Composition 2</td>
<td>3</td>
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<tr>
<td>RES-112 Respiratory Equipment 2</td>
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<tr>
<td>RES-114 Respiratory Therapy 2</td>
<td>4</td>
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<tr>
<td><strong>Summer</strong></td>
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<tr>
<td>RES-115 Fundamentals of Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>RES-116 Pulmonary Diagnostic Procedures</td>
<td>2</td>
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<tr>
<td>RES-117 Pulmonary &amp; Related Pathology</td>
<td>4</td>
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<tr>
<td>RES-118 Respiratory Pharmacology</td>
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<tr>
<td>PSY-101 Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>RES-202 Medical Aspects of Respiratory Therapy</td>
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<tr>
<td>RES-211 Respiratory Therapist Clinical 1</td>
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| Minimum Credits to Graduate | 68 |

**Surgical Technologist (530.2)**

**BOYCE ASSOCIATE OF SCIENCE**

This program prepares graduates to work under supervision in the operating room. The surgical technologist practices principles of asepsis while assisting the surgeon with surgical procedures. Responsibilities include preparation of equipment and supplies before, during and after surgery.

Upon successful completion of the program, the graduate will:

1. Utilize technological skills in basic surgical procedures through the appropriate handling of surgical instruments, supplies and equipment.

2. Apply safe practices for patients, self and other members of the surgical team.

3. Identify the principles of aseptic technique and apply them in the surgical setting.

4. Explain anatomy and physiology as they relate to surgical procedures.

5. Apply knowledge of interpersonal skills through communication and professional and ethical behavior when interacting with others in the clinical setting.

Graduates have the skills for entry-level positions in an operating room assisting the surgeon. Graduates may take the National Surgical Technologist Certifying Examination administered by the National Board of Surgical Technology & Surgical Assisting (NBSTSA).

Enrollment is limited by the availability of clinical sites and other factors. Students must make separate applications to this program.


**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO-123 Medical Biology &amp; Terminology</td>
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<tr>
<td>BIO-151 General Biology 1</td>
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<td>ENG-101 English Composition 1</td>
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<tr>
<td>PSY-101 Introduction to Psychology</td>
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<tr>
<td>SUR-110 Surgical &amp; Central Service Technology 1</td>
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<tr>
<td>BIO-175 Microbiology 1</td>
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<td>ENG-102 English Composition 2</td>
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<td>MAT-106 Mathematics for Health Science</td>
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<td>SPH-101 Oral Communication 1</td>
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<td>SUR-120 Surgical Technology 2</td>
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Third Semester
BIO-161 Anatomy & Physiology 1 4
SUR-230 Surgical Technology 3 7
SUR-231 Surgical Technology Clinical 1 6
17

Fourth Semester
BIO-162 Anatomy & Physiology 2 4
SUR-240 Surgical Technology 4 6
SUR-241 Surgical Technology Clinical 2 6
16

Minimum Credits to Graduate 71

1 Indicates courses that may be taken in the summer to decrease course load during this semester.

Surgical Technology (583.2)

BOYCE
CERTIFICATE

This program prepares graduates to work under supervision in the operating room. The surgical technologist practices principles of asepsis while assisting the surgeon with surgical procedures. Responsibilities include preparation of equipment and supplies before, during and after surgery.

Upon successful completion of the program, the graduate will:
1. Utilize technological skills in basic surgical procedures through the appropriate handling of surgical instruments, supplies and equipment.
2. Apply safe practices for patients, self and other members of the surgical team.
3. Identify the principles of aseptic technique and apply them in the surgical setting.
4. Explain anatomy and physiology as they relate to surgical procedures.
5. Apply knowledge of interpersonal skills through communication and professional and ethical behavior when interacting with others in the clinical setting.

Graduates have the skills for entry-level positions in an operating room assisting the surgeon. Graduates may take the National Surgical Technologist Certifying Examination administered by the National Board of Surgical Technology & Surgical Assisting (NBSTSA).

Enrollment is limited by the availability of clinical sites and other factors. Students must make separate application to this program.


CERTIFICATE REQUIREMENTS

First Semester
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<thead>
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<tr>
<td>SUR-110 Surgical &amp; Central Service Technology 1</td>
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<tr>
<td>Restricted Elective 1</td>
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<tr>
<td>Restricted Elective 2</td>
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Second Semester
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<tr>
<td>SUR-120 Surgical Technology 2</td>
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Third Semester
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<tr>
<td>SUR-230 Surgical Technology 3</td>
<td>7</td>
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<td>SUR-231 Surgical Technology Clinical 1</td>
<td>6</td>
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Fourth Semester
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>SUR-240 Surgical Technology 4</td>
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<td>SUR-241 Surgical Technology Clinical 2</td>
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<tr>
<td></td>
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</table>

Minimum Credits to Graduate 47–48

Students may choose three of the five restricted electives:
ALH-140 Medical Terminology or
BIO-123 Medical Biology & Terminology
BIO-151 General Biology 1
BIO-161 Anatomy & Physiology 1
BIO-162 Anatomy & Physiology 2
CST-103 Inventory Management for Central Service

3
Certificates and degrees in science, technology, engineering and mathematics prepare students for entry-level employment in bio-remediation, biotechnology, computer and information science, electronics, engineering, computer-aided drafting, laboratories, manufacturing and software design.

CCAC encourages students to apply for both certificates and diplomas (where possible) as they work toward an associate’s degree requirements. Students should investigate baccalaureate programs as they advance in their chosen careers.

Information on specific courses in a selected academic program can be found at ccac.edu CCAC Central e-Services. That information includes the location, days, times, faculty member and required books and supplies. Note that some courses are only offered during alternate terms. The syllabus (a detailed course description) is available for many courses at http://webapps.ccac.edu/MasterSyllabi/

PA TRAC creates a seamless transfer and articulation process for students who earn degrees in specific programs and who transfer to PASSHE—Pennsylvania System of Higher Education institutions. CCAC’s programs in Biology, Chemistry and Physics are part of this agreement.

For more information, see www.pacollegetransfer.com/PATRAC.

All courses should be chosen with the help of an academic advisor.

1 University parallel program
Architectural Drafting & Design Technology (270.1)
SOUTH ASSOCIATE OF SCIENCE

The Architectural Drafting & Design Technology program prepares the student for employment in the architectural and related fields. Through drafting projects students will learn to prepare various architectural drawings of structures and equipment systems derived from layouts and sketches. Students will transform initial designs using computer aided drafting (CAD) into working architectural drawings adhering to the American Standards Institute (ANSI) and American Institute of Architects (AIA) drafting standards.

Students may find employment as an architectural drafting technician, computer aided drafting technician, or as an engineering drafter.

Upon successful completion of the program, the graduate will:
1. Utilize fundamental and advanced two-dimensional and three-dimensional CAD to produce architectural drawings and renderings.
2. Explain mechanical, electrical and plumbing building systems.
3. Describe construction materials and construction methods.
4. Prepare a set of working architectural drawings utilizing AIA standards for a light commercial building including basement plans, floor plans, elevations, site plan, construction details, schedules and architectural systems.
5. Apply two-dimensional and three-dimensional CAD software to architectural design and drafting problems.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDD-101  Engineering Drawing 1</td>
<td>3</td>
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<td>EDD-120  Introduction to Computer-Aided Drafting</td>
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<tr>
<td>EGR-100  Engineering Seminar</td>
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</tr>
<tr>
<td>MAT-114  Mathematics for the Technologies 1</td>
<td>4</td>
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<td>Social Science Elective</td>
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<thead>
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<th>Second Semester</th>
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<tbody>
<tr>
<td>EDD-102  Engineering Drawing 2</td>
<td>3</td>
</tr>
<tr>
<td>EDD-121  Computer-assisted Drafting Applications</td>
<td>4</td>
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<tr>
<td>MAT-116  Mathematics for the Technologies 2</td>
<td>4</td>
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<tr>
<td>MET-115  Architectural Systems Design</td>
<td>3</td>
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<tr>
<td>PHY-113  Technical Physics 1</td>
<td>3</td>
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<tbody>
<tr>
<td>CET-201  Materials of Construction</td>
<td>4</td>
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<tr>
<td>EDD-141  Structural Drafting</td>
<td>3</td>
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<td>EDD-230  Architectural Drafting</td>
<td>4</td>
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<tr>
<td>ENG-101  English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MET-150  Statics</td>
<td>4</td>
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<td><strong>合计</strong></td>
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<table>
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<th>Credits</th>
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<tr>
<td>EDD-245  Advanced Engineering Drawing</td>
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<tr>
<td>ENG-103  Technical Communications</td>
<td>3</td>
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<tr>
<td>MET-211  Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>合计</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate 64

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to California University of PA and Clarion University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Biology (031.3)
ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF SCIENCE

A program that prepares the student with a broad college background and skills in biology for transfer to a four-year institution.

Upon successful completion of the program, the graduate will:
1. Describe the fundamental principles in the biological sciences.
2. Apply the principles of the scientific method.
3. Communicate effectively using scientific terminology.
4. Recognize contributions of science and scientists to humanity’s present and future welfare.

Graduates may earn a Bachelor’s degree in biology or a related field.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO-151  General Biology 1</td>
<td>4</td>
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<tr>
<td>CHM-151  General Chemistry 1</td>
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<tr>
<td>ENG-101  English Composition 1</td>
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<tr>
<td>MAT-111  College Algebra 1</td>
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<tr>
<td>Computer Information Technology Elective</td>
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<td>ENG-102  English Composition 2</td>
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<td>MAT-142  Pre-Calculus 1</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHM-201  Organic Chemistry 1</td>
<td>4</td>
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<tr>
<td>SPH-101  Oral Communication</td>
<td>3</td>
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</table>
Fourth Semester
CHM-202 Organic Chemistry 2 4
Humanities Elective 3
Restricted Elective\(^{1,2}(3)\) 6–8
Social Science Elective 3

Minimum Credits to Graduate 64–68

1 Required as part of TAOC (Transfer and Articulation Oversight Committee). If you are not intending to transfer to an institution that is participating in the state-wide articulation agreement, students may substitute MAT-108, Intermediate Algebra or any higher level mathematics course.

Restricted Electives:

2 For students transferring to a TAOC participating institution, students are required to choose three (3) restricted Biology electives from among the following:
- BIO-121 Principles of Sustainability 3
- BIO-201 Botany 4
- BIO-207 Genetics 4
- BIO-230 Research Methodology & Quality Assurance 3

3 For students who are not intending to transfer to a TAOC participating-institution, students are required to meet with a transfer counselor to select three (3) restricted Biology electives based upon the four-year institution where the Bachelor’s degree will be earned.

Transfer Opportunities

The keystone icon indicates that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor’s degree in Biology, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA, and Slippery Rock University.

Other articulation agreements are available for students to complete the Associate Degree and transfer to Point Park University, Robert Morris University and Westminster College. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Biotechnology (416.4)
ALLEGHENY, BOYCE
ASSOCIATE OF SCIENCE

This program is designed to meet the need for skilled workers in the biotechnology industry. It provides training for varying levels of technical skills (tissue culture, sterile technique, DNA/protein protocols) for those interested in laboratory employment, whether they are in the biotechnology industry, medical or academic research institution. Career paths include laboratory assistant/associate, manufacturing technician, and quality control technician.

Upon successful completion of the program, the graduate will:

1. Prepare lab reagents and conduct experiments with minimum sources of error using basic instruments and math skills.
2. Explain the principles and practices of biotechnology.
3. Work effectively in cooperative teams in a lab setting to design and complete experiments.
4. Report the analysis of laboratory findings using both oral and written communication skills.
5. Evaluate societal issues and implications of biotechnology.
6. Prepare job search materials, including a lab notebook and resume.

(A) Transfer Track
DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO-151 General Biology 1</td>
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<tr>
<td>BTC-100 Survey of Biotechnology</td>
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<tr>
<td>CIT-100 Computer Fundamentals &amp; Applications or CIT-111 Introduction to Programming: Java or</td>
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<tr>
<td>SET-105 Technical Computing</td>
<td>3</td>
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<td>ENG-101 English Composition 1</td>
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<td>MAT-108 Intermediate Algebra</td>
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Minimum Credits to Graduate 66–67

(b) Career Track
DEGREE REQUIREMENTS

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<tbody>
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<td>BIO-151 General Biology 1</td>
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<tr>
<td>BTC-100 Bioethics Seminar</td>
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<tr>
<td>BTC-202 Biotechnology Lab 2</td>
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<tr>
<td>BTC-203 Cell Biology/Immunology Lab</td>
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<td>BTC-204 Biotechnology Internship(^{1})</td>
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<td>Social Science Elective</td>
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</table>

Minimum Credits to Graduate 66–67

1 Internship may be started any time after taking Biotechnology Laboratory 1 (BTC-101) and consists of 120 hours in a lab.
### Section 17: Science, Technology, Engineering, & Mathematics Programs

#### Second Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>BIO-175</td>
<td>Microbiology</td>
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<tr>
<td>BTC-101</td>
<td>Biotechnology Laboratory 1</td>
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<td>CHM-120</td>
<td>Bio-organic Chemistry or</td>
<td>4</td>
</tr>
<tr>
<td>CHM-151</td>
<td>General Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>MAT-165</td>
<td>Probability &amp; Statistics</td>
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#### Third Semester

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<td>BIO-207</td>
<td>Genetics</td>
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<td>BIO-230</td>
<td>Research Methodology &amp; Quality Assurance</td>
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</tr>
<tr>
<td>BTC-103</td>
<td>Bioinformatics</td>
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<td>ENG-102</td>
<td>English Composition 2 or</td>
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<td>ENG-103</td>
<td>Technical Communications</td>
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#### Fourth Semester

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<tr>
<td>BIO-216</td>
<td>Cell Biology</td>
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<td>BTC-102</td>
<td>Bioethics Seminar</td>
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</tr>
<tr>
<td>BTC-202</td>
<td>Biotechnology Lab 2</td>
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<tr>
<td>BTC-203</td>
<td>Cell Biology/Immunology Lab</td>
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</tr>
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<td>BTC-204</td>
<td>Biotechnology Internship</td>
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<td>Social Science Elective</td>
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<td><strong>Total</strong></td>
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<td><strong>14</strong></td>
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</tbody>
</table>

**Minimum Credits to Graduate:** 62–63

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#### Biotechnology (417.3)

**ALLEGHENY, BOYCE CERTIFICATE**

This program is designed for students who already have a baccalaureate degree in the sciences and want to expand their background in biotechnology. The curriculum is designed to include background courses in biology and chemistry, with special emphasis on molecular biology and the specific techniques for the biotechnology industry. Career paths include lab technician or a research technician.

Upon successful completion of this program, the graduate will:

1. Prepare lab reagents to conduct experiments with minimum sources of error using basic instruments and mathematics skills.
2. Work effectively in cooperative teams in a lab setting to design and complete experiments.
3. Report the analysis of laboratory findings using both oral and written communications.

#### Chemistry (035.1)

**ASSOCIATE OF SCIENCE**

**ALLEGHENY, BOYCE, NORTH, SOUTH**

This program prepares the student with a broad college background and skill and knowledge in chemistry to transfer to a four-year institution. Graduates may earn a Bachelor's degree and prepare for graduate training in many scientific fields.

Upon successful completion of the program, the graduate will:

1. Safely conduct chemical experiments and analyze and interpret the results.
2. Apply fundamental concepts of chemical reactivity.
3. Apply the knowledge of chemical substances to predict properties and interactions.
4. Demonstrate proficiency in writing formulas and names for inorganic, bioorganic and organic chemical compounds using the IUPAC system of nomenclature.
5. Make use of dimensional analysis to solve chemical calculation problems.

#### Degree Requirements

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHM-151</td>
<td>General Chemistry 1</td>
</tr>
<tr>
<td>CIT-111</td>
<td>Introduction to Programming: Java</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
</tr>
<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

1. Internship may be started any time after taking Biotechnology Laboratory 1 (BTC-101) and consists of 120 hours in a lab.

Transfer Opportunities

Articulation agreements are available for students to complete the Associate Degree and transfer to Point Park University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.

---

### Certificate Requirements

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-207</td>
<td>Genetics</td>
</tr>
<tr>
<td>BTC-101</td>
<td>Biotechnology Laboratory 1</td>
</tr>
<tr>
<td>MAT-165</td>
<td>Probability &amp; Statistics</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-230</td>
<td>Research Methodology &amp; Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>BTC-102</td>
<td>Bioethics Seminar</td>
<td>1</td>
</tr>
<tr>
<td>BTC-103</td>
<td>Bioinformatics</td>
<td>3</td>
</tr>
<tr>
<td>BTC-202</td>
<td>Biotechnology Lab 2</td>
<td>4</td>
</tr>
<tr>
<td>BTC-204</td>
<td>Biotechnology Internship</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate:** 25

---

Prospective students must demonstrate a proficiency in the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-151</td>
<td>General Biology 1</td>
<td>4</td>
</tr>
<tr>
<td>BIO-175</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO-216</td>
<td>Cell Biology</td>
<td>3</td>
</tr>
<tr>
<td>CHM-151</td>
<td>General Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>CHM-152</td>
<td>General Chemistry 2</td>
<td>4</td>
</tr>
</tbody>
</table>

---

1. Internship consists of 120 hours in a lab.
Second Semester
CHM-152 General Chemistry 2  4
ENG-102 English Composition 2  3
MAT-201 Calculus 1  4
PHY-221 Physics for Science & Engineering 1  4

15

Third Semester
CHM-201 Organic Chemistry 1  4
MAT-202 Calculus 2  4
PHY-222 Physics for Science & Engineering 2  4
Humanities Elective  3

15

Fourth Semester
CHM-202 Organic Chemistry 2  4
MAT-250 Calculus 3  4
PHY-223 Physics for Science & Engineering 3  4
Social Science Elective  3

15

Minimum Credits to Graduate  62

Transfer Opportunities
The keystone icon indicates that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor’s degree in Chemistry, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA, and Slippery Rock University.

Other articulation agreements are available for students to complete the Associate Degree and transfer to La Roche College, Robert Morris University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Civil Engineering Technology (400.2)
SOUTH ASSOCIATE OF SCIENCE

This program prepares students to support civil engineers, architects, consulting engineers and contractors in a variety of applications such as structural drafting and design, public works, construction, inspection, transportation, surveying and environmental engineering. Students learn sustainability technology, technical problem solving and material testing which enables them to pursue careers as civil engineering technicians, CAD drafters, construction materials testing, land surveyors and surveying technicians.

Upon successful completion of the program, graduates will:
1. Prepare civil and structural drawings using two-dimensional and three-dimensional CAD software.
2. Analyze the physical problems and assets of a building site to produce a logical esthetic solution to site development.
3. Utilize surveying and GPS equipment to create construction surveys, boundary surveys, control surveys and mapping.
4. Demonstrate the application of surveying techniques to highway surveying.
5. Explain the impact of green or sustainable technologies to site plan development in ways that will not harm the environment or deplete natural resources.

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDD-120</td>
<td>Introduction to Computer-Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>EGR-100</td>
<td>Engineering Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EGR-110</td>
<td>Engineering Surveying</td>
<td>4</td>
</tr>
<tr>
<td>MAT-114</td>
<td>Mathematics for the Technologies 1</td>
<td>4</td>
</tr>
<tr>
<td>SET-105</td>
<td>Technical Computing</td>
<td>3</td>
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<tr>
<td>Humanities Elective</td>
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<td>3</td>
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</tbody>
</table>

19

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET-201</td>
<td>Materials of Construction</td>
<td>4</td>
</tr>
<tr>
<td>EDD-141</td>
<td>Structural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MET-150</td>
<td>Statics</td>
<td>4</td>
</tr>
<tr>
<td>PHY-114</td>
<td>Technical Physics 2</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td></td>
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17

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CET-202</td>
<td>Soils in Construction</td>
<td>4</td>
</tr>
<tr>
<td>CET-215</td>
<td>Site Plan Development</td>
<td>4</td>
</tr>
<tr>
<td>ENG-103</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MET-211</td>
<td>Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MET-220</td>
<td>Green &amp; Sustainable Buildings</td>
<td>4</td>
</tr>
</tbody>
</table>

19

Minimum Credits to Graduate  73

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to California University of PA and Clarion University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.
Civil Engineering Technology (277.1)
NORTH, SOUTH
CERTIFICATE

This program prepares students to accurately and technically correct civil engineering drawings. Students learn the fundamentals of surveying, CAD drafting, site planning and development and green or sustainability technology, which enables them to pursue careers as civil CAD drafters and surveying technicians.

Upon successful completion of the program, the graduate will:
1. Prepare civil drawings using two-dimensional CAD software; apply the knowledge of construction terminology, construction materials and construction methods and describe their influence on site development.
2. Apply the knowledge of construction terminology, construction materials and construction methods and describe their influence on site development.
3. Analyze the physical problems and assets of a building site to produce a logical esthetic solution to site development.
4. Utilize surveying and GPS equipment to create construction surveys, boundary surveys, control surveys and mapping.
5. Demonstrate the application of surveying techniques to highway surveying.
6. Explain the impact of green or sustainable technologies to site plan development in ways that will not harm the environment or deplete natural resources.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET-215 Site Plan Development</td>
<td>4</td>
</tr>
<tr>
<td>EDD-120 Introduction to Computer-Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>EGR-110 Engineering Surveying</td>
<td>4</td>
</tr>
<tr>
<td>MAT-114 Mathematics for the Technologies 1</td>
<td>4</td>
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<td><strong>Total</strong></td>
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<table>
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<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CET-140 Site Plan Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CET-201 Materials of Construction</td>
<td>4</td>
</tr>
<tr>
<td>EGR-111 Computer-assisting Drafting Applications</td>
<td>4</td>
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<tr>
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</table>

Minimum Credits to Graduate 31

COMPUTER INFORMATION TECHNOLOGY PROGRAMS

CIT–Administrative Computer Specialist (234)
ALLEGHENY, BOYCE, NORTH, SOUTH
CERTIFICATE

This certificate program is designed for students currently employed as administrative assistants or secretaries and seeking to enhance their information technology (IT) skills in a business, professional, educational or industrial office environment. Graduates of this program may be eligible for promotion to positions such as senior or executive secretary or administrative assistant.

Students learn the effective use of information technology and application software involving word processing, desktop publishing, spreadsheets, presentation graphics, e-commerce and databases.

Upon successful completion of the program, the graduate will:
1. Apply conventional office management techniques.
2. Apply essential information technology skills within an office environment.
3. Use various computer applications to create properly formatted business documents.
4. Organize work flow and coordinate office activities.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-115 Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIT-141 Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CIT-600 Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIT-601 Introduction to the Internet Research</td>
<td>1</td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-140 Office Productivity Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIT-142 Desktop Publishing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIT-602 Presentation Graphics: PowerPoint</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-140 Introduction to E-commerce</td>
<td>3</td>
</tr>
<tr>
<td>CIT-206 Administrative Technology &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIT-607 Office Management: Outlook</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
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</tbody>
</table>

Minimum Credits to Graduate 23

CIT–Computer Forensics (233)
ALLEGHENY, BOYCE, NORTH, SOUTH
CERTIFICATE

The certificate in Computer Forensic Technology program at CCAC offers specialized and demanding knowledge and skills necessary for performing professional duties as computer forensic examiners/technicians, analysts, investigators and auditors in public or private environment security firms.

The program includes courses in both the computer and information technology and criminal justice disciplines and provides students a solid technical background in the methods, techniques and tools of recovering and processing computer and digital data as well as in the fundamental laws, rules, procedures and ethics of collecting and reporting digital evidence.

Upon successful completion of the program, graduates will be able to:
1. Apply knowledge of computer hardware, software, file systems, networks and principles of information security in identifying and processing computer crime and information security incidents.
2. Demonstrate computer forensic investigation skills using computer forensic hardware and software tools.

3. Describe the fundamentals of the criminal justice system, search and seizure and evidence evaluation and court procedures, regarding computer and digital evidence.

4. Apply critical thinking skills, problem solving skills and observe professional ethics in case and data analysis.

5. Successfully complete a capstone project or internship in computer forensics that culminates into a portfolio.

The following is a suggested course sequence for completing the certificate in the shortest amount of time.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-115 Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CJC-203 Evidence &amp; Procedures</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-180 Computer Forensics 1</td>
<td>3</td>
</tr>
<tr>
<td>CIT-181 Principles of Information Security</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-280 Computer Forensics 2</td>
<td>4</td>
</tr>
<tr>
<td>CIT-281 Project in Computer Forensics</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

| Minimum Credits to Graduate | 19 |

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1 Students with an IT background may have the option to petition for a waiver or substitute for CIT-115.

### CIT–Computer Information Systems (050.3)

**ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF SCIENCE**

This program prepares students for transfer to a four-year institution with a broad knowledge in computers and information science. Students may continue on in their studies at another college and earn a Bachelor’s degree in information science, information systems, information technology, computer science or computer engineering.

Upon completion of the program, students will:

1. apply core principles and practices of computing;
2. utilize conventional terminology related to computer and information science;
3. collect information and carry out research using relevant and appropriate sources; and
4. utilize digital and other technological tools to access and communicate information needed to complete tasks.

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-111 Introduction to Programming: Java</td>
<td>4</td>
</tr>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16–17</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-102 English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>CIT Restricted Elective</td>
<td>3–4</td>
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<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–18</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH-101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIT Restricted Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT Restricted Elective</td>
<td>3–4</td>
</tr>
<tr>
<td>General Elective (3)</td>
<td>9</td>
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<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

| Minimum Credits to Graduate | 61–68 |

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1 Mathematics Electives and General Electives: The three mathematics electives and six general electives should be selected in consultation with a transfer counselor and as identified and articulated with the four-year institution’s transfer program.

2 CIT Restricted Electives (3 required): The three CIT restricted electives must be selected from the following list in consultation with a transfer counselor and as identified and articulated with the four-year institution’s transfer program. At least one of these restricted electives must be a 200-level course.

### Transfer Opportunities

Articulation agreements are available for students to complete the Associate Degree and transfer to California University of PA, Capella University, La Roche College, PA College of Technology, PSU Commonwealth Campuses, Robert Morris University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.
CIT–Cybersecurity (784)
ALLEGHENY, BOYCE, NORTH, SOUTH
ASSOCIATE OF SCIENCE

This program prepares students for entry-level careers in Cybersecurity. The program objectives are based on the guidelines in the Cybersecurity Workforce Framework published by the National Initiative for Cybersecurity Careers and Studies (NICCS).

Upon successful completion of the program, the graduate will:
1. Identify, describe and analyze vulnerabilities, threats and risks for critical information assets.
2. Plan, implement and maintain security measures and controls to protect critical information assets.
3. Prevent, detect, analyze and respond to system intrusions and data breaches.
4. Analyze and evaluate emerging cybersecurity risks and solutions with creative and critical thinking and research skills.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-115</td>
<td>3</td>
</tr>
<tr>
<td>CIT-175</td>
<td>3</td>
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<tr>
<td>CJC-101</td>
<td>3</td>
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<tr>
<td>ENG-101</td>
<td>3</td>
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<tr>
<td>Mathematics Elective</td>
<td>3-4</td>
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<td><strong>Total</strong></td>
<td><strong>15-16</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-111</td>
</tr>
<tr>
<td>CIT-180</td>
</tr>
<tr>
<td>CIT-181</td>
</tr>
<tr>
<td>ENG-102</td>
</tr>
<tr>
<td>Criminal Justice and Criminology Elective</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>CIT-185</td>
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<tr>
<td>CIT-186</td>
</tr>
<tr>
<td>CIT-187</td>
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<tr>
<td>Social Science Elective</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-282</td>
</tr>
<tr>
<td>CIT-285</td>
</tr>
<tr>
<td>SPH-101</td>
</tr>
<tr>
<td>Accounting or Business Elective</td>
</tr>
<tr>
<td>Computer and Information Technology Elective</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate **60-67**

1. CIT-115 may be waived with instructor approval.

CIT–Cybersecurity (786)
ALLEGHENY, BOYCE, NORTH, SOUTH
CERTIFICATE

The certificate program, designed primarily for students who already have a college degree, prepares students for entry-level careers related to Cybersecurity. The program objectives are based on the guidelines in the Cybersecurity Workforce Framework published by the National Initiative for Cybersecurity Careers and Studies (NICCS).

Upon successful completion of the program, the graduate will:
1. Identify, describe and analyze vulnerabilities, threats and risks for critical information assets.
2. Plan, implement and maintain security measures and controls to protect critical information assets.
3. Prevent, detect, analyze and respond to system intrusions and data breaches.
4. Analyze and evaluate emerging cybersecurity risks and solutions with creative and critical thinking and research skills.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-115</td>
<td>3</td>
</tr>
<tr>
<td>CIT-175</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-180</td>
</tr>
<tr>
<td>CIT-181</td>
</tr>
<tr>
<td>CIT-185</td>
</tr>
<tr>
<td>CIT-186</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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</thead>
<tbody>
<tr>
<td>CIT-282</td>
</tr>
<tr>
<td>CIT-285</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

Minimum Credits to Graduate **22-25**

2. CIT-285, Cybersecurity Capstone, must be taken in the final semester.

CIT–Information Technology Support (783.4)
ALLEGHENY, BOYCE, NORTH, SOUTH
ASSOCIATE OF SCIENCE

This program provides students with specific technical competencies for entry-level employment opportunities as a user support or network support specialist. Various job titles in the field include help desk support, technical support, end-user trainer, network support technician and network administrator.

Students obtain a foundation in hardware components, operating systems, networked environments, troubleshooting technical problems and supporting users. Students interested in various levels of industry certifications can benefit from the knowledge and skills provided by this program.
Upon successful completion of the program, the graduate will:

1. Create technical documentation and locate necessary online documentation.
2. Evaluate information technology system and project management strategies.
3. Apply research material dealing with organizational and information technology issues.
4. Analyze developments and trends in information technology that impact businesses and individuals and present the analysis results in oral and written formats.
5. Use troubleshooting strategies and techniques in correcting a variety of information technology design issues and problems.

DEGREE REQUIREMENTS

First Semester  Credits
CIT-111 Introduction to Programming: Java  4
CIT-115 Introduction to Information Technology 3
ENG-101 English Composition 1 3
SPH-101 Oral Communication 3
Mathematics Elective 3–4
16–17

Second Semester
CIT-120 Networking 3
CIT-130 Object-oriented Programming: Java or 4
CIT-161 Visual Basic: Windows Programming 4
CIT-150 PC Components & Operating Systems 3
ENG-102 English Composition 2 3
ACC/BUS Accounting or Business course 3–4
16–17

Third Semester
CIT-205 Help Desk & User Support 3
CIT Restricted Elective¹ 3–4
Science Elective 3–4
13–14

Fourth Semester
CIT-215 Systems Analysis & Design 3
CIT-230 Database Systems 4
CIT Restricted Elective¹ 3–4
CIT Restricted Elective¹ 3–4
Social Science Elective 3
16–18

Minimum Credits to Graduate 61–66

¹ CIT restricted electives (four required):
CIT-140 Office Productivity Applications 4
CIT-181 Principles of Information Security 4
CIT-220 Linux Operating System 3
CIT-250 Internetworking of Computers 3
CIT-251 Windows Server Operating System 4
CIT-255 Web Server Administration 3

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University and PA College of Technology. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

CIT–Information Technology Support (242.5)

ALLEGHENY, BOYCE, NORTH, SOUTH CERTIFICATE

This program addresses individuals with a technical orientation, including college graduates from other fields or already working in a different area of IT, who are interested in a career that provides technical support of a computer or a computer network.

This program provides students with specific technical competencies for entry-level employment opportunities as a user support or network support specialist. Various job titles in the field include help desk support, technical support, end-user trainer, network support technician or network administrator.

Students obtain a foundation in hardware components, operating systems, networked environments, troubleshooting technical problems and supporting users. Students interested in various levels of industry certifications can benefit from the knowledge and skills provided by this program.

Upon successful completion of the program, the graduate will:

1. Create technical documentation and locate necessary online documentation.
2. Evaluate information technology system and project management strategies.
3. Apply research material dealing with organizational and information technology issues.
4. Analyze developments and trends in information technology that impact businesses and individuals and present the analysis results in oral and written formats.
5. Use troubleshooting strategies and techniques in correcting a variety of information technology design issues and problems.

Prerequisite
Students are assumed to have either taken CIT-115 Introduction to Information Technology or demonstrate equivalent experience or knowledge prior to starting this certificate program. CIT-115 is a prerequisite for the First Semester courses. Some industry certifications such as those provided by CompTIA or Cisco CCNA can be used as proof of equivalent knowledge.

CERTIFICATE REQUIREMENTS

First Semester  Credits
CIT-120 Networking 3
CIT-115 PC Components & Operating Systems 3
6

Second Semester
CIT Restricted Elective¹ 3
CIT Restricted Elective¹ 3–4
CIT Restricted Elective¹ 3–4
9–11

Third Semester
CIT-205 Help Desk & User Support 3
CIT-215 Systems Analysis & Design 3
CIT Restricted Elective¹ 4
10

Minimum Credits to Graduate 25–27
CIT–Mobile Apps Software Development (787)

ALLEGHENY, BOYCE, NORTH, SOUTH CERTIFICATE

This program provides students with specific technical skills in the area of mobile applications (apps) software development. The program addresses individuals with a technical orientation, as well as college graduates from other fields, interested in a career in mobile apps software development. This certificate program will provide students with specific technical competencies for employment in various areas in the information technology field, including mobile apps software developers, mobile apps software programmers, software development consultants, as well as UI (User Interface) software developers.

Students obtain a foundation in object-oriented computer programming, as well as knowledge and technical skills in mobile operating systems development, including Android and iOS.

Upon successful completion of the program, the graduate will:
1. Implement troubleshooting strategies and techniques in correcting a variety of information technology design issues and problems.
2. Apply various software development tools to create graphical user interfaces, websites and mobile apps.
3. Design websites to display on various mobile devices and screens.
4. Develop the necessary technical and problem solving skills in creating apps for mobile devices by implementing Android and iOS operating system frameworks and object-oriented programming languages.
5. Acquire the necessary technical skills to work with data from a variety of sources, including databases and web services.
6. Develop the necessary technical skills in publishing apps.

Prerequisites to the certificate program

Students are assumed to have either taken CIT-111 Introduction to Programming: JAVA and CIT-115 Introduction to Information Technology or demonstrate equivalent experience or knowledge prior to starting this certificate program.

Students must also have access to computer systems running the Android operating system, as well as the iOS operating system.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-116 Mobile Apps Visual Development</td>
<td>3</td>
</tr>
<tr>
<td>CIT-125 Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIT-130 Object-Oriented Programming 1: Java</td>
<td>4</td>
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<td><strong>Total</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>CIT-135 Mobile Apps Programming 1</td>
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<tr>
<td>CIT-244 Object-Oriented Programming 2: Java</td>
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Third Semester

<table>
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<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>CIT-265 Mobile Apps Programming 2</td>
</tr>
<tr>
<td>CIT-266 Mobile Apps Programming using iOS</td>
</tr>
<tr>
<td>CIT-267 Mobile Apps Software Development Capstone</td>
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<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate 28

1 CIT-267 must be taken in the final semester

CIT–Multimedia Programming, Simulation & Gaming (108)

NORTH ASSOCIATE OF SCIENCE

The Multimedia Programming, Simulation and Gaming degree provides skills and knowledge across a broad range of careers in the gaming industry, including independent game developer, computer programming, game designer, product manager, video game tester, application developer and simulation programmer. Students will learn technical training including game development, animation software tools, digital imaging and programming.

Students pursuing careers in the gaming industry most often require a minimum of a Bachelor’s degree and it is recommended that they transfer to four-year institutions in order to pursue competitive employment opportunities. Students will develop a portfolio while completing the degree to show prospective employers and transfer counselors.

Students who successfully complete CCAC’s Multimedia Web Programming certificate (104) will be able to apply 12 of their credits to the Multimedia Programming, Simulation and Gaming Associate degree.

Upon successful completion of the program, the graduate will:
1. Apply 2D and 3D animation concepts to design and develop a single-level game.
2. Utilize programming skills to create simulation and animation.
3. Create a game and simulation from concept to completion.
4. Utilize Maya, Blender and Action Script in simulation and game programming.
5. Communicate effectively and appropriately with team members and players in the development of games and simulation.

Credits may be articulated for courses completed in high school career and technology programs.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-111 Introduction to Programming: Java</td>
<td>4</td>
</tr>
<tr>
<td>CIT-125 Web Development</td>
<td>3</td>
</tr>
<tr>
<td>MMC-111 Developing Images for the Web</td>
<td>3</td>
</tr>
<tr>
<td>MMC-150 Programming with JavaScript, JQuery and Action Script</td>
<td>3</td>
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<tr>
<td>MMC-160 Game Design &amp; Simulation 1</td>
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### Second Semester

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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART-114</td>
<td>Two-dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>CIT-130</td>
<td>Object-Oriented Programming 2: Java</td>
<td>4</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MMC-112</td>
<td>Audio &amp; Video for the Web</td>
<td>3</td>
</tr>
<tr>
<td>MMC-170</td>
<td>Game Design &amp; Simulation 2</td>
<td>3</td>
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### Third Semester

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CIT-145</td>
<td>Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>MMC-250</td>
<td>Three-dimensional Design for Gaming</td>
<td>3</td>
</tr>
<tr>
<td>MAT-108</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MMC-260</td>
<td>Maya for Gaming 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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### Fourth Semester

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CIT-245</td>
<td>Data Structures &amp; Programming C++</td>
<td>4</td>
</tr>
<tr>
<td>CIT-230</td>
<td>Database Systems</td>
<td>4</td>
</tr>
<tr>
<td>MMC-225</td>
<td>Content Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>MMC-228</td>
<td>Instructional Design</td>
<td>3</td>
</tr>
<tr>
<td>MMC-230</td>
<td>Self-Promotion in a Virtual World</td>
<td>2</td>
</tr>
<tr>
<td>MMC-231</td>
<td>Web Commerce</td>
<td>3</td>
</tr>
</tbody>
</table>

### Minimum Credits to Graduate

62

1. The four courses from the Multimedia Web Programming certificate which can be applied to this degree are the following: Web Development (CIT-125), Developing Images for the Web (MMC-111), Audio and Video for the Web (MMC-112) and Programming with JavaScript, JQuery and ActionScript (MMC-150).

### CIT–Multimedia Web Programming (104.3)

**NORTH CERTIFICATE**

This certificate program is designed for students seeking skills to create high-end websites with strong design and functional abilities. Students learn to design, create and administer interactive and professional websites that utilize server-side programming technologies. Web page navigation, web publishing, web images preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this certificate which focuses on server-side programming.

This program is ideal for both graphic designers who need the technical programming skills to implement their website designs; and for students, not necessarily with an arts background, who want to pursue website programming.

Students who are interested in advanced programming skills may apply their First Semester classes (12 credits) to CCAC’s Multimedia Web Programming, Simulation and Gaming (108) associate degree.

Upon successful completion of the program, the graduate will:

1. Apply programming skills for effective communications.
2. Communicate effectively in a professional and diverse customer-based environment.
3. Develop web pages for marketing and e-commerce sites.
4. Evaluate websites for structure, standards and usability.
5. Maintain and repair systems and functions associated with web document maintenance.

Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician or web server administrator for corporate communications marketing, education, sales departments, design firms, publishers or animation studios.

### CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>CIT-125 Web Development</td>
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<tr>
<td></td>
<td>MMC-111 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MMC-112 Audio and Video for the Web</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MMC-150 Programming JavaScript, JQuery and Action Script</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Second Semester</td>
<td>CIT-230 Database Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MMC-225 Content Management Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MMC-228 Instructional Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MMC-230 Self-Promotion in a Virtual World</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MMC-231 Web Commerce</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

### Minimum Credits to Graduate

27

### CIT–Software Development (780.3)

**ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF SCIENCE**

This program provides students with specific technical competencies for entry-level employment opportunities as programmers.

Students obtain a foundation in computer programming concepts, systems development and data modeling. Students learn software development and programming using object-oriented languages such as Java and Visual Basic.

Upon successful completion of the program, the graduate will:

1. Create technical documentation and locate necessary online documentation.
2. Evaluate information technology system and project management strategies.
3. Apply research material dealing with organizational and information technology issues.
4. Analyze developments and trends in information technology that impact businesses and individuals and present the analysis results in oral and written formats.
5. Use troubleshooting strategies and techniques in correcting a variety of information technology design issues and problems.

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>CIT-111 Introduction to Programming: Java</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CIT-115 Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG-101 English Composition 1</td>
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<td>SPH-101 Oral Communication</td>
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<tr>
<td></td>
<td>Mathematics Elective</td>
<td>3–4</td>
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<tr>
<td><strong>Total</strong></td>
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<td>16–17</td>
</tr>
</tbody>
</table>
Second Semester
CIT-120 Networking 3
CIT-130 Object-Oriented Programming: Java 4
ENG-102 English Composition 2 3
ACC/BUS Accounting or Business course 3–4
CIT Restricted Elective 3

16–17

Third Semester
CIT-161 Visual Basic: Windows Programming 4
CIT-244 Object-Oriented Programming 2: Java 4
CIT Restricted Elective 1 3
Science Elective 3–4

15–16

Fourth Semester
CIT-215 Systems Analysis & Design 3
CIT-230 Database Systems 4
CIT Restricted Electives 1 3–4
Social Science Elective 3

16–17

Minimum Credits to Graduate 63–67

1 CIT restricted electives (four required):
   CIT-125 Web Development 3
   CIT-135 Mobile Apps Programming 1 3
   CIT-140 Office Productivity Applications 4
   CIT-145 Programming in C 3
   CIT-245 Data Structures & Programming: C++ 4

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University and PA College of Technology. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

CIT–Software Development (243.4)
ALLEGHENY, BOYCE, NORTH, SOUTH CERTIFICATE

This program addresses individuals with a technical orientation, including college graduates from other fields, who are interested in a career in programming. This program provides students already holding a degree with specific technical competencies for entry-level employment opportunities as programmers.

Students obtain a foundation in computer programming concepts, systems development and data modeling. Students learn software development and programming using object-oriented languages such as Java and Visual Basic.

Upon successful completion of the program, the graduate will:
1. Create technical documentation and locate necessary online documentation.
2. Evaluate information technology system and project management strategies.
3. Apply research material dealing with organizational and information technology issues.
4. Analyze developments and trends in information technology that impact businesses and individuals and present the analysis results in oral and written formats.
5. Use troubleshooting strategies and techniques in correcting a variety of information technology design issues and problems.

Prerequisite
Students are assumed to have either taken CIT-111 Introduction to Programming: Java or demonstrate equivalent experience or knowledge prior to starting this certificate program.

CERTIFICATE REQUIREMENTS

First Semester Credits
CIT-130 Object-Oriented Programming: Java 4
CIT-230 Database Systems 4
8

Second Semester
CIT-161 Visual Basic: Windows Programming 4
Computer Restricted Electives 1 3
Computer Restricted Electives 1 3–4

10–11

Third Semester
CIT-215 Systems Analysis & Design 3
Computer Restricted Elective 1 4
Computer Restricted Elective 1 3–4

7

Minimum Credits to Graduate 25–26

1 CIT restricted electives (three required; one must be a 200 level course)

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University and PA College of Technology. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Computer-aided Drafting & Design Technology (422.1)
SOUTH ASSOCIATE OF SCIENCE

The Computer-aided Drafting and Design (CADD) Technology degree prepares the student for employment in the modern CADD environment. Students are skilled in preparing complete, concise and accurate computer-based engineering communications.

Students will function as a member of the engineering team demonstrating professionalism, responsibility and confidence. Through multiple projects, students are skilled in solving both two-dimensional and three-dimensional technical problems involving parametric and solid modeling using modern CADD programs.

Upon successful completion of the program, the graduate will:
1. Be proficient with basic and advanced two-dimensional and three-dimensional CAD commands to produce engineering drawings.
2. Generate an engineering drawing showing the object in its completed condition containing all the necessary
information, notes and dimensioning to bring it to that final state.

3. Apply geometric construction techniques in the construction of technical drawings.

4. Apply descriptive geometry methods to the solution of spatial problems.

5. Prepare engineering drawings using two-dimensional and three-dimensional CAD software in a professional manner using knowledge of drafting room practices and techniques.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDD-101 Engineering Drawing 1</td>
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<tr>
<td>EDD-120 Introduction to Computer-Aided Drafting</td>
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<tr>
<td>EGR-100 Engineering Seminar</td>
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<tr>
<td>ENG-101 English Composition 1</td>
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<tr>
<td>MAT-114 Mathematics for the Technologies 1</td>
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<td><strong>Total Credits</strong></td>
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<tbody>
<tr>
<td>EDD-102 Engineering Drawing 2</td>
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<tr>
<td>EDD-121 Computer-assisted Drafting Applications</td>
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<tr>
<td>MAT-116 Mathematics for the Technologies 2</td>
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<tr>
<td>PHY-113 Technical Physics 1</td>
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<tr>
<td>SET-105 Technical Computing</td>
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<table>
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<tbody>
<tr>
<td>EDD-135 Introduction to Parametric Modeling</td>
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<tr>
<td>EDD-150 Introduction to Architectural Modeling</td>
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<tr>
<td>EDD-222 Customizing the CAD Environment</td>
</tr>
<tr>
<td>Advanced Drafting Elective¹</td>
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<td>Social Science Elective</td>
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<th>Fourth Semester</th>
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<tbody>
<tr>
<td>EDD-221 Parametric Modeling 2</td>
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<tr>
<td>ENG-103 Technical Communications</td>
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<tr>
<td>Humanities Elective</td>
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<td>Technical Electives²</td>
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</table>

**Minimum Credits to Graduate**

62–65

¹ EDD-141 and above are permitted drafting electives.

² Technical Electives

CET Civil Engineering Technology courses
EDD Engineering Drafting & Design courses
EGR Engineering Science courses
MET Mechanical Engineering Technology courses
MFT Manufacturing Technology courses

**Transfer Opportunities**

Articulation agreements are available for students to complete the Associate Degree and transfer to California University of PA and Clarion University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

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**Computer-aided Drafting, Basic (717.1)**

**SOUTH CERTIFICATE**

The professional certificate in Basic Computer-aided Drafting is a fast track program designed for the student seeking a career in computer-aided drafting. Graduates may find employment as CAD operators, drafting technicians or engineering aides in technical professions that utilize computer generated engineering drawings and models.

Graduates can also use the credits earned in the certificate program to transfer into existing two-year Associate’s degree programs in CAD, drafting and engineering technology.

Upon successful completion of the program, the graduate will:

1. Apply the technical skills for employment as a drafter, a CAD drafter or a senior CAD drafter.

2. Follow established technical specifications to prepare engineering drawings.

3. Prepare routine drafting projects derived from layouts and sketches.

4. Create working two-dimensional and three-dimensional CAD drawings for engineering applications.

5. Construct, edit and annotate feature-based parametric models.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDD-101 Engineering Drawing 1</td>
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<tr>
<td>EDD-120 Introduction to Computer-Aided Drafting</td>
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<tr>
<td>EDD-135 Introduction to Parametric Modeling</td>
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<tr>
<td>Social Science Elective</td>
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<table>
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<th>Second Semester</th>
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<tbody>
<tr>
<td>EDD-121 Computer-assisted Drafting Applications</td>
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<tr>
<td>SET-105 Technical Computing</td>
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<tr>
<td>Technical Electives¹</td>
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<td><strong>Total Credits</strong></td>
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<table>
<thead>
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<th>Minimum Credits to Graduate</th>
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</thead>
<tbody>
<tr>
<td>62–65</td>
</tr>
</tbody>
</table>

¹ Technical Electives

CET Civil Engineering Technology courses
EDD Engineering Drafting & Design courses
EGR Engineering Science courses
MET Mechanical Engineering Technology courses

**Electronic Engineering Technology (300.1)**

**SOUTH ASSOCIATE OF SCIENCE**

This program prepares students for employment as an electronics technician upon graduation. The program is also designed to transfer to a four year institution, leading to a BS degree in Electrical and/or Electronics Engineering Technology. The program emphasizes theory and its
applications in electronics and basic concepts and skills for entry-level positions. Applications include computers, communication equipment, monitoring devices, product evaluation and testing.

Upon successful completion of the program, the graduate will:

1. Employ electronic vocabulary to communicate with the manufacturing community.
2. Apply industry standard software in analyzing electronic circuits.
3. Use electronic concepts in troubleshooting and designing electronic circuits.
4. Employ teamwork and leadership best practice in a laboratory environment.
5. Apply the principles of critical thinking and problem solving in the development of technical documents and engineering reports.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET-103 Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EGR-100 Engineering Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ENG-101 English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT-114 Mathematics for the Technologies 1</td>
<td>4</td>
</tr>
<tr>
<td>PHY-113 Technical Physics 1</td>
<td>3</td>
</tr>
<tr>
<td>SET-105 Technical Computing</td>
<td>3</td>
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<table>
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<tbody>
<tr>
<td>MAT-116 Mathematics for the Technologies 2</td>
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<tr>
<td>MIT-110 Electrical Engineering Circuits 1</td>
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<td>MIT-208 Digital Electronics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-114 Technical Physics 2</td>
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<td>Humanities Elective</td>
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<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>EET-130 Introduction to Telecommunications</td>
<td>4</td>
</tr>
<tr>
<td>EET-201 Electronics 1</td>
<td>4</td>
</tr>
<tr>
<td>ENG-103 Technical Communications</td>
<td>3</td>
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<tr>
<td>MIT-107 Electronic Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>MIT-210 Electrical Engineering Circuits 2</td>
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<tbody>
<tr>
<td>EET-202 Electronics 2</td>
<td>4</td>
</tr>
<tr>
<td>EET-240 Electrical Power &amp; Motors</td>
<td>4</td>
</tr>
<tr>
<td>MIT-240 Scientific &amp; Industrial Instrumentation</td>
<td>3</td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
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<tr>
<td>Technical Elective¹</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Minimum Credits to Graduate**

69–70

¹ Technical Electives

Transfer Opportunities

Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.

**Electronics, Basic (299.2)**

**SOUTH CERTIFICATE**

This program prepares students for an entry-level position in the field of electronics by providing a basic understanding of concepts, terminology and common tools and instruments used in electronics. The program features a balance between theory and practical applications through both computer simulation and real world circuitry.

Upon successful completion of the program, the graduate will:

1. Apply skills for employment as an electronic technician, assembler or service representative.
2. Employ electronic vocabulary to communicate with the manufacturing community.
3. Apply industry standard software in analyzing electronic circuits.
4. Use electronic concepts in troubleshooting and designing electronic circuits.

Upon completion of this program, graduates may seek employment in the areas of technical sales or component and unit testing with titles such as assembler, technician or engineering assistant.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET-103 Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EGR-100 Engineering Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MIT-107 Electronic Fabrication</td>
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</tr>
<tr>
<td>SET-100 Introduction to Engineering Technology</td>
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<tr>
<td>SET-105 Technical Computing</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET-201 Electronics 1</td>
<td>4</td>
</tr>
<tr>
<td>EET-213 Electronic Instruments</td>
<td>4</td>
</tr>
<tr>
<td>MIT-103 Fundamentals of Microprocessors</td>
<td>3</td>
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<tr>
<td>MIT-208 Digital Electronics</td>
<td>3</td>
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<td><strong>Total</strong></td>
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</table>

**Minimum Credits to Graduate**

27

**Engineering Science (093.1)**

**NORTH, SOUTH ASSOCIATE OF SCIENCE**

This program prepares the student for transfer to a four-year institution by providing them with a broad college background and skill and knowledge in engineering science. Graduates may earn a Bachelor’s degree in any field of engineering by transferring.
Upon successful completion of the program, the graduate will:

1. Analyze and interpret quantitative data using mathematical/scientific concepts in engineering applications.
2. Consider the influence of content and assumptions and recognize the implications and consequences of each
3. Solve engineering equations through the use of content-specific tools, software and simulations.
4. Apply the principles of critical thinking and problem solving in the development of technical documents and engineering reports.
5. Evaluate information sources and content in engineering problem solving using a critical method.
6. Describe the interrelationships of culture and society in their global environment.

**DEGREE REQUIREMENTS**

**First Semester**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGR-100 Eng. Seminar</td>
<td>1</td>
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<tr>
<td>ENG-101 Eng. Composition 1</td>
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<tr>
<td>MAT-201 Calculus 1</td>
<td>4</td>
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<tr>
<td>General Electives 1 (2)</td>
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**Second Semester**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-102 Eng. Composition 2</td>
<td>3</td>
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<tr>
<td>MAT-202 Calculus 2</td>
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<tr>
<td>PHY-221 Physics for Science &amp; Engineering 1</td>
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<tr>
<td>Technology Elective</td>
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<tr>
<td>Restricted Elective 2</td>
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**Third Semester**  
<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MAT-250 Calculus 3</td>
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<tr>
<td>PHY-222 Physics for Science &amp; Engineering 2</td>
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<tr>
<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td>Restricted Electives 2 (2)</td>
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**Fourth Semester**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT-251 Differential Equations</td>
<td>3</td>
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<tr>
<td>PHY-223 Physics for Science &amp; Engineering</td>
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<tr>
<td>Restricted Electives 2 (2)</td>
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<tr>
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</tr>
</tbody>
</table>

**Minimum Credits to Graduate**  

| Credits | 64–69 |

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1. General Electives: College Reading 2 (DVS-101), Advanced College Reading/Study Skills (DVS-103) and Basic Principles Composition (ENG-100) cannot be used as general electives.

2. Restricted Electives: A minimum of 15 credits or five (5) courses chosen from those listed to reflect field of interest and transfer requirements. Electives should be selected in consultation with a transfer counselor.

3. Restricted Electives: A minimum of 15 credits or five (5) courses chosen from those listed to reflect field of interest and transfer requirements. Electives should be selected in consultation with a transfer counselor.

**Transfer Opportunities**

Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University and Robert Morris University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.

**Engineering Technology (094.1)**

**SOUTH ASSOCIATE OF SCIENCE**

The Engineering technology program prepares students for transfer to four-year institutions. In this transfer program, students focus on engineering applications and implementation, utilizing algebraic and trigonometry-based mathematical concepts. Students may choose electives which will follow either civil, electrical or mechanical engineering technology subject areas. Students should seek approval of course choices from their transfer school.

Upon successful completion of the program, the graduate will:

1. Interpret quantitative data using mathematical and scientific concepts in engineering applications.
2. Recognize the implications and consequences of content and assumptions in solving engineering technology projects.
3. Solve engineering equations through the use of content-specific tools, software and simulations.
4. Apply the principles of critical thinking and problem solving in the development of technical documents and engineering reports.
5. Evaluate information sources and content in engineering problem solving using critical methods.
6. Describe the interrelationships of culture and society in global environments.

Students must choose one of the following fields of study:

A: Civil Engineering Technology,
B: Electrical Engineering Technology or
C: Mechanical Engineering Technology.

**(A) Civil Engineering Technology**

Civil engineers design, construct, supervise, operate and maintain large construction projects and systems, including roads, buildings, airports, tunnels, dams, bridges and systems for water supply and sewage treatment. Civil engineering technicians assist civil engineers.
**DEGREE REQUIREMENTS**

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR-100</td>
<td>Engineering Seminar</td>
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</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT-201</td>
<td>Calculus 1</td>
<td>4</td>
</tr>
<tr>
<td>PHY-141</td>
<td>Physics 1</td>
<td>4</td>
</tr>
<tr>
<td>SET-105</td>
<td>Technical Computing</td>
<td>3</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CET-215</td>
<td>Site Plan Development</td>
<td>4</td>
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<tr>
<td>EDD-101</td>
<td>Engineering Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>EDD-120</td>
<td>Introduction to Computer-Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>PHY-142</td>
<td>Physics 2</td>
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3rd Semester

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<tr>
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<tbody>
<tr>
<td>CET-201</td>
<td>Materials of Construction</td>
<td>4</td>
</tr>
<tr>
<td>EGR-110</td>
<td>Engineering Surveying</td>
<td>3</td>
</tr>
<tr>
<td>MAT-202</td>
<td>Calculus 2</td>
<td>4</td>
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<tr>
<td>MET-150</td>
<td>Statics</td>
<td>4</td>
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</table>

4th Semester

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>MET-211</td>
<td>Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MIT-104</td>
<td>Introduction to Microcontrollers</td>
<td>3</td>
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<tr>
<td>Humanities Elective</td>
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</tr>
<tr>
<td>Social Science Elective</td>
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</tbody>
</table>

Minimum Credits to Graduate  65

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(B) Electrical Engineering Technology

Electrical engineers design, develop, test and supervise the manufacturing of electrical equipment, such as electric motors, radar and navigation systems, communications systems and power generation equipment. Electrical engineering technicians assist electrical engineers.

**DEGREE REQUIREMENTS**

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET-103</td>
<td>Introduction to Electronics</td>
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<tr>
<td>EGR-100</td>
<td>Engineering Seminar</td>
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</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
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<tr>
<td>MAT-201</td>
<td>Calculus 1</td>
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<td>PHY-141</td>
<td>Physics 1</td>
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Second Semester

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<th>Course Title</th>
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<tr>
<td>EET-201</td>
<td>Electronics 1</td>
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<tr>
<td>MIT-103</td>
<td>Fundamentals of Microprocessors</td>
<td>3</td>
</tr>
<tr>
<td>MIT-110</td>
<td>Electrical Engineering Circuits 1</td>
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</tr>
<tr>
<td>MIT-208</td>
<td>Digital Electronics</td>
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<tr>
<td>PHY-142</td>
<td>Physics 2</td>
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Third Semester

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<tr>
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<td>Electronics 2</td>
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<td>MAT-202</td>
<td>Calculus 2</td>
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<tr>
<td>MET-150</td>
<td>Statics</td>
<td>4</td>
</tr>
<tr>
<td>MIT-210</td>
<td>Electrical Engineering Circuits 2</td>
<td>4</td>
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</tbody>
</table>

Minimum Credits to Graduate  65

---

(C) Mechanical Engineering Technology

Mechanical engineers design, develop, build and test mechanical and thermal devices, including tools, engines and machines. Mechanical engineering technicians assist mechanical engineers.

**DEGREE REQUIREMENTS**

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGR-100</td>
<td>Engineering Seminar</td>
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</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
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<tr>
<td>MAT-201</td>
<td>Calculus 1</td>
<td>4</td>
</tr>
<tr>
<td>MET-106</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>1</td>
</tr>
<tr>
<td>PHY-141</td>
<td>Physics 1</td>
<td>4</td>
</tr>
<tr>
<td>SET-105</td>
<td>Technical Computing</td>
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Second Semester

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDD-101</td>
<td>Engineering Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>EDD-120</td>
<td>Introduction to Computer-Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>MET-112</td>
<td>Engineering Materials</td>
<td>4</td>
</tr>
<tr>
<td>PHY-142</td>
<td>Physics 2</td>
<td>4</td>
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<td>Social Science Elective</td>
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Third Semester

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>EDD-135</td>
<td>Parametric Modeling</td>
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</tr>
<tr>
<td>MAT-202</td>
<td>Calculus 2</td>
<td>4</td>
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<tr>
<td>MET-150</td>
<td>Statics</td>
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<tr>
<td>MET-170</td>
<td>Fluid Power</td>
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Fourth Semester

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<th>Course Title</th>
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<tbody>
<tr>
<td>EDD-221</td>
<td>Parametric Modeling 2</td>
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</tr>
<tr>
<td>EET-103</td>
<td>Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
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<tr>
<td>MET-211</td>
<td>Strength of Materials</td>
<td>4</td>
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<tr>
<td>Humanities Elective</td>
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<td>3</td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate  65

---

Transfer Opportunities

Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.
Green & Sustainable Building Design

This program prepares the student to work in the new green economy and to educate community members in resource conservation, alternative energy options and sustainable home design. This certificate is designed for both current building industry professionals and new home and business owners. Students are taught design and construction processes with the integration of sustainability from conception and planning to design, site selection and construction. Sustainability is interwoven into all aspects of every course.

Upon successful completion of the program, the graduate will:
1. Discuss the key practices of sustainable buildings.
2. Establish competencies in applying Leadership in Energy and Environmental Design (LEED) and other relevant criteria or established guidelines.
3. Analyze the costs and benefits of incorporating sustainable building measures.
4. Apply relevant Environmental Protection Agency (EPA) and Department of Energy (DOE) laws to design principles.
5. Establish sustainable design goals for project development.

Graduates may seek employment as a green building consultants/analysts or preservation technicians, applying for advancement opportunities in the green field within the building design field.

CERTIFICATE REQUIREMENTS

First Semester Credits
- CET-201 Construction Materials 4
- MET-130 Introduction to Renewable Energy Systems 4
- SET-100 Introduction to Engineering Technology 3

Minimum Credits to Graduate 22

Advanced Standing Opportunities
Students who have completed the CCAC non-credit program in Renewable Energy Certificate will be awarded 4 credits for MET-130 Introduction to Renewable Energy Systems.

Machine Technician

This program provides training in basic machine skills to gain entry-level positions in the machine and manufacturing industry. The basic machine operations of turning, milling and grinding are covered in specific courses. Students will work in a project-oriented environment with emphasis on precision, quality and development of sound work attitudes and skills. In addition to employment, the program can provide an entry to other fields of manufacturing and engineering technology.

Upon successful completion of the program, the graduate will:
1. Plan and perform safe work habits and techniques in lathe, mill, grinding and computer numerical control operations.
2. Evaluate the selection and use of materials for machining applications.
3. Identify parts, operations and applications of tools used in machining production techniques.
4. Set up and calculate basic shop mathematics problems.
5. Use industry handbooks and calculator to calculate speeds and feeds.

Upon graduation, a basic machine technician may seek employment in machine shops, assembly and fabrication.

CERTIFICATE REQUIREMENTS

First Semester Credits
- MET-112 Engineering Materials 4
- MFT-107 Blueprint Reading for Machinist 3
- MFT-141 Introduction to Machining 3

Second Semester
- MFT-110 Job Search Strategies for the Manufacturing Industry 1
- MFT-143 Introduction to Lathe Operations 3
- MFT-145 Introduction Mill Operations 3

Third Semester
- MFT-147 Introduction to Grinding Operations 3
- MFT-149 Fundamentals of Computer Controlled Machining 3

Minimum Credits to Graduate 23

Manufacturing Technology

This program provides students with high-level technology manufacturing skills important to the local industrial community in the areas of robotic controls, machining, welding, nanofabrication or precision fabrication. Manufacturing processes, control systems, measurement theory and quality are areas within the advanced manufacturing field in which students will be involved. Manufacturing courses will focus on projects involving real-world industry problems to be solved in the laboratories and shops of the College, emphasizing teamwork.

Upon successful completion of the program, the graduate will:
1. Use parametric modeling software to prepare 3-D models and annotated engineering drawings for analysis for design and manufacturing issues.
2. Employ appropriate computer-based tools to manufacture large-scale advanced manufactured structures.
3. Prepare written lab reports and proposals using the standards set forward in the course style manual.
4. Analyze the performance of specific manufacturing equipment with respect to defined automation problems.

5. Analyze and break down a manufacturing problem and develop work cell applications to accomplish an assembly process.

6. Produce parts to a high precision level through the use of robotics, Computer-aided Drafting (CAD) and Computer-aided Manufacturing (CAM) applications.

Upon completion of this program, students may find employment as manufacturer engineers or technicians, mechatronics technicians, CAD specialists, production managers, process control engineering technicians, advance machine tool technicians, project engineers, quality technicians or robotics technicians, depending on their chosen track.

Students must choose one of the following fields of study: A, B, C or D:

(A) Robotic Controls
This track provides skills in the field of robotics and embedded systems with emphasis on performing installation, set-up, troubleshooting and testing of robotics and related automation.

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>EDD-135 Introduction to Parametric Modeling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EET-103 Introduction to Electronics</td>
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<td>MET-200 Metrology</td>
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<td>MIT-145 Introduction to Mill Operations</td>
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<td>EDD-135 Introduction to Parametric Modeling</td>
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<td></td>
<td>MFT-149 Fundamentals of Computer Controlled Machining</td>
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</table>

(B) Machining
This track provides skills in basic machining for manufacturing with emphasis on quality, precision measurement and computer-aided drafting. Students enrolled in the Machine Technician (706.2) certificate will find this program offers an excellent career ladder with many opportunities for advancement.

### DEGREE REQUIREMENTS

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<tr>
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<th>Courses</th>
<th>Credits</th>
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(C) Welding
The emphasis of this track is the manufacture of products through the welding process. Welding skills in the basic welding courses will lead to certification exams in welding. Building on basic welding skills the student develops skills in design, measurement and material properties. Students in the Welding Technology certificate program (317.3) will find that this program offers an excellent way to move into the industrial technology or engineering technology fields by building and expanding on their existing welding skills.

### DEGREE REQUIREMENTS

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<th>Credits</th>
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### Third Semester
- MET-106 Geometric Dimensioning & Tolerancing 1
- MET-112 Engineering Materials 4
- MET-200 Metrology 3
- PHY-113 Technical Physics 1 3
- WLD-201 Preparation for Welding Certification 3
  - Social Science Elective 3

**Minimum Credits to Graduate**: 17

### Fourth Semester
- EDD-135 Introduction to Parametric Modeling 3
- ENG-103 Technical Communications 3
- MET-212 Manufacturing Processes 4
- WLD-202 MIG & TIG Processes 3
  - Humanities Elective 3

| Minimum Credits to Graduate | 64 |

#### (D) Nanofabrication
The emphasis of this track is on building structures that are less than one-millionth of a meter in dimension using photolithography, vapor deposition and gas diffusion to manufacture the transistors and resistors of the modern integrated circuit. Students in this track must spend one semester of intensive study at the Nanofabrication Research Laboratory at Penn State University in State College, PA. Students will learn the skills necessary to work in the clean room environment provided at Penn State. It will be necessary to schedule the term at Penn State in advance to assure that living arrangements and shop space are available. Additional financial aid may be available during the term at the Nanofabrication Laboratory.

Students in the Nanofabrication Certificate Program (709) will find that this program will be an excellent way to move into engineering technology fields by building and expanding on their existing nanofabrication skills.

#### DEGREE REQUIREMENTS

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<th>First Semester</th>
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<tr>
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<td>MIT-107 Electronic Fabrication</td>
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<tr>
<td>MFT-211 Material Safety &amp; Equipment Overview</td>
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<td>MFT-212 Basic Nanofabrication Processes</td>
<td>3</td>
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<td>MFT-213 Materials in Nanotechnology</td>
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<td>MFT-214 Lithography for Nanofabrication</td>
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<td>MFT-215 Materials Modification for Nanofabrication Applications</td>
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<td>MFT-216 Characterization, Testing of Nanotechnology Structures &amp; Materials</td>
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| Minimum Credits to Graduate | 66 |

#### Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.

#### Mathematics & Sciences (003)

**ALLEGHENY, BOYCE, NORTH, SOUTH ASSOCIATE OF SCIENCE**

This university parallel program provides the freshman and sophomore foundations of a baccalaureate mathematics and sciences degree. Students should select specialized courses within their major field of concentration as identified by their transfer college or university. Graduates may earn a Bachelor’s degree in the natural sciences or mathematics.

#### DEGREE REQUIREMENTS

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<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-101 English Composition 1</td>
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<td>Computer Information Technology Elective</td>
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<td>General Elective</td>
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<td>General Elective</td>
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<td>Major Field Elective 1</td>
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<td>Mathematics Elective</td>
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<td>Science Elective</td>
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| Minimum Credits to Graduate | 60–70 |

1 Concentration in a major field requires a minimum of 18 credits or six courses in the area of the Bachelor’s degree or related field of
knowledge. These courses must be selected in consultation with the transfer counselor and/or academic advisor.

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to PSU Commonwealth Campuses and Robert Morris University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Mechanical Drafting & Design Technology (276.1)
SOUTH ASSOCIATE OF SCIENCE

This program prepares students for detail, design or layout drafting in manufacturing. Students are skilled in design drafting with both manual and computer-aided techniques. These skills are needed for entry-level positions in the mechanical engineering field, including engineering aide, design draftsperson or CAD operator. Students should have reading and mathematics skills at the college level or be prepared to develop these at the college. SET-100 Introduction to Engineering Technology will be useful to students developing these skills.

Upon successful completion of the program, the graduate will:
1. Prepare detailed, subassembly and full-assembly engineering drawings of a variety of machinery, mechanical devices and mechanical components using appropriate manual and computer-aided drafting software.
2. Recognize and apply the ASME Y14.5 guidelines in the creating of engineering drawings.
3. Apply and utilize ASME Y14.5 geometric dimensioning and tolerancing guidelines for establishing and maintaining the functional fit of mating parts.
4. Evaluate and solve drawing problems related to mechanical drafting standards frequently used by industrial manufacturers.
5. Apply basic and advanced two-dimensional and three-dimensional CAD commands to produce mechanical drawings.

DEGREE REQUIREMENTS

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<th>First Semester</th>
<th>Credits</th>
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<td>EDD-120 Introduction to CAD</td>
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<td>MAT-114 Mathematics for the Technologies 1</td>
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<td>SET-105 Technical Computing</td>
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<td>EDD-121 CAD Applications</td>
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<td>MAT-116 Mathematics for the Technologies 2</td>
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<td>MET-112 Engineering Materials</td>
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<td>PHY-113 Technical Physics 1</td>
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<td>EDD-135 Introduction to Parametric Modeling</td>
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Minimum Credits to Graduate: 68

Transfer Opportunities
Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.

Nanotechnology (454)
NORTH, SOUTH ASSOCIATE OF SCIENCE

This CCAC program is in part a Penn State University/National Science Foundation/Pennsylvania State Department of Economic Development supported training program that provides the theory and hands-on training needed for employment as nanotechnologists. The nanotechnology program at CCAC provides students the opportunity to acquire the skills needed for employment in jobs requiring multiple developmental and maintenance competencies necessary for various applications of nano-devices in biology, biotechnology, drug design and delivery, chemistry, physics, environmental science, internet and computer science.

Graduates will enter the job market with the skills necessary for positions in universities, hospitals and research centers as well as the following industries:
- pharmaceuticals/medicine
- biotechnology/biomimetics
- microelectromechanical/medical devices
- optics/photonics
- environmental cleanup
- food/water purification
- agriculture/forestry and environment
- forensics/security/military/defense
- information technology management
- automotive, textiles/cosmetics

Students must spend their fourth semester of intensive study at the Nanofabrication Research Laboratory at Penn State.
University in State College, PA. CCAC students who meet the program requirements (see program liaison) will pay for the courses at the CCAC tuition rate and may have access to other financial resources for related expenses. Additional financial aid may be available during the term at the Nanofabrication Laboratory. Students may take all 18 credits in one semester or take nine credits over two semesters or six credits over three semesters. Students will receive a certificate from Penn State Center for Nanotechnology Education and Utilization upon successful completion of the six-course, 18-credit capstone semester in nanofabrication.

Upon successful completion of the program, graduates will:
1. Describe the fundamental principles of nanotechnology.
2. Design, develop, create and produce nano-devices with varied applications in various fields.
3. Troubleshoot and provide preventive maintenance and reuse of nano-devices.
4. Communicate effectively, both verbally and in writing, using the terminology appropriate to nanotechnology.
5. Apply the leadership and management skills necessary for position as nanotechnician, manager and supervisor of a nanotechnology facility.

### DEGREE REQUIREMENTS

#### First Semester

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<th>Course</th>
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#### Second Semester

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#### Third Semester

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#### Fourth Semester (At Penn State University)

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<td>MFT-213 Materials in Nanotechnology</td>
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<tr>
<td>MFT-214 Lithography for Nanofabrication</td>
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<td>MFT-215 Material Modification for Nanofabrication Applications</td>
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<td>MFT-216 Characterization, Testing of Nanotechnology Structure &amp; Materials</td>
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### Transfer Opportunities

Articulation agreements are available for students to complete the Associate Degree and transfer to Clarion University. It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See [www.ccac.edu/articulation](http://www.ccac.edu/articulation) for details.

### Nanofabrication Technology (709)

#### NORTH, SOUTH CERTIFICATE

This program involves building structures that are less than one millionth of a meter in dimension. Building on a silicon base, the nanofabrication technician uses photolithography, vapor deposition and gas diffusion to manufacture the transistors and resistors of the modern integrated circuit. Students complete their course work at the Nanofabrication Research Laboratory at the Pennsylvania State University in University Park, PA, where they are exposed to state of the art equipment and cleanroom facilities. This program runs only during the spring and summer of Pennsylvania State University’s scheduled semesters. Students must complete a separate application for admission.

Upon successful completion of the program, graduates will
1. Describe the fundamental principles of nanotechnology.
2. Design, develop, create and produce nano-devices with varied applications in various fields.
3. Troubleshoot and provide preventive maintenance and reuse of nano-devices.
4. Communicate effectively using the terminology appropriate to nanotechnology.
5. Apply the skills necessary for a position as a nano-technician.

Upon completion of this program, students may seek employment in a variety of industries such as pharmaceuticals, biotechnology, micro-electromechanical devices, opto-electronics, sensors, information storage, power electronics and microelectronics.

### CERTIFICATE REQUIREMENT

#### First Semester

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<td>MFT-212 Basic Nanofabrication Processes</td>
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<td>MFT-213 Materials in Nanotechnology</td>
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<td>MFT-214 Lithography for Nanofabrication</td>
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<td>MFT-215 Material Modification for Nanofabrication Applications</td>
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<td>MFT-216 Characterization, Testing of Nanotechnology Structures &amp; Materials</td>
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### Minimum Credits to Graduate

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Physics (047.1)

ALLEGHENY, BOYCE, SOUTH
ASSOCIATE OF SCIENCE

This program prepares the student for transfer to a four-year institution with a broad college background and skill and knowledge in physics.

Graduates may earn a Bachelor’s degree and prepare for graduate training in many scientific fields.

Upon successful completion of the program, the graduate will:

1. Demonstrate qualitative understandings of physical processes in nature by defining terminology correctly and recognizing the concepts involved.

2. Demonstrate quantitative understandings of physical processes in nature by solving theoretical and applied-based problems with the use of proper quantitative methods.

3. Discuss objectively new scientific ideas and concepts.

4. Have an increased awareness of the physics behind phenomenon observed in everyday life, including the connections to other scientific disciplines.

5. Communicate, both verbally and in writing, contemporary experimental findings through acquiring, analyzing and interpreting scientific data.

DEGREE REQUIREMENTS

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<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tr>
<td>ENG-101 English Composition 1</td>
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<td>MAT-201 Calculus 1</td>
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<td>PHY-221 Physics for Science &amp; Engineering 1</td>
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<td>CHM-151 General Chemistry 1</td>
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<td>MAT-251 Differential Equations</td>
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<td>PHY-224 Modern Physics</td>
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</table>

Minimum Credits to Graduate 61–66

Students are to choose their restricted electives based upon joint consultation with a Physics faculty member and a counselor, especially those students using the TAOC program to program transfer.

Transfer Opportunities

The keystone icon indicates that this particular CCAC program is a Pennsylvania Transfer and Articulation Center (TAOC) approved Associate Degree program. All credits earned in this program are accepted by any state system college in Pennsylvania that offers a Bachelor’s degree in Chemistry, including California University of PA, Carlow University, Clarion University, Edinboro University, Indiana University of PA, and Slippery Rock University. Other articulation agreements are available for students to complete the Associate Degree and transfer to Robert Morris University.

It is important that students consult with a counselor early in their program to develop a course plan most appropriate for the school to which they intend to transfer. See www.ccac.edu/articulation for details.
TRADES PROGRAMS

Certificates and degrees in the trades prepare students for employment in a wide range of professions including construction, mechanical and repair technologies, precision production, protective services and transportation.

CCAC encourages students to apply for both certificates and diplomas (where possible) as they work toward an associate’s degree requirements. Students should investigate baccalaureate programs as they advance in their chosen careers.

Information on specific courses in a selected academic program can be found at ccac.edu CCAC Central e-Services. That information includes the location, days, times, faculty member and required books and supplies. Note that some courses are only offered during alternate terms. The syllabus (a detailed course description) is available for many courses at http://webapps.ccac.edu/MasterSyllabi/

All courses should be chosen with the help of an academic advisor.

Transfer Opportunities
For students who wish to further their education at the baccalaureate level, an articulation agreement with Clarion University allows graduates with a trades-related Associate Degree to pursue a bachelor’s degree in Technology Leadership. See www.ccac.edu/articulation for details.

ASEP/ASSET/CAP Manufacturer
Automotive Technology
(507.3) (Degree)

Automotive Technology Program
(349.3) (Degree)

Automotive Technology Program
(350.3) (Certificate)

Building Construction Estimating
(515.2) (Degree)

Building Construction Supervision
(514.2) (Degree)

Building Construction Technology
(441.1) (Degree)

Carpentry Apprenticeship
(339.1) (Certificate)

Electrical Construction (JATC/IBEW)
Technology Apprenticeship
(608.1) (Degree)

Electrical Distribution Technology
(702) (Certificate)

Facilities Maintenance Technology
(384.2) (Degree)

Facilities Maintenance Technology
(383.2) (Certificate)

Heating & Air Conditioning
(313.3) (Degree)

Heating & Air Conditioning Technology
(312.3) (Certificate)

Heavy Equipment Operating Engineers Apprenticeship
(740) (Certificate)

Ironworker Apprenticeship
(289.1) (Certificate)

Mechatronics Technology
(722.1) (Degree)

Mechatronics Technology
(723.1) (Certificate)

Plumber Apprenticeship
(389.1) (Certificate)

Plumbing
(365.2) (Certificate)

Sheet Metal Worker Apprenticeship
(379) (Degree)

Sheet Metal Worker Apprenticeship
(391.1) (Certificate)

Stationary Operating Engineer
(731.1) (Degree)

Stationary Operating Engineer
(730.1) (Certificate)

Welding Technology
(316.4) (Degree)

Welding Technology
(317.3) (Certificate)

Welding, Gas & Oil Certificate
(319.1) (Certificate)

1 Apprenticeship programs: Construction Trade Technology training programs are open to all qualifying students. These programs are offered in conjunction with the Joint Apprenticeship committees of the building trades and the Pennsylvania Department of Labor. The Commonwealth of Pennsylvania awards certificates of completion to those who complete one of these apprenticeship programs. Admission is by competitive testing and interviews with a joint Apprenticeship Committee.
ASEP/ASSET/CAP Manufacturer Automotive Technology Program (507.3)

NORTH ASSOCIATE OF SCIENCE

This program prepares students to service and repair today's high-tech automobiles. While completing this two-year program, students attend classes for 10 weeks and then work in a co-op environment for 10–12 weeks for five consecutive semesters. This program includes instruction in component identification, removal and reassembly of components, fault diagnosis in automatic transmission and transaxles, brakes, electrical and electronic systems, engine performance, engine repair, heating and air conditioning, manual drive-trains and rear axles, suspension and steering.

Emerging green technologies such as plug-in electrics and natural gas powered vehicles, as well as currently produced hybrids will also be introduced. Academic courses included in the Associate's degree program provide students with the necessary background for effective communication and increased opportunities for career advancement.

Upon successful completion of the program, the graduate will:
1. Identify each component and its purpose on all vehicle systems to include: automatic transmissions and transaxles, brakes, electrical and electronic systems, engine performance, engine repair, heating and air conditioning, manual drive-trains and rear axles, steering and suspension.
2. Remove, disassemble and reassemble components and identify potential mechanical fault areas in vehicle control systems.
3. Identify, diagnose and repair electrical faults within electronic vehicle control systems.
4. Name all vehicle systems.
5. Discuss the complaint, cause and correction process.
6. Complete the manufacturers' training requirements.

CCAC's automotive curriculum prepares the student to take tests necessary to earn Pennsylvania Safety and Emission Inspection Licensing and Automotive Service Excellence (ASE) Certification. Course sections will be unique for dealership-sponsored students leading to manufacturers' certification with Chrysler LLC, Ford Motor Company and General Motors Corporation.

Programs are certified by the National Automotive Technicians Educational Foundation (NATEF). All CCAC instructors are ASE Certified Master Technicians with years of industry repair experience and manufacturer-trained automotive technology instructors.

The CCAC-North Campus Automotive program is available at the CCAC-West Hills Center. Credit for some courses may be awarded for work completed at an area career and technology center, trade school or in the military.

DEGREE REQUIREMENTS

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<thead>
<tr>
<th>First Semester</th>
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<tr>
<td>ATE-103 Automotive Systems Minor Service</td>
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<tr>
<td>ATE-106 Emission Inspector Certification</td>
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<td>ATE-108 State Inspection Certification</td>
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<tr>
<td>ATE-126 Suspension &amp; Steering</td>
<td>4</td>
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<td>ATE-130 Automotive Brake Systems</td>
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<tr>
<td>ATE-121 Electrical Systems &amp; Power Accessories</td>
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<tr>
<td>ATE-122 Electronic Systems</td>
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<tr>
<td>ATE-151 Automotive Climate Systems</td>
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<tr>
<td>ATE-160 Advanced Automotive Electricity/Electronics</td>
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<tr>
<td>MAT-108 Intermediate Algebra or</td>
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<tr>
<td>MAT-191 Mathematics for the Industries</td>
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<tr>
<th>Summer Semester</th>
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<td>ATE-131 Major Engine Service</td>
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<tr>
<td>PHS-161 Physical Science for the Industries</td>
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<td>ATE-207 Advanced Engine Performance</td>
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<tr>
<td>ATE-230 Engine Performance 1</td>
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<td>ATE-245 Engine Performance 2</td>
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<tr>
<td>ENG-101 English Composition 1</td>
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<td>SPH-101 Oral Communication</td>
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<tr>
<td>ATE-234 Standard Transmission, Transaxle, Drivetrain</td>
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<td>ATE-235 Automatic Transmissions/Transaxles</td>
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<td>ENG-102 English Composition 2 or</td>
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<td>ENG-103 Technical Communications</td>
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<tr>
<td>PSY-101 Introduction to Psychology or</td>
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<td>PSY-116 Organizational Psychology</td>
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<td>WLD-103 Welding Safety &amp; Applications</td>
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Minimum Credits to Graduate 66–67

Automotive Technology Program (349.3)

NORTH ASSOCIATE OF SCIENCE

This two-year program prepares students to service and repair today's high-tech automobiles. This program includes instruction in component identification, removal and reassembly of components, and fault diagnosis in automatic transmission and transaxles, brakes, electrical and electronic systems, engine performance, engine repair, heating and air conditioning, manual drive-trains and rear axles, suspension and steering.

Emerging green technologies such as hybrids, plug-in electrics and natural gas powered vehicles will also be introduced. Academic courses included in the Associate's degree program provide students with the necessary background for effective communication and increased opportunities for career advancement.
Upon successful completion of the program, the graduate will:

1. Identify each component and its purpose on all vehicle systems to include: automatic transmissions and transaxles, brakes, electrical and electronic systems, engine performance, engine repair, heating and air conditioning, manual drive-trains and rear axles, steering and suspension.

2. Remove, disassemble and reassemble components and identify potential mechanical fault areas in vehicle control systems.

3. Identify, diagnose and repair electrical faults within electronic vehicle control systems.

4. Name all vehicle systems.

5. Discuss the complaint, cause and correction process.

6. Conduct effective communication with customers, suppliers and business associates in the automotive aftermarket repair industry.

CCAC’s automotive curriculum prepares the student to take tests necessary to earn Pennsylvania Safety and Emission Inspection Licensing and Automotive Service Excellence (ASE) Certification. Some course sections may be manufacturer specific.

All CCAC instructors are ASE Certified Master Technicians with years of industry experience and manufacturer-trained automotive technology instructors.

The CCAC–North Campus Automotive program is available at the CCAC–West Hills Center. Credit for some courses may be awarded for work completed at an area career and technology center, trade school or in the military.

**DEGREE REQUIREMENTS**

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**Fourth Semester**

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<td>ATE-235</td>
<td>Automatic Transmissions/Transaxles</td>
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<td>ATE-401</td>
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<tr>
<td>ENG-102</td>
<td>English Composition 2 or</td>
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<td>ENG-103</td>
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<td>PSY-101</td>
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<td>PSY-116</td>
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**Minimum Credits to Graduate**: 68-69

**Automotive Technology Program (350.3)**

**NORTH CERTIFICATE**

This program prepares students to service and repair today’s high-tech automobiles. Instruction includes component identification, removal and reassembly of components, fault diagnosis in automatic transmission and transaxles, brakes, electrical and electronic systems, engine performance, engine repair, heating and air conditioning, manual drive-trains and rear axles, suspension and steering. Emerging green technologies such as hybrids, plug-in electrics and natural gas powered vehicles will also be introduced.

Upon successful completion of the program, the graduate will:

1. Identify each component and its purpose on all vehicle systems to include: automatic transmissions and transaxles, brakes, electrical and electronic systems, engine performance, engine repair, heating and air conditioning, manual drive-trains and rear axles, steering and suspension.

2. Remove, disassemble and reassemble components and identify potential mechanical fault areas in vehicle control systems.

3. Identify, diagnose and repair electrical faults within electronic vehicle control systems.

4. Name all vehicle systems.

5. Discuss the complaint, cause and correction process.

CCAC’s automotive curriculum prepares the student to take tests necessary to earn Pennsylvania Safety and Emission Inspection Licensing and ASE (Automotive Service Excellence) Certification. Some course sections may be manufacturer specific and may lead to manufacturers’ certification.

All CCAC instructors are ASE Certified Master Technicians with years of industry repair experience and as manufacturer-trained automotive technology instructors.

The CCAC–North Campus Automotive program is available at the CCAC–West Hills Center. Credit for some courses may be awarded for work completed at an area career and technology center, trade school or in the military.
CERTIFICATE REQUIREMENTS

First Semester

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<tr>
<th>Course</th>
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<td>Automotive Systems Minor Service</td>
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<td>Emission Inspector Certification</td>
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<td>State Inspection Certification</td>
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<td>ATE-126</td>
<td>Suspension &amp; Steering</td>
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<td>ATE-130</td>
<td>Automotive Brake Systems</td>
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Second Semester

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<tr>
<td>ATE-121</td>
<td>Electrical Systems &amp; Power Accessories</td>
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<tr>
<td>ATE-122</td>
<td>Electronic Systems</td>
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<td>ATE-151</td>
<td>Automotive Climate Systems</td>
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<td>ATE-160</td>
<td>Advanced Automotive Electricity/Electronics</td>
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Summer Semester

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<td>Major Engine Service</td>
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<td>ATE-401</td>
<td>Automotive Co-Op</td>
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Third Semester

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<tbody>
<tr>
<td>ATE-207</td>
<td>Advanced Engine Performance</td>
</tr>
<tr>
<td>ATE-230</td>
<td>Engine Performance 1</td>
</tr>
<tr>
<td>ATE-245</td>
<td>Engine Performance 2</td>
</tr>
<tr>
<td>ATE-401</td>
<td>Automotive Co-Op</td>
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Fourth Semester

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<tbody>
<tr>
<td>ATE-234</td>
<td>Standard Transmission, Transaxle, Drivetrain</td>
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<tr>
<td>ATE-235</td>
<td>Automatic Transmissions/Transaxles</td>
</tr>
<tr>
<td>WLD-103</td>
<td>Welding Safety &amp; Applications</td>
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Minimum Credits to Graduate

50

DEGREE REQUIREMENTS

First Semester

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<tr>
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<tbody>
<tr>
<td>BLC-294</td>
<td>Construction Estimating 1</td>
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<tr>
<td>MAT-191</td>
<td>Mathematics for the Industries</td>
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Second Semester

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<tr>
<td>BLC-121</td>
<td>Construction Materials &amp; Methods</td>
</tr>
<tr>
<td>BLC-295</td>
<td>Construction Estimating 2</td>
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Third Semester

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<thead>
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<tbody>
<tr>
<td>BLC-103</td>
<td>Construction Planning &amp; Control</td>
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<td>BLC-296</td>
<td>Advanced Computer Estimating</td>
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Fourth Semester

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<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
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Fifth Semester

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<td>ENG-103</td>
<td>Technical Communications</td>
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<td>PSY-116</td>
<td>Organizational Psychology</td>
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Sixth Semester

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<tr>
<td>BUS-101</td>
<td>Introduction to Business</td>
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<td>SPH-101</td>
<td>Oral Communication</td>
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</table>

Construction Trade Technology Apprenticeship 28–45

Minimum Credits to Graduate 64–81

Building Construction Estimating (515.2)

NORTH ASSOCIATE OF SCIENCE

This program is offered in conjunction with the Joint Apprenticeship Committees of the building trades and the Pennsylvania Department of Labor.

Applicants must have earned a Journeyman Certificate in one of the trade technologies. Pennsylvania awards Journeyman Certificates to graduates of apprenticeship certificate programs.

This program will prepare the journeyman for advancement in the building construction industry. Students will study the phases of a building construction project to develop an overview and understanding of the building construction industry. Coursework focuses on commercial construction applications and evolving green technology. Classes are scheduled for evenings and weekends allowing students to work full time at their trade while obtaining a degree.

Upon successful completion of the program, the graduate will:

1. Apply the skills for employment as a foreman, superintendent, estimator, expeditor, scheduler and project manager in employment areas with building construction companies, material suppliers, service providers and subcontractors.

2. Read blueprints and delineate job site layout.
3. Analyze and utilize building construction projects and materials; estimate and quote building construction projects.
4. Plan work flow and control scheduling sequence of construction projects.
5. Apply leadership, communication and problem-solving techniques.

Building Construction Supervision (514.2)

NORTH ASSOCIATE OF SCIENCE

This program is offered in conjunction with the Joint Apprenticeship Committees of the building trades and the Pennsylvania Department of Labor. Applicants must have earned a Journeyman Certificate in one of the trade technologies. Pennsylvania awards Journeyman Certificates to graduates of apprenticeship certificate programs.

This program will prepare the journeyman for advancement in the building construction industry. Students will study the phases of a building construction project to develop an overview and understanding of the building construction industry. Coursework focuses on commercial construction applications and evolving green technology. Classes are scheduled for evenings and weekends allowing students to work full time at their trade while obtaining a degree.
Upon successful completion of the program, the graduate will:

1. Apply the skills for employment as a construction foreman, job site superintendent, expediter, scheduler or as a project manager in employment areas such as building construction companies, material suppliers, service providers and subcontractors.
2. Read and delineate blue prints.
3. Perform job site layout tasks.
4. Navigate a construction site from ground breaking to completion.
5. Plan work flow and control scheduling sequence of construction projects.
6. Apply leadership, communication and problem-solving techniques in building construction projects.

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLC-191</td>
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<td>BLC-203</td>
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<td>BLC-294</td>
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<td>ENG-101</td>
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<td>PSY-116</td>
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<td>BUS-101</td>
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<td>SPH-101</td>
<td>3</td>
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<tr>
<td></td>
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</table>

| Construction Trade Technology Apprenticeship | 28–45 |
| Minimum Credits to Graduate                  | 64–81 |

### Building Construction Technology (441.1)

**NORTH ASSOCIATE OF SCIENCE**

This program is designed to prepare students who have work experience in building construction for advancement to positions of management. Students will study the numerous building construction phases to develop an overview and understanding of the building construction industry. Coursework focuses on commercial construction applications and evolving green technology. Classes are scheduled in the evenings and weekends to allow students an opportunity to work in the building construction field while obtaining their degree.

### Carpentry Apprenticeship (339.1)

**NORTH CERTIFICATE**

The Carpentry Apprenticeship program is a four-year certificate program offering qualifying applicants, occupational training under the sponsorship of the local Joint Apprenticeship Committee of the Building Trades and the Pennsylvania Department of Labor. The training prepares students to work in commercial building construction as skilled carpenters. Students may apply the 28 academic credits of the program towards an Associate’s degree in Building Construction Estimating or Supervision.
Upon successful completion of this program, graduates will:

1. Apply safety standards in all aspects of the carpentry trade as defined by and governed by the Occupational Safety and Health Administration (OSHA) and the Joint Apprenticeship Committee of the Building Trades and the Pennsylvania Department of Labor.
2. Demonstrate manipulative skills in carpentry construction including deck, roof systems, hardware and framing.
3. Operate a wide range of hand, power and air tools and instrumentation.
4. Interpret structural blueprints and construct building systems.
5. Estimate quantities and costs of items in commercial construction, including the utilization of green materials.
6. Communicate effectively using terminology appropriate to the trade and a diverse environment.

Construction trade technology training programs are open to all qualifying students. However, admission is by competitive testing and interviews are with the Joint Apprenticeship committee. Applicants must meet specific admission requirements which include: pre-admission exam, criminal history records checks, child abuse clearances, drug screen and fingerprinting.

The program is held at the Carpentry Apprenticeship training site located at 652 Ridge Road, Pittsburgh, PA. Upon successful completion of the program, including the job experience hours required by the Bureau of Apprenticeship and Training, the State of Pennsylvania awards Journeyman working papers to those who complete the apprenticeship program.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Year</th>
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<tbody>
<tr>
<td>CAR-101  Carpentry 1</td>
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<tr>
<td>CAR-105  Carpentry Drafting &amp; Blueprint Reading 1</td>
<td>2</td>
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<tr>
<td>CAR-115  Mathematics for Carpenters 1</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CAR-102  Carpentry 2</td>
<td>6</td>
</tr>
<tr>
<td>CAR-106  Carpentry Drafting &amp; Blueprint Reading 2</td>
<td>2</td>
</tr>
<tr>
<td>CAR-116  Mathematics for Carpenters 2</td>
<td>3</td>
</tr>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CAR-201  Carpentry 3</td>
<td>6</td>
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<tr>
<td>CAR-205  Carpentry Drafting &amp; Blueprint Reading 3</td>
<td>2</td>
</tr>
<tr>
<td>CAR-215  Mathematics for Carpenters 3</td>
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<table>
<thead>
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<th>Fourth Year</th>
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<tbody>
<tr>
<td>CAR-202  Carpentry 4</td>
<td>6</td>
</tr>
<tr>
<td>CAR-206  Carpentry Drafting &amp; Blueprint Reading 4</td>
<td>2</td>
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<tr>
<td>CAR-216  Mathematics for Carpenters 4</td>
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</table>

Minimum Credits to Graduate 42

Electrical Construction (JATC/IBEW) Technology (608.1)

ALLEGHENY ASSOCIATE OF SCIENCE

This five-year Associate of Science program offers qualifying applicants occupational education under sponsorship of the Joint Apprenticeship and Training Committee (JATC) of the International Brotherhood of Electrical Workers (IBEW Local #5).

Enrollment is limited. Applicants must have successfully completed a minimum of one year of high school algebra or MAT-090 Elementary Algebra (or its equivalent). This program is offered in conjunction with the JATC/IBEW.

Students will have classroom, hands-on and on-the job experiences in journeyman wireman electrical work. Upon completion of the curriculum and the job experience hours required by the Bureau of Apprenticeship and Training, the students are eligible to take the IBEW Journeyman wireman examination. The National JATC, IBEW, National Electrical Contractors Association (NECA) and the Pennsylvania Department of Labor issue certificates of completion to those who successfully complete this apprenticeship program and pass the examination. This certificate allows a graduate to work in residential, commercial and industrial construction as skilled journeyman wireman and in all aspects of the electrical and teledata industry.

Admission is by application, competitive testing and interview with the JATC/IBEW and the NECA. Students must make application through the JATC by calling 412.432.1145.

Upon successful completion of the program, the graduate will:

1. Integrate electrical systems installations consistent with architectural considerations.
2. Solve complex problems through use of decision making, critical thinking.
3. Make correlations between basic scientific information about the nature of matter as it relates to understanding electrical theory.
4. Recognize positive and negative logic using appropriate methods.
5. Demonstrate skills and knowledge needed to work in residential, industrial and commercial construction and teledata industry.
6. Sit for the IBEW Journeyman Wireman Certification examination.

Students must choose one of the following fields of study, A or B:

(A) Track

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECT-101  Electrical Construction Technology 1</td>
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<tr>
<td>ENG-101  English Composition 1</td>
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<tr>
<td>MAT-108  Intermediate Algebra</td>
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</table>
Second Year
ECT-151 Electrical Construction Technology 2 8
ENG-102 English Composition 2 or ENG-103 Technical Communications 3
PHY-100 Basic Physics 4

Third Year
CIT-100 Computer Fundamentals & Applications or CIT-201 Advanced Electrical Construction Technology 1 8
ECT-201 Advanced Electrical Construction Technology 1 8
ENG-102 English Composition 2 or
ENG-103 Technical Communications 3
PHY-100 Basic Physics 4

Fourth Year
ECT-251 Advanced Electrical Construction Technology 2 8
SPH-101 Oral Communication 3

Fifth Year
ECT-291 Instrumentation & Testing for Electrical Construction Technology 8

Minimum Credits to Graduate 63–64

(B) Track
DEGREE REQUIREMENTS
First Year Credits
ECT-101 Electrical Construction Technology 1 8
ENG-111 Technical English 3
MAT-191 Mathematics for the Industries 3

Second Year
ECT-151 Electrical Construction Technology 2 8
ENG-103 Technical Communications 3
PHS-161 Physical Science for the Industries 3

Third Year
CIT-100 Computer Fundamentals & Applications or CIT-201 Advanced Electrical Construction Technology 1 8
ECT-201 Advanced Electrical Construction Technology 1 8
ENG-102 English Composition 2 or ENG-103 Technical Communications 3
PHY-116 Organizational Psychology 3

Fourth Year
ECT-251 Advanced Electrical Construction Technology 2 8
SPH-101 Oral Communication 3

Fifth Year
ECT-291 Instrumentation & Testing for Electrical Construction Technology 8

Minimum Credits to Graduate 61–62

Electrical Distribution Technology (708.2)
NORTH ASSOCIATE OF SCIENCE

The Electrical Distribution Technology program is an Associate of Science degree program that prepares students for an entry-level position in the electrical utility industry. Students will work as maintenance/installation technicians on electrical distribution systems and electrical substations. Graduates of the program will have had classroom, hands-on and on-the-job training in the electric utility industry that meets the requirements for an entry level position.

Upon successful completion of the program, the graduate will:
1. Install and maintain primary and secondary phase conductors for both residential and commercial consumers.
2. Develop skills for troubleshooting and repairing electrical distribution systems.
3. Identify State and Federal regulations, including safety procedures, in the electrical distribution industry.
4. Apply safety procedures in all aspects of electrical distribution systems.
5. Communicate effectively and appropriately with management and a diverse customer base.

To graduate in the Electrical Distribution Technology program, students must obtain a commercial driver’s license. Drug screening is required to comply with job safety standards.

The Electrical Distribution Technology program is open to all students meeting program admission criteria. The program, developed with Duquesne Light, is scheduled based on industry need. Applicants must attend an orientation session and successfully complete a forty (40) hour basic wood pole climbing course prior to enrollment into the certificate program.

Students must complete the certificate in Electrical Distribution Technology program and take an additional 25 credits to obtain an Associate’s degree.

DEGREE REQUIREMENTS
First Semester Credits
EDT-103 Overhead Lineworker Maintenance 1 5
EDT-105 Overhead Lineworker Maintenance 2 5
EDT-107 Compliance & Safety Training 3
EDT-109 Basic Electricity 3

Second Semester
EDT-203 Overhead Lineworker Maintenance 3 4
EDT-204 Underground System Maintenance 3
EDT-205 Basic Substation Maintenance 3
EDT-206 Meter Training 3
EDT-207 AC Power 3

Summer Semester
EDT-220 Summer Internship 3

Third Semester
CIT-115 Introduction to Information Technology 3
ENG-101 English Composition 1 3
MAT-191 Mathematics for the Industries 3
SPH-101 Oral Communication 3
**Electrical Distribution Technology (702)**

**NORTH CERTIFICATE**

The Electrical Distribution Technology program is intended to prepare students for entry-level positions in the electrical utility industry as maintenance/installation technicians on electrical distribution systems. The 10 technical courses will provide hands-on and on-the-job training in the electrical utility industry that meet the requirements for an entry-level position.

Upon successful completion of the program, the graduate will:

1. Install and maintain primary and secondary phase conductors for both residential and commercial consumers.
2. Develop skills for troubleshooting and repairing electrical distribution systems.
3. Identify State and Federal regulations, including safety procedures, in the electrical distribution industry.
4. Apply safety procedures in all aspects of electrical distribution systems.
5. Communicate effectively in a team environment.

To graduate in the Electrical Distribution Technology program, students must obtain a commercial driver’s license. Drug screening is required to comply with job safety standards.

The Electrical Distribution Technology program is open to all students. The program is, however, only scheduled based on industry need and capped with limited enrollment. Prior to registering for the CCAC program, students must be accepted by Duquesne Light. Selected Duquesne Light applicants must attend an orientation session and successfully complete a forty (40) hour basic wood pole climbing course prior to admittance into the program.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>EDT-103</td>
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<td>EDT-105</td>
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<td>EDT-107</td>
<td>Compliance &amp; Safety Training</td>
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<td></td>
<td>EDT-109</td>
<td>Basic Electricity</td>
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<td>EDT-204</td>
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<td></td>
<td>EDT-205</td>
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<td>EDT-206</td>
<td>Meter Training</td>
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<td>EDT-207</td>
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<td>Minimum Credits to Graduate</td>
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**Facilities Maintenance Technology (384.2)**

**NORTH ASSOCIATE OF SCIENCE**

This is a versatile degree program designed to offer students an opportunity to learn and develop skills in facility maintenance. The program provides a balance of academic and technical education intended to support a student’s career advancement. Students may customize their facility maintenance education through a selection of restricted electives.

Upon successful completion of the program, the graduate will:

1. Recognize and maintain various mechanical systems and assess mechanical strengths and weaknesses in a facility.
2. Identify, maintain, diagnose and repair heating and air conditioning systems and plumbing fixture problems.
3. Install, diagnose, repair and maintain basic electrical fixtures.
4. Apply safety procedures when using maintenance tools.
5. Evaluate green or sustainable technologies.
6. Communicate effectively and appropriately with management and a diverse customer base regarding technical systems.

Credits may be articulated for courses completed in high school career and technology programs. Upon completion of this program, graduates may be employed as facility and building maintenance technicians and foremen, supervisors, field service technicians, stationary engineers, plant mechanical maintenance technicians and managers or directors depending on experience level.

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>First Semester</td>
<td>HAC-101</td>
<td>Basic Electrical Wiring</td>
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<td>HAC-201</td>
<td>Heating Systems</td>
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<td></td>
<td>HAC-202</td>
<td>Air Conditioning Systems</td>
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<td>Second Semester</td>
<td>MMT-130</td>
<td>Job Safety &amp; First Aid</td>
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<td></td>
<td>MMT-131</td>
<td>Introduction to OSHA and Industrial Hygiene</td>
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<td>PLT-204</td>
<td>Plumbing Maintenance</td>
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<td>WLD-221</td>
<td>Brazing &amp; Welding</td>
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<td>Restricted Electives</td>
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<td>ENG-101</td>
<td>English Composition 1</td>
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<td>MAT-191</td>
<td>Mathematics for the Industries</td>
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<td>SPH-201</td>
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Fourth Semester

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<tbody>
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<td>ENG-102</td>
<td>English Composition 2 or/main</td>
<td>3</td>
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<tr>
<td>ENG-103</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHS-161</td>
<td>Physical Science for the Industries</td>
<td>3</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introduction to Psychology or/main</td>
<td>3</td>
</tr>
<tr>
<td>PSY-116</td>
<td>Organizational Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>Restricted Electives1, 2</td>
<td>6–8</td>
</tr>
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</table>

Minimum Credits to Graduate 60–66

1 Restricted Electives
- EDD-100 Blueprint Reading 3
- EET-179 Electrical Power Distribution 3
- EET-201 Electronics 1 4
- EET-245 Electrical Motor Control 3
- HAC-107 EPA Refrigeration Certification Preparation 1
- HAC-108 Industry Competency Exam preparation 1
- HAC-203 Estimating Thermal Loads 4
- HAC-204 Duct & Hydronic System Design 4
- HAC-221 Heating/Air Conditioning Circuits & Control 4
- HAC-222 Pneumatic Controls 3
- HAC-224 HVAC Installation 3
- HAC-225 Planned Maintenance 3
- MET-170 Fluid Power Systems 4
- MET-181 Mechanical Systems 3
- MET-220 Green/Sustainable Buildings 3
- MIT-107 Electronic Fabrication 3
- MIT-208 Digital Electronics 3
- MMT-208 Backflow Tester Certification. 3
- PLT-100 Introduction to Plumbing Profession 1
- PLT-201 Plumbing Skills 1 4
- PLT-201 Plumbing Skills 2 4
- RBT-235 Programmable Logic Controllers 4

2 Restricted Electives should be chosen with the assistance of an advisor.

Advanced Standing Opportunities

Students who have completed the non-credit Mechatronics certificate program will be awarded up to 14 credits for the following courses, which can be used towards the restricted electives of the Facilities Maintenance Technology associate degree.

- **RBT-235** Programmable Logic Controllers
- **MET-170** Fluid Power Systems
- **EET-179** Electrical Power Distribution
- **EET-245** Electric Motor Control

Facilities Maintenance Technology (383.2)

**NORTH CERTIFICATE**

This is a short-term certificate program designed to offer students an opportunity to acquire entry-level skills in facility maintenance. The program consists of courses designed to provide basic technical education through an integrated lecture and lab format. Students who complete the certificate have the option of applying their facility maintenance certificate toward an Associate’s degree in Facilities Maintenance Technology.

Upon successful completion of the program, the graduate will:
1. Recognize and maintain various mechanical systems.
3. Identify, diagnose and repair plumbing fixture problems.
4. Install, diagnose, repair and maintain basic electrical fixtures.
5. Apply safety procedures when using maintenance tools.

Credits may be articulated for courses completed in high school career and technology programs. Upon completion of this program, graduates may be employed as entry-level facility maintenance technicians.

**CERTIFICATE REQUIREMENTS**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HAC-101</td>
<td>Basic Electrical Wiring</td>
<td>5</td>
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<tr>
<td>HAC-201</td>
<td>Heating Systems</td>
<td>5</td>
</tr>
<tr>
<td>HAC-202</td>
<td>Air Conditioning Systems</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MMT-130</td>
<td>Job Safety &amp; First Aid or/main</td>
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</tr>
<tr>
<td>MMT-131</td>
<td>Introduction to OSHA and/or Industrial Hygiene</td>
<td>1</td>
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<tr>
<td>PLT-204</td>
<td>Plumbing Maintenance</td>
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<tr>
<td>WLD-221</td>
<td>Brazing &amp; Welding</td>
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<tr>
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Minimum Credits to Graduate 30–31

1 Restricted Electives:
- EET-179 Electrical Power Distribution 3
- EET-201 Electronics 1 4
- EET-245 Electrical Motor Control 3
- HAC-107 EPA Refrigeration Certification Preparation 1
- HAC-204 Duct & Hydronic System Design 4
- HAC-221 Heating/Air Conditioning Circuits & Control 4
- HAC-222 Pneumatic Controls 3
- HAC-224 HVAC Installation 3
- HAC-225 Planned Maintenance 3
- MET-170 Fluid Power Systems 4
- MIT-107 Electronic Fabrication 3
- MIT-208 Digital Electronics 3
- MMT-208 Backflow Tester Certification. 3
- RBT-235 Programmable Logic Controllers 4

2 Restricted Electives should be chosen with the assistance of an advisor.

Explanatory Note: Restricted Elective MMT-208 course name changed and increased from 2 to 3 credits and MMT-131 course name changed. The number of credits required for the program did not change.

**Heating & Air Conditioning (313.3)**

**NORTH ASSOCIATE OF SCIENCE**

This program prepares students to install, repair and maintain refrigeration, heating and air conditioning equipment.

Advanced courses develop more sophisticated design and application skills, such as estimating thermal loads, duct and hydronic piping design and controls for more complex circuits.
including digital control systems and pneumatics. CCAC’s Heating & Air Conditioning program is available as a day or evening program at the CCAC–West Hills Center.

Graduates enter their field with skills and knowledge in electricity, heating, refrigeration systems, air conditioning systems and attention to green technologies.

Upon successful completion of the program, the graduate will:
1. Apply the skills for employment as a heating, ventilation and air conditioning (HVAC) installer or technician.
2. Design extended and reducing extended plenum duct systems.
3. Design hydronic series loop and one-pipe systems.
4. Estimate thermal loads.
5. Analyze and troubleshoot advanced electrical and digital circuits.
6. Analyze control theory concepts and pneumatics.
7. Apply green building concepts.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HAC-101 Basic Electrical Wiring</td>
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<tr>
<td>HAC-120 Acquiring &amp; Using HVAC Technical Documentation</td>
<td>1</td>
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<tr>
<td>HAC-201 Heating Systems</td>
<td>5</td>
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<tr>
<td>HAC-202 Air Conditioning Systems</td>
<td>5</td>
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<td>MMT-130 Job Safety &amp; First Aid</td>
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<table>
<thead>
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<tr>
<td>HAC-102 Refrigeration Systems</td>
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<td>HAC-107 EPA Refrigerant Certification Prep</td>
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<td>HAC-224 HVAC Installation</td>
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<td>HAC-225 Planned Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>WLD-221 Brazing &amp; Welding</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG-101 English Composition 1</td>
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<tr>
<td>HAC-203 Estimating Thermal Loads</td>
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<td>HAC-221 Heating &amp; Air Conditioning Circuits &amp; Controls</td>
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<td>MAT-191 Mathematics for the Industries</td>
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<td>SPH-101 Oral Communication</td>
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<tr>
<td>ENG-103 Technical Communications</td>
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<td>HAC-108 Industry Competency Exam Prep (ICE)</td>
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<td>HAC-204 Duct &amp; Hydronic System Design</td>
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<td>HAC-222 Pneumatic Controls for HVAC</td>
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<tr>
<td>PHS-161 Physical Science for the Industries</td>
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<td>PSY-116 Organizational Psychology</td>
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</table>

Minimum Credits to Graduate 66

Heavy Equipment Operating Engineers Apprenticeship (740)

NORTH CERTIFICATE

This four-year certificate program offers qualifying applicants occupational training under the sponsorship of the local Joint Apprenticeship and Training Committee (JATC) of the Western Pennsylvania Operating Engineers.

The cooperative component of this program involves lecture and laboratory classes for 45 academic credits. A student may apply these 45 credits towards an Associate’s degree in Building Construction Estimating or Building Construction Supervision. Instruction in this program encompasses a wide range of skills, including safety, plans and specifications, soil inspection and welding. The main focus is the operation of a wide variety of heavy equipment utilized in the construction industry.

Upon successful completion of the program, the graduate will:
1. Conduct pre-operational inspections, troubleshoot and perform routine maintenance on heavy equipment.
2. Interpret the information contained on construction grade stakes.
3. Communicate effectively using terminology common to the construction industry.
4. Give and receive hand signals used in the construction industry.
5. Safely and productively operate a wide variety of heavy equipment.

A student who successfully completes this four-year training seek employment in any number of jobs, including backhoe operator, excavator operator, loader, crane operator, grader operator and forklift operator.

Construction Trade Technology training programs are open to all qualifying students. These programs are offered in conjunction with the Joint Apprenticeship Committees of the building trades and Pennsylvania Department of Labor. The Commonwealth of Pennsylvania awards certificates of completion to those who complete one of these apprenticeship programs. Admission is by competitive testing and interviews with a Joint Apprenticeship Committee.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
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<tbody>
<tr>
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<tbody>
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<td>HEO-105</td>
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<tr>
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<thead>
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<tbody>
<tr>
<td>HEO-201</td>
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<tr>
<td>HEO-202</td>
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<td>HEO-205</td>
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<tr>
<td>HEO-206</td>
<td>5</td>
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</table>

**Minimum Credits to Graduate**

**Ironworker Apprenticeship (289.1)**

**NORTH CERTIFICATE**

This three-year certificate program offers qualifying applicants occupational training under the sponsorship of the local Joint Apprenticeship Committee.

The cooperative part of the program involves lecture and laboratory classes for 45 academic credits. A student may then apply these 45 credits toward an Associate's degree in Building Construction Estimating or Supervision. Graduates will have classroom and shop training and job experience in ironworking. Upon completion of the certificate and the job experience hours required by the Bureau of Apprenticeship and Training, they may work in commercial building construction as a skilled ironworker. Construction trade technology training programs are open to all qualifying students. These programs are offered in conjunction with the Joint Apprenticeship Committees of the building trades and Pennsylvania Department of Labor. The state of Pennsylvania awards Journeyman working papers to those who complete one of these apprenticeship programs. Admission is by competitive testing and interviews with a Joint Apprenticeship Committee.

Upon successful completion of the program, the graduate will:

1. Work safely in all aspects of the ironworking trade as defined by and governed by OSHA and ANSI as a qualified rigger, qualified scaffold erector user and qualified powered fork truck operator. Certifications include OSHA subpart R, OSHA 10- and 30-hour certifications and MSHA training.
2. Work proficiently in structural steel construction utilizing rigging and hoisting techniques, blueprint reading skills and steel detailing applications.
3. Perform all welding functions required of the Ironworker apprentice, including completion of the AWS D1.1/1.5 welder certification tests in both SMAW and FCAW.
4. Construct and assemble all types of curtain wall systems, window wall systems, windows, storefronts and architectural metals.
5. Place all types of reinforcing steel including beams, slabs, columns, bridge decks and unbonded post tensioning systems.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>STI-116</td>
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Third Year
STI-301 Ornamental 3.1 1
STI-302 Ornamental 3.2 1
STI-303 Ironworker Safety 3.1 3
STI-304 Structural Ironworking 3.1 1
STI-306 Structural Ironworking 3.2 1
STI-307 Structural Ironworking 3.3 1
STI-308 Ironworker Rigging 3 1
STI-309 Ironworker Reinforcing 3.1 1
STI-310 Ironworker Reinforcing 3.2 1
STI-311 Ironworker Foreman Training Supervision 1
WLD-380 Ironworker Welding 3.1 1
WLD-381 Ironworker Welding 3.2 1
WLD-382 Ironworker Welding 3.3 1

Minimum Credits to Graduate 45

Mechatronics Technology (722.1)
NORTH ASSOCIATE OF SCIENCES

The Mechatronics Technology program provides skills and knowledge in four major specializations: mechanical engineering, electrical/electronic engineering and control systems. Students can pursue specializations through restricted electives. This technology training is relevant to several industries including the natural gas industry, energy, manufacturing and supply chain and logistics. Students who pursue this degree will benefit from a technical core set of courses that combine industry-recognized certification and quality college education. Typical job titles will include: production, planning and expediting clerks, maintenance and repair workers, inspectors, testers, sorters, samplers and weighers, instrumentation technicians, robotics technicians, automation engineer technicians, electromechanical technicians, process technicians, industrial maintenance technicians, field automation technicians and supply chain technicians. This Associate degree program may provide students with opportunities to pursue supervisory positions in the above fields.

Upon successful completion of the program, the graduate will:

1. Install and operate instrumentation and process control devices across the spectrum of industries.
2. Use quality and safety standards necessary for the operating, maintaining and repairing of automated equipment.
3. Program, configure, troubleshoot and repair automated, industrial equipment for machining, assembly, chemical processing and logistic distribution.
4. Develop an application-oriented project on an integrated mechatronics system meeting business objectives and financial constraints.
5. Utilize technical and organizational skills to effectively engage with team members and a diverse customer base.

Students who complete MEC-100 and MEC-102 will sit for the Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) industry credential. This is a National Association of Manufacturers (NAM) endorsed credential. The cost of the certification is included in the fees for the courses. There are additional, optional certifications students may wish to pursue to enhance their employability. Students who successfully complete MEC-103, MEC-106 and MEC-156 will be prepared to sit for the Packaging Machinery Manufacturers Institute (PMMI) industry credential: PMMI Mechatronics Industrial Electricity 1. Students who successfully complete MEC-104 will be prepared to sit for the PMMI Mechatronics: Mechanical Components 1 industry credential. Students who successfully complete MEC-108 will be prepared to sit for the PMMI Mechatronics: Programmable Logic Controllers 1 industry credential.

DEGREE REQUIREMENTS

First Semester Credits
MEC-100 Safety and Quality 3
MEC-102 Industrial Processes 3
MEC-103 Fundamentals of Electricity 3
MEC-104 Mechanical Systems 3
MEC-150 Fluid Power 3
15

Second Semester
MEC-106 Industrial Power Systems 3
MEC-108 Programmable Logic Controllers 1 3
MEC-110 Digital Electronics 3
MEC-112 Intro to Robotics 3
MEC-156 Motors and Motor Controls 3
15

Third Semester
Restricted Elective 2 3-4
Restricted Elective 3 3
ENG-101 English Composition 1 3
MAT-191 Mathematics for the Industries or 3
MAT-108 Intermediate Algebra 4
PSY-101 Introduction to Psychology or 3
PSY-116 Organizational Psychology 3
15-17

Fourth Semester
Restricted Elective 2 3-4
ENG-102 English Composition 2 or 3
ENG-103 Technical Communications 3
MEC-208 Programmable Logic Controllers 2 3
PHS-161 Physical Science for the Industries or 3
PHY-141 Physics 1 3-4
SPH-101 Oral Communications 3
15-17

Minimum Credits to Graduate 60-64

1 Students planning on transferring to a four-year institution should take the following courses:
ENG-102 English Composition 2 3
MAT-108 Intermediate Algebra 4
PHY-141 Physics 1 4
PSY-101 Introduction to Psychology 3
2 Restricted Electives:
MEC-204 AC/DC Electronic Drives 3
MEC-205 Troubleshooting Advanced Motor Controls 3
MEC-211 Process Control 4
MEC-221 Robotics & Controls 3
MEC-225 Automated Equipment 3
MEC-230 Advanced PLC 3
MEC-240 Advanced Electrical Circuits 3
MEC-245 Electronics in Industry 3
WLD-221 Brazing and Welding 3

After completion of the degree, students may choose to pursue additional advanced level courses in mechanical systems, PLCs, Fluid Power and Renewable Energy systems through CCAC’s workforce development division. For further information, please contact 412-788-7357.

Mechatronics Technology Certificate (723.1)

NORTH CERTIFICATE

The Mechatronics Technology Program provides skills and knowledge in four major areas: mechanical engineering, electrical engineering/electronic engineering and control systems. This technology training is relevant to several industries including the natural gas industry, energy, manufacturing and supply chain and logistics. Students who pursue this degree will benefit from a technical core set of courses that combine industry-recognized certification and quality college education.

Typical job titles include: production, planning and expediting clerks, entry-level maintenance and repair workers, inspectors, testers, sorters, samplers and weighers, electro-mechanical technicians, industrial maintenance technicians and entry-level supply chain technicians.

Upon successful completion of the program, the graduate will:
1. Use quality and safety standards necessary for the operating, maintaining and repairing of industrial equipment.
2. Program, configure and operate automated, industrial equipment for machining, assembly and production.
3. Troubleshoot and repair equipment applying basic and preventative maintenance techniques.
4. Apply basic computational skills in measurement and analysis of technical formulas and schematics.
5. Utilize technical and organizational skills to effectively engage with team members and a diverse customer base.

Students who complete MEC-100 and MEC-102 will sit for the Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) industry credential. This is a National Association of Manufacturers (NAM) endorsed credential. The cost of the certification is included in the fees for the courses.

There are additional, optional certifications students may wish to pursue to enhance their employability. Students who successfully complete MEC-103, MEC-106 and MEC-156 will be prepared to sit for the Packaging Machinery Manufacturers Institute (PMMI) industry credential: PMMI Mechatronics Industrial Electricity 1. Students who successfully complete MEC-104 will be prepared to sit for the PMMI Mechatronics: Mechanical Components 1 industry credential. Students who successfully complete MEC-108 will be prepared to sit for the PMMI Mechatronics: PLC 1 industry credential.

CERTIFICATE REQUIREMENTS

First Semester

<table>
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Second Semester

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<td>MEC-108</td>
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<td>MEC-110</td>
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<td>MEC-112</td>
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<td>MEC-156</td>
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<td><strong>Total</strong></td>
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Minimum Credits to Graduate 30

Plumber Apprenticeship (389.1)

NORTH CERTIFICATE

This five-year certificate program offers qualifying applicants occupational training under the sponsorship of the local Joint Apprenticeship Committee. The certificate includes a cooperative component which involves lecture and laboratory classes for twenty-eight (28) academic credits. A student may then apply these twenty-eight (28) credits toward an Associate degree in Building Construction Estimating or Building Construction Supervision.

Construction trade technology training programs are open to all qualifying students. These programs are offered in conjunction with the Joint Apprenticeship Committees of the building trades and the Pennsylvania Department of Labor. The state of Pennsylvania awards journeyman working papers to those who complete one of these apprenticeship programs. Upon completion of the certificate and job experience hours required by the Bureau of Apprenticeship and Training, students will be able to work in the commercial building construction industry as skilled plumbers.

Admission is by competitive testing and interviews with a Joint Apprenticeship Committee.

Upon successful completion of the program, the graduate will:
1. Communicate effectively and appropriately with management and a diverse customer base.
2. Recognize and operate plumbing tools safely.
3. Install, diagnose, repair and maintain commercial plumbing fixtures.
4. Measure, calculate and budget for plumbing materials, including green materials.
5. Interpret codes and illustrate plumbing blue print plans and drawings for commercial projects.

CERTIFICATE REQUIREMENTS

First Year

<table>
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<th>Course Title</th>
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<td>PLT-103</td>
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<tr>
<td>PLT-115</td>
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</tr>
<tr>
<td>PLT-121</td>
<td>Plumbing Drafting &amp; Blueprint Reading 1</td>
<td>3</td>
</tr>
<tr>
<td>WLD-101</td>
<td>Welding Fundamentals</td>
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Second Year

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<tbody>
<tr>
<td>PLT-105</td>
<td>Introduction to Plumbing Code</td>
<td>2</td>
</tr>
<tr>
<td>PLT-221</td>
<td>Plumbing Drafting &amp; Blueprint Reading 2</td>
<td>1</td>
</tr>
<tr>
<td>WLD-102</td>
<td>Advanced Welding</td>
<td>3</td>
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Third Year

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<tr>
<td>PLT-145</td>
<td>Plumbing Code 2</td>
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<tr>
<td>PLT-222</td>
<td>Mechanical CAD for Plumbers</td>
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</tr>
<tr>
<td>WLD-196</td>
<td>Welding for Plumbing 1</td>
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Fourth Year

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<tr>
<td>PLT-205</td>
<td>Plumbing 4</td>
<td>6</td>
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<tr>
<td>PLT-206</td>
<td>Plumbing Code 3</td>
<td>2</td>
</tr>
<tr>
<td>WLD-296</td>
<td>SMAW &amp; Applied Fundamentals</td>
<td>3</td>
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</table>

Fifth Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMT-208</td>
<td>Backflow Tester Certification.</td>
<td>3</td>
</tr>
<tr>
<td>PLT-224</td>
<td>Estimating/CFC</td>
<td>2</td>
</tr>
<tr>
<td>PLT-225</td>
<td>Medical Gas</td>
<td>2</td>
</tr>
<tr>
<td>WLD-202</td>
<td>MIG &amp; TIG Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate 46

Plumbing (365.2)

CERTIFICATE NORTH

This certificate is a short-term training program designed to offer students an opportunity to acquire basic skills to assist with installation and repairs of plumbing systems in residences and small buildings. Many plumbers are self-employed; however, this is a profession that typically requires a long period of on-the-job experience for plumbers to be fully qualified and licensed. Students who complete the certificate have the option of applying their plumbing certificate credits toward an Associate degree in General Studies at CCAC.

Upon successful completion of the program, the graduate will:
1. Apply skills to seek employment as a plumber's assistant with plumbing contractors, maintenance jobs, allied trades apprenticeships and plumbing supply companies.
2. Recognize and operate plumbing tools safely.
3. Interpret and illustrate plumbing tools and drawings.
4. Measure and calculate plumbing materials.
5. Install, diagnose, repair and maintain basic residential plumbing fixtures.

Credits may be articulated for courses completed in high school career and technology programs.

CERTIFICATE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLT-100</td>
<td>Introduction to the Plumbing Profession 1</td>
<td>1</td>
</tr>
<tr>
<td>PLT-101</td>
<td>Plumbing Skills 1</td>
<td>4</td>
</tr>
<tr>
<td>PLT-102</td>
<td>Plumbing Measuring and Calculating</td>
<td>2</td>
</tr>
<tr>
<td>PLT-106</td>
<td>Plumbing Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WLD-221</td>
<td>Brazing and Welding</td>
<td>3</td>
</tr>
</tbody>
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Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PLT-201</td>
<td>Plumbing Skills 2</td>
<td>4</td>
</tr>
<tr>
<td>PLT-202</td>
<td>Plumbing Skills 3</td>
<td>4</td>
</tr>
<tr>
<td>PLT-204</td>
<td>Maintenance Plumbing</td>
<td>4</td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate 25

Sheet Metal Worker Apprenticeship (379)

NORTH ASSOCIATE OF SCIENCE

This Associate’s degree program enables students enrolled in the CCAC certificate for sheet metal apprentices to continue with their education and complete the coursework needed for an Associate’s degree.

Upon successful completion of the program, the graduate will:
1. Acquire the skills needed for fabrication and installation of architectural sheet metal; including brass and copper ornamentation, columns, skylights, signs, metal ceilings and downspouts.
2. Perform the testing, adjusting and balancing needed to fine tune and maintain HVAC components according to engineering specifications.
3. Utilize computers to fabricate sheet metal products and troubleshoot HVAC systems as well as system design using CAD drafting.
4. Fuse different types of metal using the latest technological processes.
5. Perform the rigging and installation of building components relating to floor and walls.

DEGREE REQUIREMENTS

First Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>SHM-103</td>
<td>Basic Sheet Metal Fabrication</td>
<td>4</td>
</tr>
<tr>
<td>SHM-104</td>
<td>Basic Mechanical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>PHS-161</td>
<td>Physical Science for the Industries</td>
<td>3</td>
</tr>
<tr>
<td>WLD-295</td>
<td>SMAW &amp; Welding Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

16
Sheet Metal Worker Apprenticeship (391.1)

NORTH CERTIFICATE

This four-year certificate program offers qualifying applicants occupational training under the sponsorship of the local Joint Apprenticeship Committee.

Upon successful completion of the program, the graduate will:

1. Understand the need for a commitment to responsibility, re-education, supervisory skills, safety and drug awareness that translates into quality craftsmanship, efficiency and productivity on the job site.
2. Prepare the fabrication and installation of architectural sheet metal, such as brass and copper ornamentation, columns, skylights, signs, metal ceilings and downspouts.
3. Prepare the design, fabrication and installation of heating, ventilating, air conditioning.
4. Test, adjust and balancing/fine tune and maintain HVAC components according to engineering specifications.
5. Use a computer to fabricate sheet metal products and troubleshoot HVAC systems as well as system design using CAD drafting.
6. Prepare stainless steel fabrication and installation in restaurants, cafeterias, etc.
7. Fuse different types of metal using the latest technological processes.
8. Prepare pattern layout of geometric development of patterns for sheet metal objects to be fabricated.

Graduates will have had classroom, shop training and job experience hours in sheet metal work. Upon completion of the CCAC certificate and the job experience hours required by the Bureau of Apprenticeship and Training, they can find employment doing industrial duct fabrication and installation, as architectural sheet metal workers, energy managers for green technology or in kitchen equipment fabrication and installation. They may also work in commercial building construction as skilled sheet metal workers.

Construction trade technology training programs are open to all qualifying students. These programs are offered in conjunction with the Joint Apprenticeship Committees of the building trades and the Pennsylvania Department of Labor. The Commonwealth of Pennsylvania awards journeyman working papers to those who complete one of these apprenticeship programs. Admission is by competitive testing and interviews with a Joint Apprenticeship Committee.

CERTIFICATE REQUIREMENTS

First Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHM-103</td>
<td>Basic Sheet Metal Fabrication</td>
<td>4</td>
</tr>
<tr>
<td>SHM-104</td>
<td>Basic Mechanical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>WLD-295</td>
<td>GMAW &amp; Welding Fundamentals</td>
<td>3</td>
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</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-191</td>
<td>Mathematics for the Industries</td>
<td>3</td>
</tr>
<tr>
<td>SHM-108</td>
<td>Advanced Mechanical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>WLD-296</td>
<td>SMAW &amp; Applied Fundamentals</td>
<td>3</td>
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</tbody>
</table>

Third Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WH-203</td>
<td>Sheet Metal 3</td>
<td>4</td>
</tr>
<tr>
<td>SHM-204</td>
<td>CAD &amp; HVAC Design</td>
<td>4</td>
</tr>
<tr>
<td>SHM-207</td>
<td>Problem Solving</td>
<td>5</td>
</tr>
<tr>
<td>WLD-297</td>
<td>GTAW Processes</td>
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Fourth Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SHM-208</td>
<td>Industrial Metal Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>SHM-209</td>
<td>Advanced AutoCAD Applications</td>
<td>3</td>
</tr>
<tr>
<td>SHM-210</td>
<td>Foreman Training</td>
<td>1</td>
</tr>
<tr>
<td>WLD-298</td>
<td>Industrial Metal Applications</td>
<td>4</td>
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</table>

Minimum Credits to Graduate 64–65

1 Students planning to transfer to a four-year school must take MAT-108 Intermediate Algebra.

Stationary Operating Engineer (731.1)

NORTH ASSOCIATE OF SCIENCE

This Associate’s degree program enables students, especially those enrolled in the CCAC certificate for Stationary Operating Engineer, to continue with their education and complete the coursework needed for an Associate’s degree. The program provides students with opportunity to acquire the skills needed for employment in jobs requiring multiple maintenance competencies, including electricity, plumbing and boilers. These competencies will allow the students in this Associate’s degree program to obtain highly skilled maintenance positions in a variety of industries, office buildings, universities, hospitals, school districts,
municipalities, stadiums and commercial/industrial facilities.

Upon successful completion of the program, the graduate will:
1. Maintain and repair systems and functions associated with the maintenance of facilities.
2. Troubleshoot and provide preventative maintenance of facilities.
3. Communicate effectively, not only using the terminology appropriate to this trade, but the skills acquired in the other non-technical coursework.
4. Provide the leadership and management skills needed for a position as foreman, manager and supervisor.

Upon completion of this program, a graduate may seek employment as a stationary operating engineer, a chief engineer, a facilities manager, maintenance foreman or as a building maintenance supervisor.

DEGREE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-100</td>
<td>Computer Fundamentals &amp; Applications</td>
<td>3</td>
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<tr>
<td>ENG-101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>SOE-101</td>
<td>Electricity 1</td>
<td>3</td>
</tr>
<tr>
<td>SOE-102</td>
<td>HVACR 1</td>
<td>3</td>
</tr>
<tr>
<td>SOE-103</td>
<td>Plumbing 1</td>
<td>3</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG-103</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAT-108</td>
<td>Intermediate Algebra*</td>
<td>4</td>
</tr>
<tr>
<td>MAT-191</td>
<td>Mathematics for the Industries</td>
<td>3</td>
</tr>
<tr>
<td>SOE-110</td>
<td>HVACR 2</td>
<td>3</td>
</tr>
<tr>
<td>SOE-111</td>
<td>Electricity 2</td>
<td>3</td>
</tr>
<tr>
<td>SOE-112</td>
<td>Plumbing 2</td>
<td>3</td>
</tr>
<tr>
<td>SOE-114</td>
<td>High Pressure Steam Boilers</td>
<td>3</td>
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</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHS-161</td>
<td>Physical Science for the Industries</td>
<td>3</td>
</tr>
<tr>
<td>SOE-201</td>
<td>Industrial Maintenance 1</td>
<td>3</td>
</tr>
<tr>
<td>SOE-202</td>
<td>Industrial Electric 1</td>
<td>3</td>
</tr>
<tr>
<td>SOE-203</td>
<td>HVACR 3</td>
<td>3</td>
</tr>
<tr>
<td>SOE-204</td>
<td>Direct Digital Control 1</td>
<td>3</td>
</tr>
<tr>
<td>SOE-205</td>
<td>Chief Engineering Leadership Training</td>
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<tr>
<td>SOE-215</td>
<td>City Engineers License Refresher/Training</td>
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Fourth Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>HIS-151</td>
<td>History of American Labor*</td>
<td>3</td>
</tr>
<tr>
<td>PSY-116</td>
<td>Organizational Psychology</td>
<td>3</td>
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<tr>
<td>SOE-210</td>
<td>Industrial Maintenance 2</td>
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</tr>
<tr>
<td>SOE-211</td>
<td>Industrial Electric 2</td>
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<tr>
<td>SOE-212</td>
<td>HVACR 4</td>
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<tr>
<td>SOE-214</td>
<td>Direct Digital Control 2</td>
<td>3</td>
</tr>
<tr>
<td>SPH-101</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate 69–70

\* Students planning to transfer to a four-year school must take MAT-108 Intermediate Algebra.

Stationary Operating Engineer (730.1)

NORTH CERTIFICATE

The certificate is a stationary engineer Local 95 supported training program that provides the lecture and hands-on training needed for employment as stationary operating engineers for both union and non-union students. The program provides students the opportunity to acquire the skills needed for employment in jobs requiring multiple maintenance competencies, including electricity, plumbing and boilers. These competencies will allow students with this certificate to obtain highly skilled maintenance positions in a variety of industries, office buildings, universities, hospitals, school districts, municipalities, stadiums and commercial/industrial facilities.

Upon successful completion of this program, the graduate will:
1. Maintain and repair systems and functions associated with facilities maintenance.
2. Troubleshoot and provide preventative maintenance of facilities.
3. Communicate effectively using the terminology appropriate to this trade.
4. Provide the leadership and management skills needed for a position as foreman, manager and supervisor.

Upon completion of this program, students may seek employment as a stationary operating engineer, a chief engineer, a facilities manager, maintenance foreman or as a building maintenance supervisor.

For more information or to apply to the program and/or register for classes, contact Local 95 at 412.422.4702.

CERTIFICATE REQUIREMENTS

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOE-101</td>
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<td>SOE-102</td>
<td>HVACR 1</td>
<td>3</td>
</tr>
<tr>
<td>SOE-103</td>
<td>Plumbing 1</td>
<td>3</td>
</tr>
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Second Semester

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOE-110</td>
<td>HVACR 2</td>
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<tr>
<td>SOE-111</td>
<td>Electricity 2</td>
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<tr>
<td>SOE-112</td>
<td>Plumbing 2</td>
<td>3</td>
</tr>
<tr>
<td>SOE-114</td>
<td>High Pressure Steam Boilers</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOE-110</td>
<td>HVACR 2</td>
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<tr>
<td>SOE-111</td>
<td>Electricity 2</td>
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</tr>
<tr>
<td>SOE-112</td>
<td>Plumbing 2</td>
<td>3</td>
</tr>
<tr>
<td>SOE-114</td>
<td>High Pressure Steam Boilers</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Credits to Graduate 69–70

Students planning to transfer to a four-year school must take MAT-108 Intermediate Algebra.
Fourth Semester
SOE-210  Industrial Maintenance 2  3
SOE-211  Industrial Electric 2  3
SOE-212  HVACR 4  3
SOE-214  Direct Digital Control 2  3
SOE-215  City Engineers License Refresher & Testing 1

Minimum Credits to Graduate  48

Welding Technology (316.4)
NORTH ASSOCIATE OF SCIENCE

This program provides students with the skills and knowledge for employment in the scientific and industrial areas requiring welding specialists. Courses in mathematics, science and blueprint reading are required elements of the degree. Successful completion of this program prepares students for the following external industry certifying examinations: Shielded Metal Arc Welding–D1.1 and D1.5 American Welding Society (AWS) test on one-inch plate in the vertical position; Flux Core Arc Welding–AWS D1.1/AWS D1.5 one-inch plate vertical position; and six-inch Pipe SCHD 80 in the 6G position. Additionally, advanced certifications are available through restrictive elective course offerings.

Upon successful completion of the program, the graduate will:
1. Utilize safety procedures and theory of the Shielded Metal Arc Welding (SMAW) processes.
2. Utilize multi-layered welds in different weld joints and weld positions.
3. Operate oxy-fuel cutting and brazing equipment safely.
4. Identify and interpret blueprints and the basic (AWS) weld symbols.
5. Apply gas metal arc welding, gas tungsten arc welding, flux core arc welding processes and the safety and set-up procedures for metals such as aluminum, stainless steel and carbon steel.

The Welding Technology program is located at the CCAC–West Hills Center as a day or evening program. Credit for some courses may be awarded for work completed at an area Career and Technology Center (CTC), trade school or from the military. Students will be required to purchase welding tools and equipment.

Upon completion of this program, a graduate may seek employment as a welder, a welding shop supervisor or as an advanced certified welder.

DEGREE REQUIREMENTS
First Semester 
WLD-101  Welding Fundamentals  3
WLD-102  Advanced Welding  3
WLD-107  Blueprint Reading for Welders  3
WLD-201  Preparation for Welding Certification  3
WLD-202  MIG & TIG Processes  3
WLD-221  Brazing & Welding  3

Second Semester
MAT-108  Intermediate Algebra¹ or  3
MAT-191  Mathematics for the Industries  3
PHS-161  Physical Science for the Industries or  3
PHY-100  Basic Physics¹ or  3
PSY-101  Introduction to Psychology² or  3
PSY-116  Organizational Psychology  3
WLD-211  Welding Inspection  3
WLD-217  MIG Flux Core Certification  3

Third Semester
ENG-101  English Composition 1  3
MMT-130  Job Safety & First Aid  1
SPH-101  Oral Communication  3
WLD-222  Pipe Welding 1 Basic  3
Computer Information Technology Elective  1
Restricted Elective²  3

Fourth Semester
ENG-102  English Composition 2 or  3
ENG-103  Technical Communications  3
WLD-223  Pipe Welding 2 Advanced  3
General Electives  7

Minimum Credits to Graduate  60

¹ Recommended for transfer students
² Restricted Electives

Welding Technology (317.3)
NORTH CERTIFICATE

This certificate program provides students with the entry-level skills to work as welders in small and large companies. Students in this certificate program are eligible to take the American Welding Society (AWS) D1.1 and D1.5 Certification Test. This program also offers students the skills that are necessary to read blueprints in the technical work area. Full-time students in this certificate program are prepared to sit for the AWS certification in four months. Students may find employment as welders, fabricators or grinders.

Upon successful completion of the program, the student will:
1. Utilize safety procedures and theory of the shielded metal arc welding (SMAW) processes.
2. Utilize multi-layered welds in different weld joints and weld positions.
3. Operate oxy-fuel cutting and brazing equipment safely.
4. Identify and interpret blueprints and the basic (AWS) weld symbols.
5. Demonstrate gas metal arc welding, gas tungsten arc welding, flux core arc welding processes and the safety and setup procedures for metals, i.e., aluminum, stainless steel and carbon steel.

The CCAC–North Campus Welding Technology certificate is available at the CCAC–West Hills Center. Credit for some courses may be awarded for work completed at an area vocational/technical school, trade school or in the military. Students should be advised at the CCAC–West Hills Center.

**CERTIFICATE REQUIREMENTS**

**Welding, Gas & Oil (319.1)**

**NORTH, SOUTH CERTIFICATE**

This program provides students with the skills and knowledge for employment as a pipe welder in industries such as cross-country natural gas transmission and natural gas retailers.

Upon successful completion of the program, the graduate will:

1. Demonstrate the technical skills for employment as a welder in the Marcellus Shale industry.
2. Apply safety procedures and theory of the Shielded Metal Arc Welding (SMAW) processes.
3. Utilize multi-layered welds in different weld joints and weld positions.
4. Make a shielded metal-arc weld on schedule 80 pipe in a fixed 6G position.
5. Transition pipe welding skills to the downhill process using specialized electrodes.

Successful completion of this program prepares students for the following certification examinations: Shielded Metal Arc Welding (SMAW)—D1.1 and D1.5 American Welding Society (AWS) test on one-inch plate in the vertical position; American Society of Mechanical Engineers (ASME) and American Welding Society (AWS) pipe welding certification in uphill Shielded Metal Arc Welding (SMAW) for 6” diameter, schedule 80 pipe in the 6G (45 degree) fixed position; and The American Petroleum Institute (API) downhill shielded metal-arc pipe welding process employed by the Marcellus Shale industry to connect natural gas cross country transmission pipelines.

The Welding Technology program is located at the CCAC–West Hills Center as a day or evening program. The program is also offered at Career and Technical Centers (CTC), based on demand and lab availability. Credit for some courses may be awarded for work completed at an area Career and Technology Center (CTC) through Students Occupationally and Academically Ready (SOAR) articulations, trade schools or from the military. Students will be required to purchase welding tools and equipment.

**CERTIFICATE REQUIREMENTS**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD-101 Welding Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>WLD-102 Advanced Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD-107 Blueprint Reading for Welders</td>
<td>3</td>
</tr>
<tr>
<td>WLD-201 Preparation for Welding Certification</td>
<td>3</td>
</tr>
<tr>
<td>WLD-202 MIG &amp; TIG Processes</td>
<td>3</td>
</tr>
<tr>
<td>WLD-221 Brazing &amp; Welding</td>
<td>3</td>
</tr>
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**Second Semester**

<table>
<thead>
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<th>Course</th>
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<tr>
<td>WLD-222 Pipe Welding 1 Basic</td>
<td>3</td>
</tr>
<tr>
<td>WLD-223 Pipe Welding 2 Advanced</td>
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**Third Semester**

<table>
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</thead>
<tbody>
<tr>
<td>WLD-224 Pipe Welding 3 Downhill</td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum Credits to Graduate**

18
COURSE DESCRIPTIONS

This section lists all courses offered at the Community College of Allegheny County with the number of credits, lecture/lab/clinical hours and a short description.

Note: not every course is offered in every term; consult the course search on ccac.edu CCAC Central e-Services for courses in specific terms.

COURSE DESCRIPTION EXPLANATIONS

The **alphacode** indicates the discipline to which the course is assigned.

The **course number** indicates the course within that discipline.

The **title** of each course is unique to that course.

The **credits assigned** indicate the credits the student will earn after successfully completing the course.

The **class hours** indicate the number of hours each week the student attends that class. In some cases, these hours are divided into lecture, laboratory, studio or clinical.

The **prerequisite** indicates the knowledge, skills or class a student will need before beginning this class. In most cases, prerequisites concern instruction offered at the college. If a student is uncertain whether he/she has the prerequisite knowledge or skills, the student should consult with the department offering the course.

The **corequisite** indicates a course that a student should take at the same time as the one being considered.

The **course description** is a brief explanation of course content. The course outline will more fully explain the content. Students will receive an outline when they attend class.

Some CCAC courses are labeled foundation courses. PA Trac creates a seamless statewide transfer and articulation system by creating foundation courses that can be easily transferred to any participating institution. Students who successfully complete courses from the approved Transfer Credit Framework list can transfer those credits to any of the participating colleges and universities and have them count towards graduation at any of the participating colleges and universities. (see www.pacollegetransfer.com/PATRAC).

**Example:**

**MAT-161 Elementary Statistics**

3 credits/3 class hours  
Prerequisite: MAT-108 or equivalent  
Corequisite: MAT-111 or equivalent

This is a course for students in programs requiring knowledge of statistics. Topics may include graphing distributions, measures of central tendency and variability, correlation and regression, probability, hypothesis testing using the $z$, $t$ and CHI square tests.

ELECTIVE COURSES

All college programs require students to enroll in courses called electives. Electives allow students to broaden their college education or deepen their understanding of a specific area while fulfilling the elective requirements of a program.

Any course offered for credit by CCAC can be an elective, subject to the following restrictions:

- A course can count toward graduation only if the student has satisfied the prerequisites for that course.
- A course can count only once toward graduation.
- Electives may be courses transferred from another accredited college or university or advanced standing credits earned through USAFI, CLEP or other nationally recognized examinations approved by the college.

THERE ARE THREE TYPES OF ELECTIVES:

1. **General Electives**  
These electives encourage students to experiment with a variety of courses at the college. This requirement can be fulfilled by any college-level course.

2. **Department Electives**  
A department elective is a cluster of disciplines from which a student may select an elective. These electives permit students to choose courses within a discipline or department that fit their program. An academic advisor will help the student make an appropriate selection. Discipline or department electives are limited to the appropriate alphacode and course number.

Humanities Electives

- **ART** Art History & Studio Art
- **ASL** American Sign Language & Culture
- **DAN** Dance
- **ENG** English (above the level of ENG-102)
- **ETH201** Music of Black Americans: 1619 to Present
- **FCL** Foreign Culture & Language (All language courses)
- **JRn** Journalism
- **Mus** Music
- **PHl** Philosophy
- **SPH** Speech
- **THE** Theatre

Mathematics Electives

**MAT** Mathematics. Exceptions are noted in the course descriptions. Business mathematics can be taken in some career programs. This is noted where it is appropriate.
Science Electives
- BIO Biology
- CHM Chemistry
- GGY Geology
- PHS Physical Science
- PHY Physics

Social Science and Behavioral Science Electives
- ANT Anthropology
- CJC Criminal Justice & Criminology
- ECD Early Education & Child Development
- ECO Economics
- ETH Ethnic & Diversity Studies
- GEO Geography
- HIS History
- HLS Homeland Security
- PAL Paralegal
- POL Political Science
- PSY Psychology
- SOC Sociology
- SOW Social Work Technology
- TSA Transportation Security Administration

Business Electives
- ACC Accounting
- BUS Business
- CIT Computer & Information Technology
- ECO Economics
- RLE Real Estate

3. Discipline Electives
A discipline elective is one alphacode identified on the following lists. These electives complete the general education requirements of the Associate’s degree. Disciplines appropriate to these requirements are listed below. Exceptions are noted in the course description.

Alphacodes for all disciplines taught at CCAC follow.

- ACC Accounting
- ALH Allied Health
- ANE Anesthesiology
- ANT Anthropology
- ARA Arabic Language & Culture
- ART Art History & Studio Art
- ASL American Sign Language & Culture
- ATE Automotive Technology
- AVT Aviation (Flight) Technology
- BIO Biology
- BLC Building Construction Technology
- BTC Biotechnology
- BUS Business
- CAR Carpentry
- CAT Computed-assisted Tomography
- CET Civil Engineering Technology
- CHM Chemistry
- CIT Computer & Information Technology
- CJC Criminal Justice & Criminology
- CLR Culinary Arts
- CRT Court Reporting
- CST Central Service Technician
- DAN Dance
- DIT Dietetics
- DMS Diagnostic Medical Sonography
- DVS Developmental Studies
- ECD Early Education & Child Development
- ECO Economics
- ECT Electrical Construction Technology
- EDD Engineering Drafting & Design
- EDT Electrical Distribution
- EDU Education
- EET Electrical & Electronic Engineering Technology
- EGR Engineering Science
- ENG English Writing & Literature
- ESL English as a Second Language
- ETH Ethnic & Diversity Studies
- FCL Foreign Culture & Language
- FLR Foodservice, Lodging & Recreation Management
- FRE French Language & Culture
- FSA Fire Science Administration
- GEO Geography
- GER German Language & Culture
- GGY Geology
- HAC Heating & Air Conditioning Technology
- HEO Heavy Equipment Operator
- HIS History
- HLS Homeland Security
- HPE Health & Physical Education
- ITA Italian Language & Culture
- ITP Interpreter for the Deaf Training
- JRN Journalism
- LMS Labor & Management Studies
- LND Land Administration
- MAS Massage Therapy
- MAT Mathematics
- MDA Medical Assistant
- MDR Medical Records (Health Information Technology)
- MET Mechanical Engineering Technology
- MFT Manufacturing Technology
- MIS Medical Insurance Specialist
- MIT Microcomputer Electronics Technology
- MLA Medical Laboratory Assistant
- MLT Medical Laboratory Technician
- MMC Multimedia Communications
- MMT Maintenance Mechanics Technology
- MRI Magnetic Resonance Imaging
- MUS Music Theory & Practice
- NMT Nuclear Medicine Technology
- NSG Nursing
- NUR Nursing
- OTA Occupational Therapy Assistant
- PAL Paralegal
- PAM Paramedic
- PHB Phlebotomy
ACCOUNTING (ACC)

ACC-100 Introduction to Accounting  
3 credits/3 class hours  
This course is an introduction to the fundamental concepts, procedures and terminology of accounting. It will address the basic principles of the accounting cycle such as analyzing transactions, recording and summarizing and preparing and closing entries. Bank reconciliations and petty cash processes will also be reviewed. It is aimed toward students who have not had previous exposure to accounting principles. Students who have passed ACC-104 or higher may not schedule this course.

ACC-104 Financial Accounting  
4 credits/4 class hours  
Prerequisite: Eligibility for MAT-090 or completion of ACC-100 with a C grade or higher.  
This is an introduction to the basic concepts of financial accounting, including the preparation, interpretation and utilization of financial statement data. The basic principles and concepts governing the recording and reporting of accounting data including the system of debits and credits will be covered. The course will also cover receivables, notes, inventory, depreciation, plant assets, current and long-term liabilities, as well as corporate accounting topics.

ACC-110 Accounting Applications  
3 credits/3 class hours  
Prerequisite: ACC-104.  
The course emphasizes payroll preparation, record-keeping and tax reporting, special journal preparation and posting, subsidiary ledger record keeping and month-end and year-end summarizing and reporting. Students learn to use manual and computerized accounting systems.

ACC-115 Integrated Accounting on Computers  
1 credit/1 class hour  
Prerequisite: ACC-104.  
The course uses a computerized accounting software package. Students will learn computerized production of financial statements, general ledger, depreciation, accounts receivable, accounts payable and payroll using a personal computer.

ACC-120 Computer Applications in Accounting  
3 credits/3 class hours  
Prerequisites: ACC-104 & CIT-100.  
This is a course which teaches the use of the computer as a tool for the accountant. Students learn practical and creative uses of an integrated general ledger package and spreadsheets as they are used by accountants. Emphasis is on linking accounting theory and practice.

ACC-201 Intermediate Accounting 1  
3 credits/3 class hours  
Prerequisite: ACC-203.  
This course provides a study of GAAP (generally accepted accounting principles) as related to financial statements. The course deals with current assets and liabilities, plant assets and intangibles.

ACC-202 Intermediate Accounting 2  
3 credits/3 class hours  
Prerequisite: ACC-203.  
This is a comprehensive study of financial statements with emphasis on current and long-term liabilities, investments in corporate securities, and owners’ equity. Additional topics include leases, pensions, tax allocation changes in accounting principles and cash flow statement.

ACC-203 Managerial Accounting  
4 credits/4 class hours  
Prerequisite: ACC-104.  
This is a course in utilization of accounting information for the purpose of managerial control and decision-making. Topics include an analysis of financial statements and accounting reports, cash flow analysis, cost-volume-profit analysis, cost accounting concepts and budgeting as tools for planning and control.

ACC-204 Cost Accounting  
3 credits/3 class hours  
Prerequisite: ACC-203.  
This course covers the basic techniques and procedures used in cost determination. Performance measurements, standard cost, job order methods, cost analysis and control are studied as management tools.

ACC-210 Payroll and Tax Accounting  
3 credits/3 class hours  
This course is a survey of taxing practices as they affect individuals, partnerships and corporations. Emphasis is on payroll and income taxes at the state and federal levels.

ACC-211 Principles of Tax 1  
3 credits/3 class hours  
Prerequisite: ACC-104.  
This course provides an analysis of federal income tax structure and procedures. The emphasis is on the federal law as it applies to individuals.

ACC-215 Fundamentals of Oil and Gas Accounting  
3 credits/3 class hours  
Prerequisite: ACC-104.  
This course is an introduction to the fundamental accounting concepts, procedures and terminology related to the various phases of oil and gas operations. Topics include accounting for exploration, acquisition and development costs, calculating depreciation, depletion and amortization, recording revenue from production activities and learning basic tax accounting for the oil and gas industry.

ACC-221 Principles of Tax 2  
3 credits/3 class hours  
Prerequisite: ACC-211.  
This course is a continuation of ACC-211, Principles of Tax 1. The Internal Revenue Code, Regulations, Rulings and other tax references are used in problem-solving.

ACC-225 Auditing  
3 credits/3 class hours  
Prerequisite: ACC-202.  
This course introduces intermediate level auditing studies to accounting students possessing no previous auditing experience. Emphasis is placed on a conceptual understanding of auditing principles required to successfully apply auditing procedures and methods to enable the expression of opinions on the fair presentation of required financial statements. Explanations of how concepts are applied in the practice, procedures and policies of the auditing profession are presented. Emphasis is placed heavily.

COURSE DESCRIPTIONS
on the practice of auditing procedures for both traditional and current areas of interest with the objective of successful completion of the auditing section of the national Certified Public Accountants (CPA) examination, as well as the continued advanced study of accounting for those not pursuing the public practice of accounting.

ACC-230 Advanced Accounting
3 credits/3 class hours
Prerequisite: ACC-202
This course introduces students to accounting topics aligned with the Financial Accounting Standards Board Accounting Standards Codification (FASB ASC). The focus is on business combinations which provide the basic knowledge necessary to successfully complete the Certified Public Accountants (CPA) examination. Accounting for derivatives, foreign currency transactions and translations and international reporting standards are included. Additional topics include partnerships, governments, antitrust considerations, not-for-profits, variable interest entities, fair value accounting and estates and trusts.

ACC-406 Accounting Co-op
6 credits
Prerequisites: ACC-104 & ACC-203
This is a course which provides students an opportunity to enhance their classroom learning with practical experience in actual work situations. Students work in jobs related to the accounting field.

ALLIED HEALTH (ALH)

ALH-101 Basic Comprehensive Healthcare
6 credits/6 class hours
This is a course introducing the student to patient needs and providing the skills for patient care. Laboratory and clinical work are planned to correlate with the concepts and principles discussed in the classroom.

ALH-102 Basic Emergency Management
3 credits/3 class hours
This is a course to provide the knowledge and skills to manage an emergency situation that involves personal injury and/or sudden illness. Upon completion of the course, the student will receive certification for cardiopulmonary resuscitation (CPR) from the American Heart Association and advanced first aid and personal safety from the American Red Cross.

ALH-106 Basic Life Support
1 credit/1 lecture hour
This course in basic life support for healthcare providers includes background information about heart disease, risk factors, prudent heart living and heart and lung function. One- and two-rescuer adult cardiopulmonary resuscitation (CPR), foreign body airway obstruction management and pediatric resuscitation are also taught. Students receive certification from the American Heart Association.

ALH-109 Infection Control
2 credits/2 lecture hours
This course will provide the student with the basic concepts regarding infection control, the use of standard precautions and the understanding of an exposure control plan.

ALH-110 Survey of Healthcare and Practice
3 credits/2 lecture & 2 lab hours
This is a course to introduce students to the health occupations and assist them in identifying career goals in the healthcare field. Basic patient care skills such as bed baths, temperature, pulse, respiration and blood pressure assessment will be demonstrated and practiced. Students will also receive certification in first aid and cardiopulmonary resuscitation.

ALH-111 Introduction to Healthcare Organizations
3 credits/3 class hours
This is an introduction to the structure, operation, organization and planning methods of healthcare facilities. Included are the history of hospitals, departmental functions, organizational structure, public relations and legal structure. Emphasis is placed on the operational structure and the role of the healthcare team in today’s medical community.

ALH-112 Health Issues and Occupations
3 credits/3 class hours
This course introduces the learner to diverse aspects of healthcare in the United States today. Practical areas of interest to both the consumer and the provider are identified. Patient rights, institutions and organizations providing care, healthcare costs, controversial approaches to healthcare and an exploration of the roles of healthcare providers highlight the content of the course. Guest speakers provide insights into selected areas.

ALH-113 Alternative/Complementary Medicine
3 credits/3 class hours
This is a course to explore the philosophy and psycho physiology of body-mind-spirit relationships and to understand and explore various strategies and modalities of ancient healing arts and to integrate them into mainstream medicine. The course will consider these therapies to be complements to orthodox medical treatments and not replacements for them. The course will explore these alternative therapies from various disciplines and consider the application of them in daily practice.

ALH-125 Pharmacology
3 credits/3 class hours
Prerequisites: BIO-103 & BIO-154
This course is designed for the nursing/allied health student to acquire comprehensive knowledge of pharmacotherapeutic agents in clinical use. A body systems approach will be utilized. Drug classification, mechanism of action, therapeutic effects, generic equivalents and implications of administration will be emphasized.

ALH-142 Trends and Issues in Health Care
1 credit/1 lecture hour
This course utilizes the seminar format to explore issues which confront today’s healthcare provider. Topics include managed care, health law and ethics and preparation for the transition from school to work.

ALH-143 Preprofessional Seminar
3 credits/2 lecture hours & 3 field observations
This course is designed to give students planning careers in dentistry, pharmacy, medicine, chiropractic, podiatry, physician assistant or veterinary medicine, a guided exploration of these career paths. Through the use of reading assignments, lectures, guest lectures and field observations the student will have a better perspective of the academic, personal and professional requirements of their chosen profession.

ALH-230 Nonviolent Crisis Intervention
1 credit/1 lecture hour
This comprehensive course offers techniques and strategies to effectively deal with disruptive and/or assaultive individuals in the workplace. Through lecture, videotapes and role-play, students will identify the four stages of crisis, develop skills in verbal, non-verbal communication and empathetic listening. Physical restraint techniques to diffuse assaultive behavior will also be addressed.

ANESTHESIOLOGY (ANE)

ANE-110 Basic Principles of Anesthesia Technology
4 credits/3 class and 2 lab hours
Prerequisite: Acceptance into the Anesthesia Technician Program
The course is an introduction to anesthesiology's contribution to quality patient care and the relationship of the anesthesiologist to other healthcare professionals. The focus is on patient safety, universal precautions and employee safety in the healthcare environment. An introduction to the theory and concepts of a surgical environment is given including the fundamentals of a variety of anesthesia equipment and basic case set-up utilizing anesthesia supplies.

ANE-111 Basic Anesthesia Equipment
4 credits/2 class and 4 lab hours
Prerequisite: Acceptance into the Anesthesia Technician Program
This course offers an introduction to the theories and concepts in the adequate function of anesthesia equipment including maintaining equipment, repairing defects and trouble-shooting complications. The student will be introduced to basic equipment used for patients while undergoing anesthesia, including airway equipment and hemodynamic monitoring. Introduction to point-of-care testing (POCT) will also be covered.

ANE-113C Anesthesia Technology Clinical 1
1 credit/1 clinical hour
Prerequisites: ANE-110 and ANE-111
Corequisite: ANE-112
This course provides the student an experience an in direct observation in the health care setting with a focus on anesthesia technology. Emphasis is placed on beginning professional skills development of an anesthesiologist technician. This course is graded on a pass/fail basis.
ANE-114 Advanced Principles of Anesthesia Technology
4 credits/2 lecture and 4 lab hours
Prerequisites: ANE-110 and ANE-111
Corequisites: ANE-113
This course covers the theory and concepts of the use and function of anesthesia supplies and equipment used for various surgical procedures to include studies in general, regional and conscious sedations as well as patient positioning. Additional topics are types of anesthesia emergencies, including difficult airways, malignant hyperthermia, hemorrhage and cardiac arrest.

ANE-116 Advanced Anesthesia Equipment
4 credits/2 lecture and 4 lab hours
Prerequisites: ANE-110 and ANE-111
Corequisites: ANE-113
This course provides instruction and lab application to the theories and concepts of advanced anesthesia equipment that are used in complex anesthesia/surgical situations. Topics include invasive monitoring and high-level equipment: thromboelastograph, cell saver, transducers and transesophageal echocardiogram to properly assist with care of a high-risk patient.

ANE-213C Anesthesia Technology Clinical 2
2 credits/8 clinical hours
Prerequisites: ANE-110 and ANE-112
Corequisites: ANE-211 and ANE-212
This clinical experience provides the student with the opportunity to observe and practice the principles of infection control in a surgical setting as well as gain experience with specific anesthesia equipment. The student will observe, obtain and practice specific technical skills. Hands-on experience will provide technical skills and further understanding of the theories taught within the classroom. This course will be graded on a pass/fail basis.

ANE-214 Anesthesia Pharmacology
4 credits/4 lecture hours
Prerequisites: ANE-113, ANE-114 and ANE-116
Corequisites: CHM-109
This course covers the theory and concepts in the proper use and safe practice of delivery and storage of anesthesia medications. Drugs commonly used in the practice of anesthesia will be studied. Emphasis is placed on the proper identification of these drugs by trade and generic names, their basic pharmacological action, and how they are used in a clinical setting.

ANE-220 Professional Issues for the Anesthesia Technologist
2 credits/2 lecture hours
Prerequisites: ANE 213, ANE 214
This course surveys the current trends in anesthesia technology. Emphasis is placed on professional issues such as continuing education, ethical behavior, team functioning and organization of health care institutions.

ANE-221C Anesthesia Technology Clinical 3
5 credits/8 hours a day for 8 weeks clinical
Prerequisite: Successful completion of all academic and clinical 1 & 2 requirements in the Anesthesia Technician Program.
This 8-week, full-time clinical experience takes place in diverse health care settings. This clinical experience will provide the student with the opportunity to observe and practice the entry level skills with specific anesthesia equipment. The student will observe, obtain and practice at an entry skill level. Hands-on experience will provide technical skills and further application of the theories taught within the classroom. This course is graded on a pass/fail basis. Anesthesia Clinical 3 must be successfully completed before beginning Anesthesia Clinical 4.

ANE-222C Anesthesia Technology Clinical 4
5 credits/8 hours a day for 8 weeks clinical
Prerequisite: Successful completion of all academic and clinical 1 & 2 requirements in the Anesthesia Technician Program.
This 8-week, full-time clinical experience takes place in diverse health care settings. This clinical experience will provide the student with the opportunity to observe and practice the entry level skills with specific anesthesia equipment. The student will observe, obtain and practice at an entry skill level. Hands-on experience will provide technical skills and further application of the theories taught within the classroom. This course is graded on a pass/fail basis. Anesthesia Clinical 3 must be successfully completed before beginning Anesthesia Clinical 4.

ANTHROPOLOGY (ANT)
ANT-101 Introduction to Anthropology
3 credits/3 class hours
This course is a scientific inquiry into human variability across space and time. The evolution of humanity’s biocultural nature from prehistory to present times is examined. This draws upon evidence from archaeology, physical anthropology/human paleontology, ethnography and linguistic anthropology.

ANT-102 Cultural Anthropology
3 credits/3 class hours
This course is a study of the structure of human sociocultural systems that emphasizes economy, kinship, political organization, social control, social stratification, belief systems and language. The course deals with cultural variations among living populations of the present and recent past whose cultures have been described by ethnographic fieldworkers. Selected case studies are read, discussed and compared to stimulate a fuller appreciation of our common humanity.

ANT-103 Physical Anthropology
3 credits/3 class hours
This course is a study of human biological variability across space and time. The course utilizes the analytical tools of evolutionism and ecological analysis to track the evolution of human nature across prehistory. Emphasis is placed on the interdependency of the logics of basic Mendelian genetics and of the Darwinian theory of natural selection. This framework is used to organize and interpret holistically evidence of human evolution drawn from human paleontology, prehistoric archeology and primatology.

ANT-104 Native Americans-Indians of North America
3 credits/3 class hours
This course is an ethnographic survey of Native tribes of North America (north of Mexico) from Paleolphins to contemporary tribes/nations. Possible fieldtrips are part of this course.

ANT-107 Introduction to Archaeology
3 credits/3 class hours
This course is designed to introduce students to the goals and techniques of modern, scientific archaeology. Archaeology is the study of the human cultural past through the analysis of the material left behind by past societies. The course will survey world prehistory from the evolution of ancestral hominin species through the rise of ancient civilizations. The ethical, legal and political issues involved in conducting archaeology in the United States today will also be explored.

ANT-110 Forensic Anthropology
3 credits/3 class hours
This course offers an overview of the scope of modern forensic anthropology. Major areas covered include personal identification and legal consideration, search and recovery, interpretation of trauma and taphonomy, analytical techniques and applications of forensic anthropology. Case presentations will be utilized to demonstrate professional and ethical responsibilities, scientific rigor and the multidisciplinary approach of forensics. Please note this course does not satisfy the requirements for the CJC program.

ANT-117 Globalization
3 credits/3 class hours
This course is a study of the causes and consequences of the globalization process. Causes are explored in social-evolutionary, historical and macrosociological contexts. Major consequences for the quality of contemporary life on earth are examined. Those consequences include: global degradation and hyper-exploitation of human labor; global poverty and hunger; consumerism and global environmental degradation; global public health crises; internal wars and the international refugee problem; ethnocide, genocide, and the global assault on human diversity; and militarism, wars and the threat of global destruction. In addition, implications for governance, national sovereignty and the future of democracy are explored. Resistance to globalization and prospects for the future are also examined.

ARABIC FOREIGN LANGUAGE & CULTURE (ARA)
ARA-101 Elementary Arabic 1
3 credits/3 class hours
This course develops the basic skills of listening, speaking, reading and writing Arabic. Students will study Arab culture including religion, dress, food and every-day life. Class participation includes exercises in pronunciation, reading, dictation, translation and grammatical patterns.

ARA-102 Elementary Arabic 2
3 credits/3 class hours
Prerequisite: ARA-101 or with permission of instructor
This course further develops a student’s knowledge and understanding of Arabic. Students will study Arab culture including religion, dress, food and everyday life. The course includes advanced communication skills, listening, reading, writing, speaking and culture using the basic building blocks of vocabulary and grammar. This course is a continuation of Elementary Arabic 1.
ART HISTORY & STUDIO ART (ART)

ART-103 Art History—Ancient
3 credits/3 class hours
This is a course to develop an understanding and appreciation of the visual arts and artistic periods of western civilization from the pre-historic through medieval Europe to the Renaissance.

ART-104 Art History—Modern
3 credits/3 class hours
This is a course to develop an understanding and appreciation of the major visual artists and art movements of western civilization from the Renaissance to contemporary times.

ART-106 Art Appreciation
3 credits/3 class hours
This course is intended to be a first level introductory art course for beginning art students, as well as the student seeking a humanities elective in the visual arts. The student’s appreciation of art will be developed through aesthetics, disciplines, critical evaluations, projects, history and attendance at a real or virtual art show.

ART-109 Drawing 1
3 credits/5 studio hours
This is a course in drawing using dry and wet media. Subject matter ranges from perspective to accurately rendered objects and the human body. Students develop imagination, perception and technical skills. The focus is on the ability to observe form as a unique, creative, individual response.

ART-113 Graphic Communication
3 credits/5 studio hours
This course will develop the student’s ability to communicate ideas and messages. The field of graphic communications will be explored through history, research and examples. Industry proven assignments covered in the course include advertising, identity systems, information design and event promotion. Aesthetic and technical skill development will be examined in the phases of design of traditional sketch through to finished digital and printed presentation.

ART-114 Two-dimensional Design
3 credits/3 lecture and 5 lab hours
This course involves exploring and completing projects in various media that demonstrate principles of design in black and white, in a number of values and in color. Students study the use of line, value, shape, form/space and color. Projects must show evidence of balance, rhythm, movement, figure-ground, figure-ground reversal, proximity, repetition, closure, perspective, unity and variety and color harmonies.

ART-122 Painting 1
3 credits/5 studio hours
Prerequisite: ART-109 recommended
This is a course to teach the fundamentals of painting with oils or acrylics. Emphasis is on color theory and its practical application. Students should have a basic understanding of art composition and the abilities to sketch their concepts.

ART-129 Printmaking 1
3 credits/5 studio hours
This course is an introduction to various printmaking processes, including relief, stencil and intaglio. Students learn the proper use of tools, inks and paper through exploration and the production of edition prints.

ART-130 Photography 1
3 credits/5 studio hours
This course is a survey of the aesthetics and history of photography. Methods of camera operation, lighting, exposure, darkroom procedures, printing and enlarging are studied. The criterion of visual images as communication is stressed. An inexpensive 35mm reflex camera is needed for this course.

ART-137 Ceramics 1
3 credits/5 studio hours
This is an introductory course in ceramics. Students learn the proper use of tools and techniques to create three-dimensional works through this very plastic medium. Slab and coil construction, wheel throwing, glazing and firing are studied.

ART-138 Sculpture 1
3 credits/5 studio hours
This is a course presenting both the historical and contemporary techniques of sculpture. Materials such as clay, wood and stone, as well as methods and work in welding, carving, casting, modeling and nonmetals are included.

ART-142 Jewelry Making 1
3 credits/5 studio hours
This is an introductory course exploring metal fabricating and casting. Basic metalsmithing techniques are employed in the making of finished pieces of jewelry and objects of art.

ART-144 Digital Photography
3 credits/3 lecture & 5 studio hours
Prerequisites: Digital camera & Windows experience or permission of the instructor
This course will provide students interested in photography with the fundamental principles of a captured image with a digital camera. Besides camera basics, other topics to be studied are: composition, aesthetics, legal and ethical considerations, advantages to conventional photography and creativity from camera to computer (the digital darkroom).

ART-148 Color
3 credits/5 studio hours
This is an introduction to basic color theory. The application of color theory to painting, design and the development of individual color sensitivity are stressed. Studies may include color physics, the psychology of color, color expression, impression and composition.

ART-150 Introduction to Digital Graphic Design
3 credits/5 studio hours
Prerequisite: Eligibility for ENG-101
This introductory course utilizes current digital hardware and software used in the industry as the primary tools for graphic design. The student will learn the design skills necessary to develop conceptualized ideas on projects that are viable in today’s graphic design field.

ART-153 Raku—Low Fire Ceramics 1
3 credits/5 studio hours
This course is an introduction into Raku and low fire clays, glazes and firing techniques. Students make clay objects either on the wheel or by hand and set up a Raku kiln.

ART-154 Ceramic Sculpture
3 credits/5 studio hours
This course is an introduction to clay sculpture. Three-dimensional aspects of form are covered along with methods of clay modeling through relief and free-standing sculpture.

ART-155 Raku–Low Fire Ceramics 1
3 credits/5 studio hours
Prerequisite: ENG-101 eligibility
This course is an examination into the digital publishing field that focuses on page layout and design. This course will involve working on projects common in the publishing field. This course will utilize current desktop publishing software.

ART-165 Digital Publishing
3 credits/5 studio hours
Prerequisite: Windows experience or permission of the instructor
This course covers art theory as applied to photography and digital imaging. Techniques of image editing, enhancement and layering may be applied to individual images, collage and composites suitable for a portfolio.

ART-168 Digital Imaging
3 credits/5 studio hours
Prerequisites: ENG-101 eligibility & Windows experience or permission of the instructor
This course studies the field of graphic design and how it is implemented into the web page design. Initially the student will learn how to prepare media for the web such as typography, digital imaging and animation. During the course the student will implement prepared media and design theory into a personalized website that will be published on the world wide web.

ART-170 Web Graphic Design
3 credits/5 studio hours
Prerequisites: ART144 or ART168 or permission of the instructor
This course is for the more experienced student photographer. Topics in this course will include lighting, staging, in-depth camera functions, and post image capture software enhancement techniques. This course will build the students photography portfolio with more applied photography related to the commercial industry.

ART-207 Drawing 2
3 credits/5 studio hours
Prerequisite: ART-109
This course emphasizes the study of human form as it has been described from the Renaissance to modern times. There is exploration of various wet and dry media as applied to various surfaces.

ART-222 Painting 2
3 credits/5 studio hours
Prerequisites: ART-122 or ART-109 & ART-148
This course is a continuation of ART-122 and for students planning to extend the study of art to the media of print. Studio exercises include the study of the figure, still life and landscape.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Studio Hours</th>
<th>Prerequisite(s)</th>
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<tr>
<td>ART-223</td>
<td>Three-dimensional Design</td>
<td>3</td>
<td>5</td>
<td>ART-114</td>
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<tr>
<td>ART-229</td>
<td>Printmaking 2</td>
<td>3</td>
<td>5</td>
<td>ART-129</td>
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<tr>
<td>ART-230</td>
<td>Photography 2</td>
<td>3</td>
<td>5</td>
<td>ART-130 or equivalent experience</td>
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<tr>
<td>ART-232</td>
<td>Photo Journalism</td>
<td>3</td>
<td>lecture &amp; studio</td>
<td>ART-130</td>
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<tr>
<td>ART-237</td>
<td>Ceramics 2</td>
<td>3</td>
<td>5</td>
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<tr>
<td>ART-238</td>
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<td>3</td>
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<tr>
<td>ART-242</td>
<td>Jewelry Making 2 and Advanced Metal-Smithing</td>
<td>3</td>
<td>5</td>
<td>ART-142</td>
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<tr>
<td>ART-250</td>
<td>Advanced Digital Graphic Design</td>
<td>3</td>
<td>5</td>
<td>ART-150</td>
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<tr>
<td>ART-252</td>
<td>Painting 3</td>
<td>3</td>
<td>5</td>
<td>ART-222</td>
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<tr>
<td>ART-253</td>
<td>Rakū–Low Fire Ceramics 2</td>
<td>3</td>
<td>5</td>
<td>ART-153</td>
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<tr>
<td>ART-255</td>
<td>Industrial Design and Art</td>
<td>3</td>
<td>3 lecture &amp; 5 studio hours</td>
<td>ART-130, ART-230, ART-237</td>
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<tr>
<td>ART-256</td>
<td>Printmaking 3</td>
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<td>5</td>
<td>ART-229</td>
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<tr>
<td>ART-257</td>
<td>Ceramics 3</td>
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<td>5</td>
<td>ART-237</td>
</tr>
<tr>
<td>ART-258</td>
<td>Ceramics 3</td>
<td>3</td>
<td>5</td>
<td>ART-237</td>
</tr>
<tr>
<td>ART-259</td>
<td>European Art and Architecture</td>
<td>3</td>
<td>3 lecture hours</td>
<td>Current passport</td>
</tr>
<tr>
<td>ART-260</td>
<td>European Art and Architecture</td>
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<td>3 lecture hours</td>
<td>Current passport</td>
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<tr>
<td>ART-265</td>
<td>Portfolio</td>
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<td>ART-142</td>
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<td>ART-291</td>
<td>Deaf Culture</td>
<td>3</td>
<td>3</td>
<td>ASL-101</td>
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<tr>
<td>ART-292</td>
<td>Deaf Culture</td>
<td>3</td>
<td>3</td>
<td>ASL-101</td>
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<tr>
<td>ART-293</td>
<td>Advanced Art Workshop 1, 2, 3, 4</td>
<td>3</td>
<td>5</td>
<td>ART-122, ART-222, ART-252, Art-293 plus permission of the instructor</td>
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</tbody>
</table>

**ART-294 Advanced Art Workshop 1, 2, 3, 4**

This course will explore the student’s basics of receiving and expressing American Sign Language (ASL). Students will develop these skills through exercises in articulation, reception, translation, grammatical patterns and description of objects and events.

**AMERICAN SIGN LANGUAGE (ASL)**

**ASL-100 Introduction to American Sign Language**

This course will develop the student’s basics of receiving and expressing American Sign Language. Class participation includes exercises in articulation, reception, translation, grammatical patterns and description of objects and events.

**ASL-101 Elementary American Sign Language 1**

This course continues to develop the basic expressive and receptive skills of American Sign Language (ASL). Class participation includes exercises in articulation, reception, translation, grammatical patterns and description of objects and events.

**ASL-102 Elementary American Sign Language 2**

This course develops the student’s basics of receiving and expressing American Sign Language. Class participation includes exercises in articulation, reception, translation, grammatical patterns and description of objects and events.

**ASL-104 Visual Gestural Communication**

This course develops the student’s basics of receiving and expressing American Sign Language. Class participation includes exercises in articulation, reception, translation, grammatical patterns and description of objects and events.

**ASL-109 Deaf Culture**

This course focuses on the aspects of Deaf culture and community: 1) historical perspectives and cultural norms within the Deaf community; 2) diversity within the Deaf community; and 3) artistic expression and humor.
ASL-201 Intermediate American Sign Language 1
3 credits/2.5 lecture and 1 lab hour
Prerequisite: Grade of C or better in ASL-102 or permission of the instructor
This course increases the students' basic expressive and receptive skills of American Sign Language. Students study translations, grammatical patterns, cultural and literary materials, dialogues and conversational activities.

ASL-202 Intermediate American Sign Language 2
3 credits/2.5 lecture and 1 lab hour
Prerequisite: Grade of C or better in ASL-201 or permission of the instructor
This course builds upon ASL-201 by increasing students' skills of receiving and expressing American Sign Language (ASL). Students study translations, grammatical patterns, cultural and literary materials, dialogues and conversational activities. Students study components of visual gestural communication in this course.

ASL-209 Advanced ASL & Cognitive Processing 1
3 credits/3 lecture hours
Prerequisites: a grade of C or better in ASL-202 or admission to the Interpreter Training Program
This course, taught in American Sign Language (ASL), builds on material learned in ASL 202, developing both comprehension and expression in ASL. Students continue learning and using ASL vocabulary, grammatical principles and various intermediate-level discourse features in narratives and presentations in ASL. Issues related to the effects of oppression and discrimination (e.g., autism, racism, sexism), the influence of power and privilege within multicultural and diverse populations, majority and minority culture dynamics, and dynamics of cross-cultural interaction will be explored. To advance to ASL-210, the student must complete this course with a grade of C or better.

ASL-210 Advanced ASL & Cognitive Processing 2
3 credits/3 lecture hours
Prerequisites: a grade of C or better in ASL-209
This course, taught in American Sign Language (ASL), builds on material learned in ASL-209, allowing students to develop advanced comprehension and expression in ASL. Students continue learning and using ASL vocabulary, grammatical principles and a variety of higher-level discourse features in narratives and presentations in ASL. Issues of the effects of special populations within the Deaf community (Deaf-Blind, Intellectual & Developmental Disability (10/00), Mental Health) will be explored, as well as specialized and technical vocabulary for various settings (medical, mental health, sexual signs, signs of drug use, etc.) In addition, issues of social justice as they relate to the Deaf community will be discussed.

ASL-212 American Sign Language Literature
3 credits/2 lecture and 1 lab hour
This course provides an advanced investigation of American Sign Language (ASL) literature, concentrating on the features of ASL narratives and a history of Deaf artists. Instruction will focus on story-telling techniques and the organization of ASL narratives.

AUTOMOTIVE TECHNOLOGY (ATE)

ATE-101 Basic Automotive Service
2 credits/2 class hours
This course will introduce the student to the automotive service repair industry. This course covers the fundamentals of automotive service, personal and shop safety, vehicle care and maintenance and minor automotive services.

ATE-103 Automotive Systems—Minor Service
3 credits/2 lecture & 2 lab hours
This course introduces the student to shop operations that would be performed by an entry-level technician. This includes an introduction to shop safety, the use of basic shop equipment, hand tools and service information for factory-recommended repair procedures. The student will learn the use of measuring equipment including micrometers, calipers and dial indicators. The course includes service procedures for lubrication, routine maintenance, basic repairs, tire repair and new car pre-delivery inspection. Certain course sections will be manufacturer specific.

ATE-106 Emission Inspector Certification
1 credit/1 class hour
This course is a Pennsylvania State-directed Emission Inspector Certification program. It is designed for anyone wishing to become Pennsylvania certified to perform emission inspections on passenger cars and light trucks. This course is graded on a pass/fail basis.

ATE-108 State Inspection Certification
1 credit/1 class hour
This course is a Pennsylvania State-directed Safety Inspection Certification program. It is designed for anyone wishing to become Pennsylvania certified to perform safety inspections on motor vehicles. This course is graded on a pass/fail basis.

ATE-121 Electrical Systems and Power Accessories
3 credits/2 lecture & 2 lab hours
This course covers electrical principles, including voltage, resistance, current flow, series and parallel circuits and Ohm's Law relating to the automobile. This course also covers the operation, testing and repairing of the starting and charging systems, including electrical accessories. Certain course sections will be manufacturer specific.

ATE-122 Electronic Systems
3 credits/2 lecture & 2 lab hours
Prerequisite: ATE-121
This course includes the theory, operation and application of electronic sensing devices. The computer process of sensing a condition, deciding on an output and controlling the output will be covered in detail. Students will study computer networking as it applies to the vehicle. Students will use specific test equipment to interface with the vehicle's computer system to analyze and diagnose vehicle faults. Certain course sections will be manufacturer specific.

ATE-126 Steering and Suspension
4 credits/2 lecture & 4 lab hours
This course introduces students to industry-recognized diagnosis and replacement of steering components in power steering systems and suspension systems. Topics include tire repair and replacement, computerized wheel balancing, suspension and steering component inspection, strut service and computerized four-wheel alignment. Certain course sections will be manufacturer specific.

ATE-130 Automotive Brake Systems
3 credits/3 lecture hours
Prerequisite: ATE-103
This course covers the diagnosis, troubleshooting and repair of disc and drum brake systems, power brake boosters, master cylinders, wheel cylinders and related components. Certain course sections will be manufacturer specific.

ATE-131 Major Engine Service
4 credits/3 lecture & 2 lab hours
This course will introduce students to major engine repair using industry-approved procedures. Emphasis will be placed on component identifications, the proper use of measuring tools and determining the reusability of parts to restore engines to factory approved specifications. Students will be able to make clearance checks, replace piston and rings, inspect and replace crankshaft bearings, service valve train components and make all required timing adjustments. Diagnosis of internal engine component failures using industry-recognized tools and techniques will also be covered. Certain course sections will be manufacturer specific.

ATE-151 Automotive Climate Systems
3 credits/2 lecture & 2 lab hours
This course covers the principles of refrigeration, air conditioning controls and the diagnosis, troubleshooting and repair of automotive heating and air conditioning systems. Certain course sections will be manufacturer specific.

ATE-160 Advanced Automotive Electricity/ Electronics
3 credits/3 class hours
Prerequisite: ATE-122
This course reinforces the theories and approaches learned in ATE-121 and ATE-122 by extending the student's skill level by performing the latest in diagnostic technology. Using shop manuals and technical bulletins, combined with the latest diagnostic equipment, students will practice troubleshooting systems such as anti-lock brakes, electronic steering and suspension controls, electronic body controls, anti-theft systems and other systems as released by the manufacturers. Students will be introduced to hybrid safety and design. Certain course sections will be manufacturer specific.

ATE-206 Automotive Industry Supervision
4 credits/4 class hours
This course is to provide an overview of the management techniques used in the automotive service industry and to prepare the student for a supervisory role in the independent shop or a dealership. Content areas include: marketing techniques, personnel management, work scheduling, job estimating, customer relations and automotive parts and service merchandising.
ATE-207 Advanced Engine Performance
4 credits/2 lecture & 4 lab hours
Prerequisite: ATE-245
This course covers the terminology, theory and operation of the computerized on-board diagnostic (OBD) system found on current vehicles. Students will apply their knowledge of the ignitions, fuels, emissions and engines to diagnose vehicle drivability-related problems. Students will use specific test equipment and procedures to isolate vehicle problems and utilize the chassis dynamometer to complete OBD II monitors and diagnose vehicle faults. The use of hybrid technology to enhance engine performance and economy will be covered. Some course sections will be manufacturer specific.

ATE-230 Engine Performance 1
3 credits/2 lecture & 2 lab hours
Prerequisites: ATE-122 & ATE-131
This course provides a study of the conventional, electronic and distributor-less coil over plug ignition systems. Students will become acquainted with automotive ignition systems and troubleshoot and/or diagnose ignition problems. An introduction to chassis dynamometer operation and safety will be covered. Emphasis is placed on troubleshooting and the proper use of electronic test equipment. Certain course sections will be manufacturer specific.

ATE-234 Standard Transmissions, Transaxles and Drive Train
3 credits/3 lecture & 2 lab hours
Prerequisite: ATE-245
This course will introduce the student to the design, assembly, operation and diagnostic procedures for clutches, manual transmissions, transaxles, differential components and drive axle components. Drive train vibration analysis and noise correction will also be covered. Certain course sections will be manufacturer specific.

ATE-235 Automatic Transmissions and Transaxles
5 credits/3 lecture & 5 lab hours
Prerequisite: ATE-234
This course will introduce the student to the theory and practical application of the automatic transmission and transaxle. Transmissions and transaxles are studied with emphasis on diagnosis and repair of hydraulic systems, mechanical systems and electronic control systems. On-car diagnostic procedures will be practiced in conjunction with industry-recognized service manual information. Certain course sections will be manufacturer specific.

ATE-245 Engine Performance 2
4 credits/2 lecture & 4 lab hours
Prerequisite: ATE-230
This course covers, in detail, the theory, operation and diagnosis of computerized fuel injection and emission control systems. The student will verify the operation of fuel and emission control systems utilizing diagnostic test equipment to include a chassis dynamometer. Certain course sections will be manufacturer specific.

ATE-250 Automotive Internship 1
1 credit/400 practicum hours
Prerequisites: ATE-101 & department recommendation
This internship adds a professional opportunity for "hands-on" experience with all the skills and knowledge gained in the automotive program courses. Employment with a commercial auto or truck repair business with a minimum of 400 verifiable working hours is required to complete this course. The work hours logged must be in ASE categories A1 through A8.

ATE-251 Automotive Internship 2
1 credit/400 practicum hours
Prerequisites: ATE-250 & department recommendation
This internship is a continuation of Automotive Internship 1 (ATE-250) to further provide students a professional opportunity for "hands-on" experience with all the skills and knowledge gained in the automotive program courses. Employment with a commercial auto or truck repair business with a minimum of 400 verifiable working hours is required to complete this course. The work hours must be logged in ASE categories A1 through A8.

AVIATION TECHNOLOGY (AVT)

AVT-101 Private Pilot Theory
3 credits/3 class hours
Corequisite: AVT-103
This course provides a study of the principles of flight, specifically covering all data needed to obtain a private pilot certificate as regulated by the Federal Aviation Administration (FAA—Part 141). On completion of AVT-101, AVT-103 and AVT-105, the student should be able to pass the FAA written examination for private pilot certification.

AVT-103 Air Traffic Control System
3 credits/3 class hours
Corequisite: AVT-101
This course is a study of the development, growth and usage of the air traffic control system with emphasis on its use in the United States. The course will also introduce common aviation terminology and expand upon basic Private Pilot aeronautical knowledge.

AVT-105 Flight/Private
3 credits/1 class and 4 lab hours
Prerequisite: Second class medical student pilot certificate
Corequisite: AVT-101
This course provides the student with flight instruction and experience at a Federal Aviation Administration (FAA), Part 141 approved flight school. The student will complete the dual and solo flight time requirements including pre- and post-flight briefings and required stage exams. A valid second class medical certificate is required to begin this course. The student must pass the FAA private pilot practical exam to obtain a pilot certificate in order to successfully complete the course. The FAA required minimum flight hours in this course are 35 hours; however, the actual flight hours may vary based on student proficiency.

AVT-110 Aviation Meteorology
3 credits/3 class hours
Corequisite: AVT-101
This course provides a study of weather and safe aircraft flight. Topics include effect of air pressure, temperature, moisture, fronts, thunderstorms and related meteorological phenomena. Students use all available weather forecasting and reporting data to promote safe flight.

AVT-111 Flight Theory/Instrument
3 credits/3 class hours
Prerequisites: AVT-101, AVT-103, & AVT-105
This course covers the aeronautical knowledge needed to sit for the Federal Aviation Administration (FAA), Part 141 Instrument Pilot Knowledge exam. Successful completion of this course will authorize the student to sit for the exam.

AVT-115 Flight/Instrument
3 credits/1 class and 4 lab hours
Prerequisites: AVT-101, AVT-103, AVT-105
Corequisite: AVT-111
This course provides the student with the required flight training to obtain the instrument rating. The course includes necessary flight training as well as the requisite stage exams while preparing a student for the Federal Aviation Administration (FAA) instrument pilot practical exam. All training follows FAA Part 141 regulations. A second class medical certificate is required to take this course. The student must pass the FAA instrument pilot practical exam to obtain an instrument rating in order to successfully complete the course. The FAA required minimum flight hours in this course are 35 hours; however, the actual flight hours may vary based on student proficiency.

AVT-116 Navigation
3 credits/3 class hours
Prerequisite: AVT-103
This course is a study of air navigation beginning with a review of pilotage and dead reckoning and continuing through the use of available radio guidance systems, on-board radar and flight director. Plotters, navigation computers, aerial charts and FAA publications and manuals are studied.

AVT-201 Aircraft Systems
3 credits/3 class hours
Prerequisite: AVT-101
This course is a study of the components and operation of the systems of an aircraft, including hydraulic, electrical, fuel, oil, pressurization, mechanicals, anti-icing and the interrelationship of directional guidance. Also studied are engine/propulsion systems ranging from basic piston engines to sophisticated jet propulsion.

AVT-205 Flight/Commercial 1
4 credits/2 class and 4 lab hours
Prerequisites: AVT-111, AVT 115
Corequisite: AVT-211
This course will develop the commercial pilot skills necessary for the Federal Aviation Administration (FAA) commercial pilot practical exam. The course provides instruction and flight experience including pre- and post-flight briefings as well as the dual and solo flights necessary to complete the approved hours for the commercial pilot exam. A second class medical certificate is required to take this course. The FAA required minimum flight hours in this course are 60 hours; however, the actual flight hours may vary based on student proficiency.

AVT-211 Flight Theory Commercial
4 credits/4 class hours
Prerequisite: AVT-111, AVT-115
Corequisite: AVT-205
This course will provide the aeronautical knowledge necessary to receive authorization to sit for the Federal Aviation Administration (FAA) Part 141 commercial pilot knowledge exam. The course provides instruction and flight experience and includes complex aircraft operations, understanding of commercial regulations and multi-engine principles of flight.
AVT-215 Flight/Commercial 2
4 credits/2 class and 4 lab hours
Prerequisites: AVT-205, AVT-211
This course is a continuation of the commercial flight course. It includes the Federal Aviation Administration (FAA) required hours of instruction in a complex aircraft and flight experience including pre and post flight briefings as well as dual and solo flights. A second class medical certificate is required to take this course. For successful completion of the course, the student must successfully pass the FAA Part 141 commercial pilot practical exam. The FAA required minimum flight hours in this course are 60 hours; however, the actual flight hours may vary based on student proficiency.

AVT-216 Flight Safety
3 credits/3 class hours
Prerequisites: AVT-201 & ENG-101
Corequisite: AVT-211
This is a course in safe flight from pre-flight planning through the requirements for accident reports. Sources include the Airman’s Information Manual, FAA Regulations and FAA-sponsored materials.

AVT-217 Legal Environment of Aviation
3 credits/3 class hours
Prerequisites: AVT-101 & ENG-101
This course is a study of law affecting the aviation industry including administrative agencies, liability, negligence, aircraft accident reporting, airline and various particular applications.

AVT-220 Multi-engine Theory
1 credit/1 class hour
Prerequisites: AVT-103 & AVT-105
In this course students will acquire the aeronautical knowledge needed to meet the requirements specified in the FAA Regulations-Part 141 for the multi-engine pilot written examination.

AVT-225 Certified Flight Instructor Airplane Flight
1 credit/1 class hour
Prerequisites: AVT-215
Corequisite: AVT-250
This course prepares the commercial pilot to meet the FAA 141 flight requirements for the CFI-A certification. A minimum of 30 hours of instruction in practice teaching, flight theory and analysis of flight maneuvers. However, the actual flight hours may vary based on student proficiency.

BIOLOGY (BIO)

BIO-100 Life Science
3 credits/3 class hours
This is an introduction to biology for non-biology majors. The course introduces fundamental concepts pertaining to the cell, multicellular organisms and environmental relationships. This course does not satisfy a biology requirement for the biology major.

BIO-103 Introduction to Human Biology
3 credits/3 class hours
This course familiarizes students with the basic structure and functions of the human body. It deals with the chemical, cellular and physiological principles on which human life is based. The normal organization and function of the body’s organ systems are covered along with selected disorders. This course does not satisfy a biology requirement for the biology major.

BIO-107 Pharmacology
3 credits/3 class hours
This course is an introduction to drug information for health professionals or paramedic personnel. This course surveys the pharmacodynamics of drugs, drug calculation, mechanisms of drug action, side effects and the toxic effects of drugs. Also included are specific clinical conditions and the underlying pathophysiology requiring drug intervention.

BIO-110 Introduction to Biological Science
4 credits/3 lecture & 3 lab hours
Prerequisites: Eligibility for ENG-100 (or ESL-100) and DVY-100 or DVY-101 (or ESL-101)
This course is an introduction to fundamental life processes. Emphasis is on molecular biology that includes the study of micro and macro molecules. Cellular biology is also emphasized including structure, function, reproduction and genetics. This course incorporates an introduction to laboratory skills that includes the scientific method, metric system and microscopy. Many institutions will accept this course as a science elective for non-biology majors. This course does not satisfy a biology requirement for biology majors. Students should consult a transfer counselor.

BIO-115 Human Biology in Health and Disease
5 credits/4 lecture & 3 lab hours
This course is an introduction to human anatomy and physiology and provides an overview of specific organ systems. The common diseases in each of the organ systems as well as common diagnostic procedures and therapeutic measures are studied.

BIO-120 Human Reproduction and Sexually Transmitted Disease
3 credits/3 class hours
This is a course which introduces the principles of nutrition. The course stresses a scientific foundation for nutrition that allows students to develop a personal diet and dietary practices that are associated with good health. Emphasis is placed on nutritional literacy with regard to the distinguishing information based on science from information based on unsubstantiated claims.

BIO-121 Principles of Sustainability
3 credits/3 class hours
This course is designed to allow a student to develop an understanding of sustainable systems from an environmental, economic and equity (social justice) point of view. Students will learn to critically evaluate these concepts when considering personal, business and community issues.

BIO-123 Medical Biology and Terminology
3 credits/3 class hours
This course is a study of the anatomy and physiology of male and female reproductive systems along with topics such as pregnancy and contraception. The second part of the course focuses on human sexuality and sexually transmitted diseases.

BIO-133 Environmental Science
3 credits/3 class hours
This is a course to develop understanding of ecosystem structure and function, population dynamics, use of natural resources, disposal of waste materials and current topics in environmental science.
**BIO-140 Food Microbiology**  
3 credits/2 lecture & 2 lab hours  
Prerequisite: College-level reading  
This is a course intended for non-science majors who require a basic knowledge of microbes affecting food. The course provides a broad introduction to cells and their components, the distinct features of microbes and their role in food spoilage and food borne illnesses. Additional topics discussed include: aseptic techniques, food testing and the effectiveness of sanitation techniques.  

**BIO-150 Environmental Seminar**  
1 credit/1 lecture hour  
This course deals with the identification of and the possible solutions for regional environmental issues. Students learn to critically evaluate these concepts while considering personal, business and community issues. Local experts discuss environmental topics with students and field trips to appropriate local sites are taken.  

**BIO-151 General Biology 1**  
4 credits/3 lecture & 3 lab hours  
Prerequisites: Eligibility for ENG-101 & MAT-108; and BIO-110 or two high school science classes (one a biology with lab) with a grade of C or better in the last five years  
This course introduces students toatomic structure, important bioorganic molecules, cellular structure and function, cellular reproduction, genetic principles and biotechnology. Selected topics include an overview of cellular biochemistry, with emphasis on cellular respiration and photosynthesis. The accompanying laboratory program allows students to practice scientific procedures by conducting investigations which are coordinated with lecture topics.  
This course transfers to most four-year institutions. Students should consult a transfer counselor.  

**BIO-152 General Biology 2**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-151  
In this course there is an emphasis on plants and animals, particularly with regard to evolution, phylogeny and physiology. Darwinian principles of evolution and natural selection are underlying themes throughout the semester. Also included is a study of population genetics and mechanisms of speciation and conservation biology. Students are introduced to the development of organ systems throughout plant and animal groups. The laboratory program presents the domain and kingdom classification systems from the viewpoint of phylogeny and anatomy.  

**BIO-160 Introduction to Human Pathology**  
3 credits/3 class hours  
Prerequisite: BIO-110 or BIO-151  
This is a course that introduces students to the major medical and surgical diseases. Basic biological concepts essential to the understanding of diseases and disease processes are stressed. Etiology, diagnoses and stages of the disease process are presented.  

**BIO-161 Anatomy and Physiology 1**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-110 or BIO-151  
This is a course in systemic human biology for students in allied health, nursing, physical education and other fields requiring a background in human biology. The focus of the course is normal anatomy and physiology, with reference to pathological situations as appropriate. The course focuses on body organization; tissues; and the integumentary, skeletal-articular, muscular, nervous and the endocrine systems.  

**BIO-162 Anatomy and Physiology 2**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-161  
This is a course in systemic human biology for students in allied health, nursing, physical education and other fields requiring a background in human biology. The focus of the course is normal anatomy and physiology, with reference to pathological situations as appropriate. The course includes the reproductive, circulatory, lymphatic, respiratory, acid-base/fluid/electrolyte balance, urinary and digestive systems.  

**BIO-175 Microbiology**  
4 credits/3 lecture & 3 lab hours  
Prerequisites: BIO-110 or BIO-151  
This course is a study of the form, function and environment of microorganisms with emphasis on those which are pathogenic. Topics include epidemiology, immunology, genetics and control of microbes. Microbiological techniques such as principles of asepsis, identification of microorganisms, microscopic observation of specimens, staining procedures and cultivation of microbes are included.  

**BIO-201 Botany**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-151  
This is a course that includes a detailed examination of the plant kingdom with the major concentration on the vascular plants. The major plant divisions are studied with respect to their anatomy, physiology, life cycles, evolution and ecology. A comparison of bacteria, algae, fungi and higher plants is included in the course.  

**BIO-202 Zoology**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-151  
This course is a survey of selected phyla of the animal kingdom. Each phylum is studied with respect to its phyletic position. Anatomy and physiology of representative species are studied. Ecological and economic importance of selected species are presented.  

**BIO-206 Animal Behavior**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-151  
This course is an introduction to the study of animal behavior. The course covers the how (ethology) and why (behavioral ecology) of animal behavior. Physical mechanisms as well as the evolutionary and ecological importance in the development of behavior are covered.  

**BIO-207 Genetics**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-151  
This is a course which introduces the principles involved in the transmission of inherited characteristics as revealed by classical and modern investigations. Special concepts include the chromosome theory, cytogenuetics and genetic imbalance, mechanisms and significance of DNA mutation and DNA repair, Mendelian and multifactorial inheritance, the chemical structure of genes, applied molecular genetics, gene expression and regulation of gene action.  

**BIO-209 Cardiopulmonary Anatomy and Physiology**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-115 or BIO-162  
This is a course providing a conceptual and technical presentation of cardiopulmonary anatomy and physiology for students in specific health programs.  

**BIO-212 Radiobiology**  
2 credits/2 class hours  
Prerequisite: BIO-151 or BIO-161  
This is a course which introduces the properties of different types of radiation and their biological effects, both beneficial and harmful. The course details the effects of radiation at the molecular, cellular, tissue and organ system level.  

**BIO-216 Cell Biology**  
3 credits/3 class hours  
Prerequisite: BIO-151  
This is a course which emphasizes the relationships between the molecular structure of organisms and their functions. Regulation of cell processes in response to changes in both the intra and extra cellular environment are discussed.  

**BIO-230 Research Methodology and Quality Assurance**  
3 credits/3 lecture hours  
Prerequisite: BIO-151 & MAT-108  
This course provides students with the basics of conducting proper scientific research in a laboratory. Specific topics include process of science, use of scientific literature sources, critical article review and analysis, presentation of experimental data and basic methods and procedures of quality assurance (procedures of good manufacturing and writing standard operating procedures). Both research and quality assurance includes skill standards developed for working in the bioscience industry.  

**BIO-240 Environment Biology**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: BIO-151  
This is a course which introduces the diverse elements that make up an organism’s environment. Biotic and abiotic factors which influence the environment are studied along with energy flow through ecosystems. Population and community structures are studied with regard to stability and change. The effects of human intervention on aquatic and terrestrial ecosystems are discussed. Students may be expected to participate in field experiences off campus and for extended periods of time.  

**BIO-241 Pathophysiology**  
4 credits/4 class hours  
Prerequisites: BIO-161 & BIO-162  
This course provides an in-depth study of the predisposing factors and direct causes of diseases as well as their effects on the body. The course includes a systematic approach to the basic disease processes in terms of etiology, symptomatology, general pathological changes, diagnostic procedures and treatment.
### BUILDING CONSTRUCTION TECHNOLOGY (BLC)

#### BLC-103 Construction Planning and Control
3 credits/3 class hours  
This is a course in the step-by-step procedures and organizational planning necessary for program construction projects using critical path method (CPM). Topics include manual and computer methods of construction, job scheduling, organization and time planning, the CPM network and monitoring of construction progress, cost controlling and determining the applications and advantages of the CPM.

#### BLC-121 Construction Materials and Methods
3 credits/3 lecture hours  
This is a comprehensive analysis of building materials, products, processes and systems used in various types of building construction. Students will investigate material usage, building systems and methods of construction. Additionally, students will evaluate techniques covering material performance, selection and building construction installation procedures.

#### BLC-191 Construction Industry Supervision
3 credits/3 lecture hours  
In this course students will study human relations with an emphasis on the subject of motivational strategies. Students will learn how to develop their leadership and supervisory potential through communication analysis and effective problem-solving techniques.

#### BLC-192 Construction Contracting
3 credits/3 lecture hours  
Prerequisite: Eligible for DVS-101 or higher  
This course will present the overall picture of project management, including its function, objectives and preparation strategies. Practices for execution of projects will be outlined and discussed. This course will be presented from the point of view of an operating construction company and the organization.

#### BLC-203 Surveying
4 credits/2 lecture & 2 lab hours  
Prerequisite: MAT-114 or knowledge of basic trigonometry  
This course focuses on building site layout and preparation. Studies include surveying techniques, adjustment and care of surveying equipment.

#### BLC-294 Construction Estimating 1
3 credits/3 class hours  
Prerequisite: BLC-121 or prior knowledge of building construction materials & methods  
This course will teach basic techniques for estimating utilizing the quantity survey method. Emphasis will be placed on uniform method of entering the description and dimensions and computing the quantities of materials for the various items of work encountered in general building construction, including excavation, concrete, form work, masonry, carpentry, structural steel and building finishes. Students will learn how to prepare quantity surveys for construction materials that normally fall under the responsibility of a general contractor; electrical and mechanical estimating are beyond the scope of this course.

#### BLC-295 Construction Estimating 2
3 credits/3 class hours  
Prerequisite: BLC-294  
This is an advanced general construction estimating course designed for the building industry to further prepare students in their jobs which require skills used in the development of complete construction estimates by the quantity survey method. Emphasis will be placed on pricing of direct labor costs, materials, equipment, subcontractor costs, project overhead and markup. Each student will prepare cost estimates for construction materials that normally fall under the responsibility of a general contractor; electrical and mechanical estimating are beyond the scope of this course. Students will adjust portions of a national construction cost database by substitution local labor and material costs. A discussion of green materials and LEED certification will be reviewed in the course.

#### BLC-296 Advanced Computer Estimating
3 credits/3 class hours  
Prerequisites: BLC-294 & BLC-295  
The purpose of this course is to use the estimating skills acquired in Building Construction Estimating 1 and Construction Estimating 2 in a hands-on computer environment to increase productivity. The student will prepare estimates for construction items that normally fall under the responsibility of a general contractor; electrical and mechanical estimating are beyond the scope of this course.

### BIOTECHNOLOGY (BTC)

#### BTC-100 Survey of Biotechnology
2 credits/2 class hours  
This course introduces both nonscience and science majors to the fields of biotechnology and molecular biology. Topics include the history of DNA technology, contemporary DNA technology, demonstrations of biotechnology methods, ethics, seminars and field trips.

#### BTC-101 Biotechnology Lab 1
4 credits/3 lecture & 3 lab hours  
Prerequisites: BTC-100, BIO-151, & MAT-108  
Corequisite: CHM-151 or CHM-120  
This course introduces the basic concepts and laboratory skills used in the biotechnology workplace. Basic concepts include applied mathematics for the biosciences, safety in the laboratory, appropriate laboratory record-keeping, computer resources for biotechnology and standard laboratory practices. Special concepts include basic knowledge and operational skills for scientific equipment used in biotechnology, general molecular biology techniques and bioscience problem-solving applications.

#### BTC-102 Bioethics Seminar
1 credit/1 class hour  
Prerequisite: BTC-100 or BTC-101  
This course will cover ethical decision making and how it relates to the field of biotechnology. Current events and legal aspects in the discipline will be discussed. Course topics include bioethics, research ethics and social and legal aspects of the Human Genome Project. Students will be required to articulate their viewpoints in a written and oral presentation.

#### BTC-103 Bioinformatics
3 credits/3 class hours  
Prerequisites: BTC-101 & MAT-165  
This course provides an introduction to some of the important fundamental skills in bioinformatics. In-depth descriptions of methods and algorithms provide background, while hands-on experience with software provides practical experience. Concepts and approaches to DNA and amino acid sequence alignment, homology, conserved domain identification, phylogenetic inference, array-based transcriptomics, quantitative Polymerase Chain Reaction (PCR) analysis and peptide identification searches are presented. Basic computer skills are required.

#### BTC-202 Biotechnology Lab 2
4 credits/2 lecture & 6 lab hours  
Prerequisite: BTC-101  
This course builds on the concepts and laboratory skills introduced in Biotechnology Laboratory 1. Special concepts will include advanced molecular biology methods used in protein and nucleic acid analysis, enzyme mediated reactions, cell culture techniques, DNA sequence interpretation and gene amplification.

#### BTC-204 Biotechnology Internship
2 credits/2 hours/120 practicum hours  
Prerequisites: BTC-101, 2.00 GPA  
This course provides practical work experience at one of the affiliated biotech industries or a university research facility. Techniques learned in biology/biotechnology labs will be applied in an actual laboratory setting to give the student more experience while learning practical applications for laboratory procedures.

### BUSINESS (BUS)

#### BUS-101 Introduction to Business
3 credits/3 class hours  
This course is a survey of modern business practices. This course may not be taken if student has earned six or more credits in other business courses.

#### BUS-103 Principles of Management
3 credits/3 class hours  
This is an introduction to the theory and principles of organization and management. The management process is studied, including the areas of planning, organizing and control.

#### BUS-104 Principles of Marketing
3 credits/3 class hours  
This is a study of the process of planning and executing the conception, pricing, distribution and promotion of products that will fulfill consumer needs and wants and satisfy the goals of the individual organization.
BUS-108 Principles of Finance  
3 credits/3 class hours  
Prerequisite: ACC-104  
This course is an introduction to the principles of finance, including the concepts of money and interests, forms of business enterprises, capitalization of corporation and financial reports.

BUS-110 Personal Finance  
3 credits/3 class hours  
This is a course in the management of personal finances. Topics include the budgeting of income and the care and proper use of checking accounts. Attention is given to insurance, various features of US savings bonds and other forms of savings, home ownership, securities and the stock market, income taxes, retirement planning and estates.

BUS-117 Public Relations  
3 credits/3 class hours  
This course presents a survey of the role of public relations in marketing communications. Studied are the relationships of public relations to marketing practices, consumerism, ethics, profitability, social responsibility, government and the law. Channels of communication and other tools of public relations are examined.

BUS-122 Business Statistics  
3 credits/3 class hours  
This is a study of statistical methods as they apply to business problems. Areas included are probabilities, binomials, normal distributions and hypothesis testing.

BUS-130 Business Communications  
3 credits/3 class hours  
Prerequisite: Eligibility for ENG-101  
This course develops a student’s skills in writing effective business letters, reports and research projects. Verbal communication skills and the preparation of resumes and other job related materials are studied.

BUS-140 Introduction to e-Commerce  
3 credits/3 lecture hours  
This class is designed to provide the student with thorough knowledge of e-commerce concepts and terminology. It will cover e-commerce applications, methodologies that address business solutions needed for electronic procurement, supplier management and customer relationship management. Real-life examples and case studies will be examined to provide the student with working knowledge of these concepts.

BUS-143 Internet Marketing  
3 credits/3 lecture hours  
This course will analyze the various aspects of marketing as they relate to the world of e-business. The marketing mix and marketing strategies as they pertain to online applications will be explored. The course emphasizes marketing principles, theories and practices, rather than the technical aspects of web development and e-commerce.

BUS-151 Social Theory of Business Ethics  
3 credits/3 class hours  
Prerequisite: BUS-103  
This course presents an analysis of the manager as an individual and as a member of the corporate structure. The course includes the following topics: business attitudes, job satisfaction, philosophy of profit, business and social responsibility.

BUS-200 Principles of Supervision  
3 credits/3 class hours  
This is an introduction to the methodology of supervision. Emphasis is placed on building effective work relationships, clarity of communications, dealing with group behavior, handling daily conflicts and controlling the work flow.

BUS-201 Human Resource Management  
3 credits/3 class hours  
This is a survey of current practices and procedures in human resource management and the study of functions such as recruitment, selection, training, compensation and maintenance of the workforce.

BUS-204 Labor Relations  
3 credits/3 class hours  
Prerequisite: BUS-101  
This course is an analysis of collective bargaining as well as the causes and possible solutions to conflict between management and labor. The course includes the following topics: wages, pensions, working conditions, safety and union recognition, wage and salary administration practices, recruitment, training programs and procedures.

BUS-210 Principles of Retailing  
3 credits/3 class hours  
This course is a study of retailing from the viewpoint of the owner and manager. The topics include organization of the retail firm, establishment of stores, customer needs, purchasing, pricing, financing, advertising, selling, planning and control.

BUS-211 Principles of Advertising  
3 credits/3 class hours  
This is an introduction to advertising. Emphasis is on the purpose of advertising, the ways firms use advertising and sales promotion as part of their total marketing plans and the means for determining the need for a complete sales campaign. Topics include market research, media evaluation, ad preparation and sales promotion.

BUS-212 Principles of Selling  
3 credits/3 class hours  
This is a study of the techniques of salesmanship. Topics include the analysis of customer need, selection of prospects, the sales approach, the sales presentation, overcoming customer objections, closing the sale and suggestion selling.

BUS-221 Production Management  
3 credits/3 class hours  
This course is an introduction to the characteristics and techniques applicable to product or operations management. The emphasis is on decision making in operational areas such as planning and control, cost reduction techniques, inventory control, production engineering, quality control, materials management, value engineering and the use of statistics and quantitative techniques in arriving at sound business decisions.

BUS-240 Small Business Management 1  
3 credits/3 class hours  
This is a course for those who want to manage a small business. Emphasis is on management principles and their application to problems associated with the operation of a small business.

BUS-245 International Business  
3 credits/3 class hours  
This is an introduction to international business that will cover topics of international finance, international marketing, international management and international human resources management. Several individual parts of the world will be highlighted to allow the student an opportunity to see the differences in conducting business from country to country. The course will also cover terminology specific to international business.

BUS-251 Business Law 1  
3 credits/3 class hours  
This course presents a study of law and the court system in business. Topics include the law of contracts, enforceable agreements, operation and discharge as well as remedies at law and in equity.

BUS-252 Business Law 2  
3 credits/3 class hours  
Prerequisite: BUS-251  
This course is an examination of the laws of partnerships, corporations, property and title. Specialized business law relationships including landlord-tenant, insurer-insured, sales and warranty contracts, bailments and the law of negotiable instruments are studied.

CARPENTRY (CAR)  
CAR-101 Carpentry 1  
6 credits/4 lecture & 4 lab hours  
This course prepares students with the professional skills and competencies they will need to work as commercial carpenters. This course includes laboratory sessions and provides an opportunity for hands-on training. Topics include safety, structural framing, interior systems and concrete framing.

CAR-102 Carpentry 2  
6 credits/4 lecture & 4 lab hours  
Prerequisite: CAR-101  
This course prepares students with the professional skills and competencies they will need to work as commercial carpenters. This course includes laboratory sessions and provides an opportunity for hands-on training. Topics include roof framing, interior ceiling systems, concrete systems and scaffolding.

CAR-105 Carpenter Drafting/Blueprint Reading 1  
2 credits/2 class hours  
This course deals with the interpretation of technical drawings, isometric drawings, and building plans. Students interpret three dimensional, sectional, schematic and exploded views. Leadership in Energy and Environmental Design (LEED) concepts will be discussed.

CAR-106 Carpenter Drafting/Blueprint Reading 2  
2 credits/2 class hours  
This course deals with the interpretation of technical drawings, isometric drawings, and building plans. Students interpret three dimensional, sectional, schematic and exploded views. Leadership in Energy and Environmental Design (LEED) concepts will be discussed.

CAR-115 Mathematics for Carpenters 1  
3 credits/3 class hours  
This course provides a foundation of mathematics applied to the carpentry trade. Students will
practice computational skills and apply analytical solutions to carpentry projects using measurements, geometry, speed squares, sliding t-bevels, combination squares and framing squares.

**CAR-116 Mathematics for Carpenters 2**  
3 credits/3 class hours  
Prerequisite: CAR-115  

This course provides a foundation of mathematics applied to the carpentry trade. Students will practice computational skills and apply analytical solutions to carpentry projects using measurements, geometry and algebra.

**CAR-201 Carpenter 3**  
6 credits/4 lecture & 4 lab hours  
Prerequisite: CAR-102  

This course prepares students with the professional skills and competencies they will need to work as commercial carpenters. This course includes laboratory sessions and provides an opportunity for hands-on training. Topics include trusses, intersecting roofs, exterior finishes, insulation and cabinet installation.

**CAR-202 Carpenter 4**  
6 credits/4 lecture & 4 lab hours  
Prerequisite: CAR-201  

This course prepares students with the professional skills and competencies they will need to work as commercial carpenters. This course includes laboratory sessions and provides an opportunity for hands-on training. Topics include door installation, advanced tools, rigging and welding.

**CYBER-205 Carpenter Drafting/Blueprint Reading 3**  
2 credits/2 class hours  
Prerequisite: CAR-106  

This course deals with the interpretation of technical drawings, isometric drawings, and building plans. Students interpret three-dimensional, sectional, schematic, and exploded views. Leadership in Energy and Environmental Design (LEED) concepts will be discussed.

**CYBER-206 Carpenter Drafting/Blueprint Reading 4**  
2 credits/2 class hours  
Prerequisite: CAR-205  

This course deals with the interpretation of technical drawings, isometric drawings, and building plans. Students interpret three-dimensional, sectional, schematic, and exploded views. Leadership in Energy and Environmental Design (LEED) concepts will be discussed.

**CAR-215 Mathematics for Carpenters 3**  
2 credits/2 class hours  
Prerequisite: CAR-116  

This course provides a foundation of mathematics applied to the carpentry trade. Students will practice computational skills and apply analytical solutions to carpentry projects using measurements, geometry and algebra.

**CAR-216 Mathematics for Carpenters 4**  
2 credits/2 class hours  
Prerequisite: CAR-215  

This course provides a foundation of mathematics applied to the carpentry trade. Students will practice computational skills and apply analytical solutions to carpentry projects using measurements, geometry and algebra.

**COMPUTER ASSISTED TOMOGRAPHY (CAT)**

**CAT-201 Computed Tomography Instrumentation and Equipment Procedures**  
4 credits/4 lecture hours  
Prerequisite: Acceptance into CAT program  
Corequisites: CAT-202 & CAT-203  

This is a course in medical computed tomography for certified technologists. Included are a history of medical imaging in radiology sciences, advanced principles of image reconstruction for human anatomy utilizing radiographic computed tomography techniques, essential elements of medical computer systems, patient positioning for scanning protocols and data acquisition systematic procedures.

**CAT-202 Cross-sectional Anatomy for Computed Tomography Imaging**  
2 credits/2 lecture hours  
Prerequisite: Acceptance into CAT program  
Corequisites: CAT-201 & CAT-203  

This is a course in computed tomography cross-sectional anatomy for certified technologists utilizing medical cross-sectional radiographs to identify cranial, thoracic, abdominal and musculoskeletal systems. Each system will be demonstrated in a transverse, sagittal, coronal and oblique computed tomography image.

**CAT-203 Patient Care/Radiation Safety for Imaging Technologist**  
2 credits/2 lecture hours  
Prerequisite: Acceptance into CAT program  
Corequisites: CAT-201 & CAT-202  

This is a course in computed radiographic patient care and safety for certified technologists. Included are the principles of radiation protection for the patient, computed scanning technologist and medical team. Production and control of the computed x-ray beam for scanning procedures and equipment techniques are studied.

**CAT-204 Clinical Applications of Computerized Tomography**  
4 credits/240 clinical hours  
Prerequisites: CAT-201, CAT-202 & CAT-203  
Corequisite: Clinical agency assignment  

Assigned to affiliate agencies, certified technologists perform all routine and advanced computed tomography procedures under the supervision of a Radiologist and certified CT scan technologist. The student gains experience in imaging techniques, quality assurance, axial, coronal and sagittal sectional procedures. Clinical education assignments are made by faculty and students are responsible for their own transportation, parking and meals. This course is graded on a pass/fail basis.

**CIVIL ENGINEERING TECHNOLOGY (CET)**

**CET-140 Site Plan Drafting**  
3 credits/2 lecture & 4 lab hours  
Prerequisite: EDD-101  

This course provides training and background to produce civil engineering working drawings using computer-aided drafting techniques. Emphasis will be on site plan development and the preparation of drawings and specifications for land development. Topics include maps, surveys, site plans, utilities, subdivision planning, roads, topography and grading storm water drainage, sanitary sewer considerations and the basic use of GPS systems.

**CET-201 Materials of Construction**  
4 credits/4 class hours  

This course is a study of the materials used in construction. Materials include wood, masonry and concrete, steel and non-ferrous metals, bitumens, roofing, flooring and siding, sealants and finishes. Green and sustainable materials are discussed.

**CET-202 Soils in Construction**  
4 credits/3 lecture & 2 lab hours  
Prerequisite: PHY-113  

This course is a study of the composition, classification and processing of soils and their influence on the construction process. Laboratory tests will be performed on soils and aggregates to determine their physical and mechanical properties. Topics include soil properties, soil testing, detailed computations, evaluation of testing methods and results, excavation and types of foundations.

**CHEMISTRY (CHM)**

**CHM-109 Introduction to Chemistry**  
4 credits/3 lecture & 2 lab hours  
Prerequisite: MAT-090  

This is an introductory course incorporating the concepts of chemical structure, bonding and stoichiometric relationships. Students with weak backgrounds in Chemistry are advised to take this course before enrolling in General Chemistry 1. This course has a laboratory component.

**CHM-110 Introductory Chemistry Laboratory**  
1 credit/2 lab hours  
Prerequisites: MAT-090 and (CHM-110 with a grade C or better)  
Corequisite: CHM-110  

This is a laboratory course for non-Chemistry majors emphasizing basic chemical laboratory techniques. The experiments performed provide an understanding or show a practical application of the fundamental principles underlying chemical structure, bonding and stoichiometric relationships. Students with weak backgrounds in chemistry are advised to take this course before General Chemistry 1. Students who wish may take CHM-111 at the same time.

**CHM-111 Introductory Chemistry Laboratory**  
4 credits/3 class hours  
Prerequisites: MAT-090 and (CHM-109 with a grade C or better)  
Corequisite: CHM-110  

This is a laboratory course for non-Chemistry majors emphasizing basic chemical laboratory techniques. The experiments performed provide an understanding or show a practical application of the fundamental principles underlying chemical structure, bonding and stoichiometric relationships.

**CHM-120 Bio-organic Chemistry**  
4 credits/3 lecture & 3 lab hours  
Prerequisites: CHM-109, CHM-110/111 or equivalent high school chemistry  

This course is an introduction to the elements of general, organic and biological chemistry which are essential to the allied health professions. Principles of carbon chemistry are developed and related to more important aspects of biological chemistry.
CHM-151 General Chemistry 1
4 credits/3 lecture & 3 lab hours
Prerequisites: CHM-109 or CHM-110/111 or B or better in high school chemistry within the past five years & MAT-108 or MAT-111 or equivalent.

This is a chemistry course appropriate for science and engineering majors. The topics include: measurements, classification and properties of matter, atomic and molecular structure, chemical bonding, periodicity, stoichiometry, thermodynamics, chemical reactions and the structure. Laboratory experiments deal with the quantitative and qualitative determination of physical and chemical properties of chemical substances.

CHM-152 General Chemistry 2
4 credits/3 lecture & 3 lab hours
Prerequisite: CHM-151

This course focuses on intermolecular forces, properties of solids and liquids, solution theory, acid base theory, chemical kinetic, chemical equilibrium, chemical thermodynamics and electrochemistry. Laboratory includes experiments related to the aforementioned topics and introduction to the qualitative analysis of inorganic ions.

CHM-201 Organic Chemistry 1
4 credits/3 lecture & 4 lab hours
Prerequisite: CHM-152 or permission of instructor

The course covers the chemistry of the organic compounds of carbon. This includes the bonding, structure (including stereochemistry), nomenclature, physical properties, reactions and reaction mechanisms. The alkane, alkenes, alkynes, halides, alcohols, ethers and epoxides functional groups are studied in detail. Laboratory is an introduction to basic organic lab operations, such as separation, extraction and determination of physical properties.

CHM-202 Organic Chemistry 2
4 credits/3 lecture & 4 lab hours
Prerequisite: CHM-201 or permission of instructor

This course covers the chemistry of the organic compounds of carbon. This includes the bonding, structure (including stereochemistry), nomenclature, physical properties, reactions and reaction mechanisms. The dienes, aromatics, acids, derivatives, aldehydes, ketones, amines, carbohydrates, lipids and amino acids functional groups are studied in detail. Laboratory is an introduction to identification of organic compounds by spectroscopic and NMR data and synthesis of organic compounds.

COMPUTER & INFORMATION TECHNOLOGY (CIT)

CIT-100 Computer Fundamentals and Applications
3 credits/3 class hours

This is a general computer literacy course. Students learn computer fundamentals (hardware, software and using a Microsoft Windows operating system), essential applications (word processing, spreadsheets, database and presentation software), working online (networks, using the Internet and email) and the impact of computing and the Internet on society. Students develop skills with common applications to use a computer as a tool, make informed decisions concerning computer generated information and obtain basic information systems concepts and terminology.

CIT-102 Computer Keyboarding
3 credits/3 class hours

This course provides a mastery of the keyboard (letters, numbers and symbols) by touch on a personal computer, using Microsoft Word to facilitate typing skills in generating and formatting mailable letters, reports, tables and memos. The minimum speed at end of course is 30 words per minute accurately.

CIT-109 Fundamentals of Programming Using 3-D Animation
3 credits/3 class hours
Prerequisite: Basic skills using a personal computer & operating system

This course is an introduction to computer programming using 3-D animation. The course covers fundamental concepts of programming using the visually-oriented instructional program called Alice. Alice is an object-based teaching tool that enables students to visualize abstract concepts common to any Object-Oriented Programming (OOP) language. This course is a general elective for CIT majors and a CIT elective for non-CIT majors.

CIT-110 Introduction to Programming: Java
4 credits/4 class hours
Prerequisites: Basic skills using a personal computer & operating system; eligibility for MAT-090

This course is an introduction to program design, analysis and programming fundamentals using the Java language. Topics include the software development process, problem-solving techniques, simple language basics, data representation and storage, program control structures, classes, and their methods.

CIT-111 Introduction to Information Technology
3 credits/3 class hours
Prerequisite: Basic skills using a personal computer & operating system

This course explores technical issues involved with computers and information technology. Topics include computer hardware and components, operating systems, file storage, networking fundamentals, digital media, database systems and the Internet structure & organization. Students research various information technology issues using the Internet and in-class or simulated lab exercises in a personal computer environment.

CIT-115 Introduction to Information Technology
3 credits/3 class hours
Prerequisite: Basic skills using a personal computer & operating system

This course is an introduction in creating applications (apps) using mobile app development software. The focus of the course includes the Integrated Development Environment (IDE) and the Software Development Kit (SDK) technologies, graphical user interfaces, object-oriented computer programming, interactive activity classes and the activity life cycle, programming structures, multimedia applications, persistent data and Web application publishing.

CIT-130 Object-Oriented Programming 1: Java
3 credits/3 class hour
Prerequisite: CIT-111 or with instructor’s permission

This course uses the skills gained in CIT-111 and expands on the concepts of the software development process, data representation and storage, program control structures, objects and classes. Additional topics include event handling, arrays and window based graphical user interfaces (GUI).

CIT-135 Mobile Apps Programming 1
3 credits/3 class hour
Prerequisite: CIT-130 or with instructor’s permission

This course is an introduction in creating applications (apps) using an object-oriented computer programming language and the Android mobile operating system. The focus of the course includes the Integrated Development Environment (IDE) and the Software Development Kit (SDK) technologies, graphical user interfaces, object-oriented computer programming, interactive activity classes and the activity life cycle, programming structures, multimedia applications, persistent data and Web application publishing.

CIT-140 Office Productivity Applications
4 credits/4 class hours
Prerequisites: Basic skills using a personal computer or operating system & some basic exposure to Microsoft Office; high school algebra

This course provides students with knowledge and skills to effectively use spreadsheet and database productivity applications in a work environment. Students learn through applied and project-based activities that go beyond the mechanics of the software. It engages students to utilize critical thinking activities for applied learning and problem-solving. Topics include Microsoft Excel, Access and business applications integration.

CIT-141 Word Processing
3 credits/3 class hours
Prerequisites: Basic skills using a personal computer & Windows operating system, keyboarding & some basic exposure to Microsoft Office

This course introduces basic and intermediate word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment using Microsoft Word.
CIT-142 Desktop Publishing Concepts
3 credits/3 class hours
Prerequisites: Basic skills using a personal computer & Windows operating system, keyboarding & experience with Microsoft Word
This course introduces the fundamentals of word and image production using a personal computer. This course provides hands-on development that emphasizes the elements of page composition, publication design, text construction, graphs and business applications. Upon completion, students should be able to work effectively in producing flyers, proposals and brochures in a computerized office environment using Microsoft Word and Publisher.

CIT-145 Programming in C
3 credits/3 class hours
Prerequisite: CIT-111 or strong previous programming experience
This is a course to develop a working knowledge of C. Topics include: program structure, data types and variables, bit operators, control structures, input and output, arrays, pointers and an introduction to data structures. This is not an introduction to programming using C, it is C programming for programmers.

CIT-150 PC Components and Operating Systems
3 credits/3 class hours
Prerequisite: CIT-115
This course provides students with the knowledge and skills involved with managing and maintaining a personal computer environment. Topics include: system architecture, boot process, command line interface, motherboards, memory, installing & optimizing storage devices, input/output devices, multimedia devices, managing & supporting a Windows operating system environment, networked computers, printers and troubleshooting and maintenance fundamentals.

CIT-155 Excel Spreadsheets
3 credits/3 class hours
Prerequisite: Basic skills using a personal computer and Windows operating system, keyboarding and basic exposure to Microsoft Office. Ability to effectively manage Windows files and folders.
This course is a comprehensive use of electronic spreadsheets in solving business and technical problems using Microsoft Excel. Students learn through applied and project-based activities that go beyond the mechanics of the software. It engages students to utilize critical thinking activities for applied learning and problem solving. Topics include preparation of a variety of documents and mastery of specialized software functions.

CIT-161 Visual Basic: Windows Programming
4 credits/4 class hours
Prerequisite: CIT-111 or previous experience with an object-oriented programming language
This course introduces students to developing applications in a Windows environment using Visual Basic. The course emphasizes designing graphical user interfaces/dialogues and event driven programming. Topics include creating and using classes, the design of the graphical user interface, human-computer interacting, testing and evaluation, rapid prototyping, design tools, database access with SQL and ADO.NET.

CIT-175 Cyberspace Vulnerabilities and Risks
3 credit/3 lecture hours
This course introduces students to the fundamentals of Cybersecurity, such as cybersecurity goals, vulnerabilities, threats, and risks. Students also learn to use the methods and tools for cybersecurity vulnerability scanning and risk assessment.

CIT-180 Computer Forensics 1
3 credits/3 class hours
Prerequisite: CIT-115 or instructor approval
This course introduces students to the fundamentals of the computer forensics field and technology. Students will obtain essential knowledge of the computer forensics profession, legal issues and procedures of computer investigations and digital evidence management, industry-standard computer forensic tools, file systems, data recovery and collection and sample case evaluations. Each student is required to sign an ethical agreement with the instructor.

CIT-181 Principles of Information Security
4 credits/4 class hours
Prerequisite: CIT-115 or instructor approval
This course provides students necessary background in the technical realities and legal and theoretical principles of computer and information security to help them identify and evaluate computer security crimes and incidents. Topics include information security components and models, legal and ethical issues in information security and privacy, basics of computer networks and data communication, common computer and network system threats, attacks and vulnerabilities, as well as information security risk and damage analysis and assessment.

CIT-185 Network Security
3 credits/3 class hours
Prerequisite: CIT-175
This course highlights the models and protocols essential to securing wired and wireless networks. Students also learn to capture and analyze network traffic, identify network security threats, and apply and evaluate network security controls.

CIT-186 Intrusion Detection and Prevention
3 credits/3 lecture hours
Prerequisite: CIT-175
This course covers the basic theory and practice of detecting and preventing intrusions and attacks in cyberspace. The study emphasis is on methods and tools to monitor for and identify system vulnerabilities and threats and prevent attacks.

CIT-205 Help Desk and User Support
3 credits/3 class hours
Prerequisites: CIT-115 & CIT-140
This course focuses on information and services that today’s computer users require from user support specialists to enhance productivity and to resolve problems. Topics include an overview of the emerging user support services field, hardware and software evaluation, facilitation of product standards, needs assessment, system installation, user training, documentation preparation, troubleshooting and other forms of assistance. Problem solving, communication skills and interpersonal relations will be emphasized through the course.

CIT-206 Administrative Technology and Procedures
3 credits/3 class hours
Prerequisite: CIT-141
This course is a comprehensive application of office technology skills using various computer programs to complete common business tasks including business writing, document formatting, telecommunications, records management, presentations and a variety of essential skills required in today's business office.

CIT-215 Systems Analysis and Design
3 credits/3 class hours
Prerequisite: Last or next-to-last term of a CIT certificate/ degree program or permission of the instructor
Students utilize a system development methodology through team-based projects that demonstrate their information technology skills. Topics include life cycle phases; determination of user system requirements; logical and physical design; test planning; implementation planning; performance evaluation; software package evaluation and acquisition; prototyping; structured and object-oriented methodologies; development and adherence to the system life cycle standards; and designing interfaces and dialogues. This course encourages interpersonal skill development with clients, users, team members and others associated with development, operation and maintenance of the system. This course also acts as a capstone for CIT programs, allowing students to achieve a better perspective of the academic, personal and professional requirements of their chosen IT profession.

CIT-220 Linux Operating System
3 credits/3 class hours
Prerequisite: CIT-115
This course introduces students to the Linux operating systems. Lecture and classroom labs utilize a Linux operating system environment to explore the following topics: Linux installation, Bash shell, command line interface, file systems, file maintenance tools & commands, window manager configuration and simple shell scripting. The course is intended for students with some experience of other operating systems but with little or no experience with Linux and can be used in preparation for various Linux certification examinations.

CIT-230 Database Systems
4 credits/4 class hours
Prerequisite: Programming experience required
This course covers information systems design and implementation within a database management system (DBMS) environment. The use of relational database technology is emphasized in the course. Students learn to create data models of user’s needs, gain foundation skills in database design and learn to use standard structured query language (SQL) to interact with databases. Topics covered include the relational database model, SQL, entity relationship modeling, normalization of database tables, database design, distributed database systems and client/server architectures. Students will use a commercial DBMS for their project development.
CIT-235 Web Database Systems
4 credits/4 class hours
Prerequisite: CIT-117 or CIT-120
Corequisite: CIT-230 or instructor’s permission
This course focuses on building web-based online applications in a client/server environment. Students implement e-commerce database-driven applications. Topics include: building and maintenance of databases, database programming, web forms and the use of various web development technologies to implement the design. Hands-on labs utilize software such as SQL Server, VB.NET, ASP.NET and ADO.NET.

CIT-244 Object-Oriented Programming 2: Java
4 credits/4 class hours
Prerequisite: CIT-130
This course builds on the concepts of software design and development introduced in CIT-130. Review basic Object Oriented design and program structure in the creation of Java applications. The focus of this course is an Object Oriented design, data encapsulation, graphical user interfaces, exception handling, multi-threading, Input/Output processes and data structures.

CIT-245 Data Structures and Programming: C++
4 credits/4 class hours
Prerequisite: CIT-130
This is a course in software design and development that focuses on data abstraction and implementation of information structures. The course introduces the object-oriented language C++. Topics include arrays, pointers, list, stack, queues and trees.

CIT-250 Internet Networking of Computers
3 credits/3 class hours
Prerequisite: CIT-120
This course introduces students to the essential concepts and technical skills necessary to establish an Internet or Intranet within an enterprise and the use of TCP/IP as a routable network protocol. Windows Server is used as a vehicle for both discussion and related lab activities. Topics include planning and installation, diverse client support, multiple protocol support, domain management, Novell and Macintosh connectivity, remote access server, active directory services and troubleshooting. Detailed coverage is also provided on TCP/IP issues such as IP addressing, bridging and routing, DHCP and naming services.

CIT-251 Windows Server Operating System
4 credits/4 class hours
Prerequisite: CIT-120
This course presents lectures and hands-on labs involving Windows Server administration, as well as technical support knowledge and skills necessary to install, upgrade and maintain a single LAN that uses Windows Server. Students learn and practice the following network administration concepts: planning for server hardware and network protocols, planning the active directory and security, server installation, server configuration, configuring storage, backup options, managing accounts, managing printers, remote access and virtual private networks, managing Internet and network operability, server monitoring and optimization, network monitoring and troubleshooting.

CIT-255 Web Server Administration
3 credits/3 class hours
Prerequisite: CIT-120
This course provides technical information and hands-on lab activities involved with administering a web server on the Internet or intranet. Topics include: web server and proxy server overview, Internet protocols and ISP connection options, HTTP and FTP protocols, web server planning and operating system platforms, server configuration and publishing documents, server-side programming, network security, web client/server security, CGI security and secure online transactions.

CIT-265 Mobile Apps Programming 2
4 credits/4 class hours
Prerequisite: CIT-135 and CIT-244 or with instructor’s permission
This course is an advanced course in creating mobile applications (apps). The focus of the course includes a review of object-oriented computer programming concepts and applications, the Android mobile operating system, and the activity life cycle. Additional course topics include creating apps that follow effective design principles and writing apps that include multimedia, data structures, database technology and multitreading.

CIT-266 Mobile Apps Programming using iOS
4 credits/4 class hours
Prerequisite: CIT-135 and CIT-244 or with instructor’s permission
This course is an introduction in creating applications (apps) using an object-oriented computer programming language and the iOS mobile operating system. The focus of the course includes the Integrated Development Environment (IDE) and the Software Development Kit (SDK) technologies, the iOS mobile operating system, visual tools and graphical user interfaces, object-oriented computer programming, multimedia applications, persistent data and Web application publishing.

CIT-267 Mobile Apps Software Development Capstone
3 credits/2 class and 1 lab hour
Prerequisite: Last semester of the CIT certificate or with Instructor’s permission
This course, which must be taken in the final semester, is the capstone course in the Mobile Applications (Apps) Software Development program. Students gain comprehensive experience in developing, designing and implementing mobile apps by applying the knowledge, as well as the technical and problem solving skills learned in the program. With the instructor’s guidance and approval, students will produce an individual, and a team-based mobile app project that will be used to evaluate the students’ competencies in the program.

CIT-280 Computer Forensics 2
4 credits/4 class hours
Prerequisites: CIT-180, CIT-181
This course provides students the opportunities to apply the fundamentals of computer forensics to the processing and analysis of real or hypothetical cases. Students will have substantial hands-on experience in problem-solving and in using computer forensic knowledge and tools to identify, recover, collect, process, analyze, document and present digital evidence in sample cases of computer crimes or incidents. The hands-on experience includes work on file and data recovery, password cracking and examination and analysis of email and network intrusions.

CIT-281 Project in Computer Forensics
2 credits/2 class hours
Prerequisites: CIT-180, CIT-181
Corequisite: CIT-280
This course is an advanced level practicum for students in the Computer Forensic Technology program. Students will gain comprehensive experience and demonstrate their competencies in applying the knowledge and skills learned in this program to real world or hypothetical cases of computer security crime or incident. While students are encouraged to identify and work on projects in actual government agencies or business organizations, they may also work on equivalent hypothetical cases mutually agreed to between the students and the instructor. The course work should culminate into an individual or team portfolio that can be used to evaluate the students’ competencies in the program.

CIT-282 Advanced Cybersecurity Topics
3 credits/3 class hours
Prerequisite: CIT-185
This course covers advanced and emerging topics in Cybersecurity. The current emphasis in the course is on mobile device security and cloud security.

CIT-285 Cybersecurity Capstone
3 Credits/3 class hours
Prerequisite: Instructor approval
This course, which must be taken in the final semester, is the exit course for the program. With the instructor’s guidance and approval, each student will work on and complete a portfolio-type project on a specific cybersecurity problem using the learning from previous courses in the program and additional research.

SPECIALTY COURSES

CIT-600 Introduction to Windows
1 credit/1 class hour
This course is an introduction to using personal computer in a Windows environment. Coverage includes computer components and their use, using an editor and simple word processor, the graphical user interface and terminology, executing programs, managing programs, files and directories, transferring data between applications, other basic computer operations and using a browser. It is intended for the complete novice. The course is graded on a pass/fail basis.

CIT-601 Introduction to Internet Research
1 credit/1 class hour
Prerequisite: Basic skills using a personal computer & operating system.
This course introduces students to using the Internet as an information retrieval tool and teaches strategies for locating and analyzing information. The course is designed to help students develop the basic information literacy skills necessary for college course work, general research and for lifelong learning in an information-centered society. Students considering taking a web-based or web-enhanced class at CCAC will also benefit from the discussion and use of the Blackboard facility. This course is graded on a pass/fail basis.
CIT-602 Presentation Graphics: PowerPoint  
1 credit/1 class hour  
Prerequisites: Basic skills using a personal computer & operating system & some basic exposure to Microsoft Office. This course is an introduction to the usage of presentation graphics software to provide professional presentations using Microsoft PowerPoint. Topics include using the software and working with master slides. This course is graded on a pass/fail basis.

CIT-604 Electronic Spreadsheets: Excel  
1 credit/1 class hour  
Prerequisites: Basic skills using a personal computer & operating system & some basic exposure to Microsoft Office. This course is an introduction to the use of electronic spreadsheets in solving business and technical problems using Microsoft Excel. Topics include basic spreadsheet concepts involving designing spreadsheets, formulas, functions and macro instructions. This course is graded on a pass/fail basis.

CIT-606 Database Management: Access  
1 credit/1 class hour  
Prerequisites: Basic skills using a personal computer & operating system & some basic exposure to Microsoft Office. This course is an introduction to the use of database management software using Microsoft Access. Topics include basic database concepts, creating a simple database, navigation, sorting and searching, creating forms, queries, reports and labels. This course is graded on a pass/fail basis.

CIT-607 Office Management: Outlook  
1 credit/1 class hour  
Prerequisites: Basic skills using a personal computer & operating system & some basic exposure to Microsoft Office. This course focuses on developing Microsoft Outlook skills necessary to send email, keep a calendar, store notes, organize tasks and keep track of contacts in a small office or home environment. This course is graded on a pass/fail basis.

CIT-608 Desktop Publishing  
1 credit/1 class hour  
Prerequisites: Basic skills using a personal computer & operating system & some basic exposure to Microsoft Office. This course is an introduction to integrated text and graphics processing software, enabling a user to produce high quality documents such as presentation reports, marketing literature, newsletters and system documentation. This course is graded on a pass/fail basis.

CIT-615 Computer Applications in Health Care  
1 credit/1 class hour  
Prerequisites: Basic skills using a personal computer & operating system & some basic exposure to Microsoft Office. This course provides an overview of actual and potential uses within the healthcare system. Emphasis is on learning about computer applications and their uses specific to nursing/allied health care. A hands-on component is included as part of the course. This course is graded on a pass/fail basis.

CIT-617 Introduction to Microsoft Project  
1 credit/1 class hour  
Prerequisites: Basic skills using a personal computer & operating system & some basic exposure to Microsoft Office. This course is an introduction to the usage of project management software using Microsoft Project. Topics include project management concepts and applications, task project schedules, project management tools and cost and resource allocation to effectively manage projects. This course is graded on a pass/fail basis.

CIT-620 Developing Web Pages Using Web Authoring Software  
1 credit/1 class hour  
Prerequisite: Previous programming experience with HTML. This course provides an introduction to designing web pages using web authoring software. The course is graded on a pass/fail basis.

CIT-641 Computer Information Security  
1 credit/1 class hour  
Prerequisite: Regular experience using computers & Internet. This course is an introduction to practical computer and data security topics for all users, including business professionals and home users. Coverage includes general information security concepts, personal computer security, Internet and email security, wired and wireless network security and organizational data security and risk assessment. The course is graded on a pass/fail basis.

CRIMINAL JUSTICE & CRIMINOLOGY (CJC)  

CJC-101 Introduction to Criminal Justice  
3 credits/3 class hours  
This course is a study of crime, societal reaction to crime and the components of the criminal justice system, law enforcement, the courts and corrections. The student is introduced to the philosophical and historical backgrounds as well as their purposes and functions of each component. The major theories of crime causation, control and rehabilitation of the offender are discussed.

CJC-102 Introduction to Corrections  
3 credits/3 class hours  
This course is designed to provide students with an overview of the U.S. correctional system. The philosophy, ethical dilemmas and methods of imposing sanctions upon offenders in the criminal justice system will be explored in depth. Exploration of the theories and practice in probation, parole, community-based services, jails, prisons and capital punishment will comprise much of the course.

CJC-124 Juvenile Justice and Juvenile Delinquency  
3 credits/3 class hours  
This course is a study of delinquent and criminal behavior of adolescents as it relates to the history of juvenile justice philosophy and policy in the United States. Causations as well as treatment and prevention programs are considered. The proper handling and referral of juveniles involved in criminal and status offenses are discussed. Issues involved in the operation of juvenile courts and court related programs are studied. Juvenile drug addiction, mental illness and habitual offenders are discussed.

CJC-151 Criminal Justice System Law  
3 credits/3 class hours  
This course examines criminal, constitutional and procedural law. The basic constitutional rights applicable to those involved in the criminal justice system from arrest to sentencing are discussed. The development of public policy in the administration of criminal justice and the legal principles for determining criminal and civil liability are studied.

CJC-152 Ethics in Criminal Justice  
3 credits/3 class hours  
This course is a study of ethical issues and dilemmas encountered by the professional in the fields of criminal justice. Corruption, brutality and morality are discussed in relation to the duties in criminal justice organizations.

CJC-201 Fundamentals of Criminal Investigation  
3 credits/3 class hours  
This course is an introduction to criminal investigation procedures including theory, techniques and problems. Case preparation, investigative techniques, questioning of witnesses and suspects and collection and preservation of evidence are studied.

CJC-203 Evidence and Procedures  
3 credits/3 class hours  
This course is a study of the principles, duties and mechanics of criminal justice procedures in the United States and the Commonwealth of Pennsylvania as they apply to search and seizure, arrest and investigations. Also considered is the evaluation of evidence and proof with regard to kind, degree, admissibility, competence and weight. The course emphasizes rules of evidence at the operational level of law enforcement.

CJC-204 Criminal Justice System Organization and Administration  
3 credits/3 class hours  
This is a course of study involving organization and administration on law enforcement agencies. Topics include functions and activities, planning and research, public relations, personnel and training, inspection and control and policy formulation in criminal justice system agencies.

CJC-205 Introduction to Forensics  
3 credits/3 class hours  
This course is a study of the scientific aspects of criminal investigation. Included are the study of fingerprints, the application of forensic sciences, and the collection and examination of evidence. The student learns the capabilities of the advanced police science laboratory in the study of firearms, hair, fibers, blood, paint, tools, poisons and other material.

CJC-206 Police Operations  
3 credits/3 class hours  
This course is a study of law enforcement from an operational perspective. Law enforcement functions such as patrol, communications, investigations, traffic, special operations and other line and staff functions are reviewed. Officer safety and duty-related stress are also examined.

CJC-207 Introduction to Criminology  
3 credits/3 class hours  
This course is a survey of the patterns and trends in adult criminal behavior and juvenile delinquency analyzed in terms of various theories of such behavior. Students will also examine types of crime and the administration of justice. Material is presented describing the types and amount of crime in the United States. Characteristics such as age, race, gender and class of offender types are...
discussed. The interaction between society, the criminal justice system and the offender is examined. The current correctional practices that focus on the goals, organization, functions and operations of state, county and local correctional systems are examined. Theories on crime causation are analyzed.

CJC-209 Community-Based Corrections
3 credits/3 class hours
This course is designed to provide students with an overview of the U.S. correctional system, its history, development and contemporary practices. The philosophy, ethical dilemmas and methods of imposing sanctions upon offenders in the criminal justice system will be explored in depth. Exploration of the theories and practice in probation, parole, community-based services, jails, prisons and capital punishment will comprise much of the course.

CJC-211 Treatment of Offenders: Issues and Strategies
3 credits/3 class hours
This is an examination of the history and philosophy of treatment, the structure of the correctional system and the legal basis for treatment. Consideration is given to the history of corrections and how that history has shaped treatment approaches. This course focuses on treatment modalities presently employed in working with offenders. This course also examines issues of public safety, security and raises questions about whether any treatment methods are, in fact, effective.

CJC-214 Criminal Justice Administration Practicum
3 credits/1 class & 2 practicum hours
Prerequisite: Criminal Justice/Corrections Major with at least 45 credits or permission of the instructor
This course is designed to provide the student with practical experience in a criminal justice project/agency.

CULINARY ARTS (CLR)
CLR-100 Introduction to Foodservice
3 credits/3 class hours
This is a course in the history of cuisine and the contribution of leading culinarians. Various types of foodservice establishments and organization within each type, as well as future trends in the foodservice industry, are studied.

CLR-102 Food and Beverage Service
3 credits/3 class hours
This is a course in the dining service appropriate for coffee shops, dining rooms, banquetos and buffets. Included are liquor laws and the service of legal beverages.

CLR-105 Supervision and Training
3 credits/3 class hours
This is a course in the supervision and training of employees. Topics include the development of public relations with other departments, group techniques, methods of improvement and development and cost consciousness.

CLR-110 Applied Foodservice Sanitation and Safety
3 credits/2 lecture & 2 lab hours
Corequisite: CLR-110L
This is a course in sanitation and safety in food service. Topics include food spoilage, food-borne illnesses, food protection, equipment care and personal hygiene. Emphasized is the role of the foodservice industry in the protection of the public’s health. The student prepares to take the National Sanitation examination.

CLR-117 Applied Sciences of Culinary Arts Theory
3 credits/2 lecture & 2 lab hours
Corequisite: CLR-117L
This is a course in the fundamentals of food preparation, service procedures, sanitation and safety practices in the foodservice business. Controls and management function are discussed.

CLR-118 Applied Science of Culinary Arts Practice
3 credits/2 lecture & 2 lab hours
Corequisite: CLR-117
This is a course in the fundamentals of food preparation, service procedures, sanitation and safety practices in the foodservice business. Controls and management function are discussed.

CLR-119 Elements of Nutrition
3 credits/3 class hours
This is a course in basic concepts of nutrition and diet therapy using normal nutrition as the basis for diet modification.

CLR-121 Culinary Arts Practicum 1
2 credits
A qualified chef, who is a member of the American Culinary Federation, will supervise this on-the-job apprentice training. Upon successful completion of this course, the student will be able to apply food preparation and presentation techniques and gain experience in all phases of foodservice operation.

CLR-201 Baking 1
3 credits/2 lecture & 2 lab hours
Corequisites: CLR-201
This is a course in baking which involves preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, holiday specialties and tortes. Topics include proper use and care of equipment, sanitation and hygienic work habits and legal health requirements.

CLR-202 Food Service Specialties—Garde Manger 1
3 credits/2 lecture & 2 lab hours
This is a course in special Garde-Manger techniques such as ice and tallow sculpturing. Manipulation of tools is emphasized. Buffet showpieces such as watermelon baskets, table arrangements of fresh fruits and vegetables and accent decorative showpieces are made. The art of pulled sugar is introduced.

CLR-203 Food Service Specialties—Garde Manger 2
3 credits/2 lecture & 2 lab hours
This is a course in advanced Garde-Manger techniques such as aspic-pates, chaud-froid, terrines, galantines and sauces. Manipulation of tools is emphasized. Buffet table arrangement and organization are included.

CLR-205 Purchasing Procedures
3 credits/3 class hours
This is a course in purchasing, purchasing techniques and laws governing the food industry.

CLR-210 Baking 2
3 credits/1 lecture & 2 lab hours
Corequisite: CLR-201
Upon successful completion of this course, the student will be able to demonstrate a working knowledge of the preparation of specialty baking products.

CLR-211 Menu Design
3 credits/3 class hours
This is a course in menu design. Included are principles and practices of pricing menus, ordering, converting recipes from small to large quantities, various types of menus and food preferences of the public. The principles of nutrition for planning well-balanced menus receive special emphasis.

CLR-220 Applied Foodservice Production
3 credits/3 class hours
Corequisites: CLR-110, CLR-117, CLR-118 & CLR-202
This course is designed to help the student’s transition from basic to intermediate food skills. Upon successful completion of this course, the students will be able to demonstrate the skills necessary to prepare secondary sauces as well as a range of American regional cuisines. This course consists of lecture, demonstration and participation in food preparation.

CLR-228 Advanced Food Preparation
3 credits/2 lecture & 2 lab hours
Corequisites: CLR-118 & CLR-220
Upon successful completion of this course, the student should be able to demonstrate an understanding of the advanced skills necessary for preparing international cuisine.

CLR-230 Culinary Arts Externship
4 credits/300 lab hours
Corequisites: CLR-117, CLR-118 & CLR-201
This course introduces the students to the profession of court reporting. Topics include the history of court reporting, educational requirements, the duties and responsibilities of court reporters, professional organizations, certification testing, and career options in the fields of judicial, freelance, closed captioning and Computer Aided Realtime Translation (CART). Speakers include practicing court reporters from local firms and courts. A field trip to a closed captioning agency is offered. This course is open to any student with an interest in the court reporting profession.

COURT REPORTING (CRT)
CRT-100 Court Reporting Orientation
1 credit/1 class hour
This course introduces the students to the process of court reporting. Topics include the history of court reporting, educational requirements, the duties and responsibilities of court reporters, professional organizations, certification testing, and career options in the fields of judicial, freelance, closed captioning and Computer Aided Realtime Translation (CART). Speakers include practicing court reporters from local firms and courts. A field trip to a closed captioning agency is offered. This course is open to any student with an interest in the court reporting profession.
CRT-101 Court Reporting 1
4 credits/3 class hours
Corequisite: CRT-103
This course introduces the student to the theory of writing conflict-free machine shorthand outlines. The student will develop the ability to write words, sentences and paragraphs through daily dictation and drills. The student will demonstrate the ability to write literary material in realtime at 60-80 words per minute.

CRT-102 Court Reporting 2
3 credits/3 class hours
Corequisites: CRT-104 & CRT-205
This course is a continuation of the conflict-free theory for writing machine shorthand. The student will demonstrate skill building through dictation, readback of notes, machine practice and transcription. Instruction is placed on writing terminology that requires multi-strokes and developing skill in writing every word of the English language.

CRT-103 Machine Shorthand Theory
4 credits/4 class hours
Corequisite: CRT-101
This course introduces the student to the theory of writing conflict-free machine shorthand outlines. The alphabet, briefs and phrases and fingering exercises will be taught. The student will develop the ability to write words, sentences and paragraphs on the Stenograph machine through daily dictation and drills.

CRT-104 Speedbuilding
3 credits/3 class hours
Prerequisite: CRT-101
Corequisites: CRT-102 & CRT-205
This course uses dictation and practice of Literary and Question and Answer material. The goal is 90-110 words per minute for five minutes with transcription accuracy at 95 percent or better. Dictation and transcription skills are emphasized and tested.

CRT-106 Question & Answer 1
3 credits/3 class hours
Prerequisites: CRT-102 & CRT-104
Corequisites: CRT-107 & CRT-108
This course emphasizes speed development and readback of Question and Answer material. Appropriate abbreviations and phrases used in testimony are reviewed. Colloquy designations are stressed in multi-voice material. The goal is writing 120-140 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-107 Jury Charge 1
3 credits/3 class hours
Prerequisites: CRT-102 & CRT-104
Corequisites: CRT-106 & CRT-108
This course emphasizes speed development and readback of Jury Charge material. Appropriate abbreviations and phrases used in Jury Charge are reviewed. The goal is 120–140 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-108 Literary 1
3 credits/3 class hours
Prerequisites: CRT-102 & CRT-104
Corequisites: CRT-106 & CRT-107
This course emphasizes speed development of Literary material. Oral note reading is also stressed. The goal is writing 100–120 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-111 Court Transcription 1
3 credits/3 class hours
Prerequisite: CRT-101 and CRT-103
Corequisite: CRT-102
This course offers an introduction to court reporting transcript production, including matters of English grammar, usage and punctuation in combination with formatting of text to accurately reflect the verbatim, spoken word in text documents. Reinforcement and development of language skills and transcript-related computer skills using Case CATalyst software are emphasized.

CRT-205 Machine Shorthand Companion
3 credits/3 class hours
Prerequisites: CRT-101 & CRT-103
Corequisites: CRT-102 & CRT-104
This course is offered in conjunction with CRT-102. In this course students are drilled on machine shorthand theory. Emphasis is placed on developing skill and proficiency in the mastery of the complete theory of machine shorthand writing. The course focuses on the development of accurate writing skills and understanding of theory principles. Dictation and drill are conducted daily.

CRT-206 Question and Answer 2
3 credits/3 class hours
Prerequisite: CRT-106
Corequisites: CRT-207 & CRT-208
This course emphasizes speed development and readback of Question and Answer material. Appropriate abbreviations and phrases used in testimony are reviewed. Colloquy designations are stressed in multi-voice material. The goal is writing 150–160 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-207 Jury Charge 2
3 credits/3 class hours
Prerequisite: CRT-107
Corequisites: CRT-206 & CRT-208
This course emphasizes speed development and readback of Jury Charge material. Appropriate abbreviations and phrases used in Jury Charge are reviewed. The goal is 140-160 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-208 Literary 2
3 credits/3 class hours
Prerequisite: CRT-108
Corequisites: CRT-206 & CRT-207
This course emphasizes speed development of Literary material. Oral note reading is also stressed. The goal is writing 120-140 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-211 Court Transcription 2
3 credits/3 class hours
Prerequisite: CRT-111
This course offers advanced proficiency in English grammar, usage and punctuation with emphasis on advanced proficiency in editing, proofreading and correction of text in court reporting transcripts. Development of Case CATalyst software skills required in the production of corrected transcripts is also emphasized.

CRT-215 Court Transcription 3
2 credits/2 class hours
Prerequisite: CRT-211
This course offers advanced proficiency in formatting and production of spoken language into text as required by several disciplines of the court reporting profession including judicial reporting and captioning (broadcast captioning and CART captioning—Communication Access Realtime Translation). Reinforcement of advanced language skills and advanced skills in the use of Case CATalyst software are integral to the course.

CRT-216 Question and Answer 3
3 credits/3 class hours
Prerequisite: CRT-206
Corequisites: CRT-217 & CRT-218
This course emphasizes speed development and readback of Question and Answer material. Appropriate abbreviations and phrases used in testimony are reviewed. Colloquy designations are stressed in multi-voice material. The goal is writing 180 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-217 Jury Charge 3
3 credits/3 class hours
Prerequisite: CRT-207
Corequisites: CRT-216 & CRT-218
This course emphasizes speed development and readback of Jury Charge material. Appropriate abbreviations and phrases used in Jury Charge are reviewed. The goal is 160-180 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-218 Literary 3
3 credits/3 class hours
Prerequisite: CRT-208
Corequisites: CRT-216 & CRT-217
This course emphasizes speed development and readback of Literary material. The goal is writing 150 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software.

CRT-226 Question and Answer 4
3 credits/3 class hours
Prerequisite: CRT-216
Corequisites: CRT-227 & CRT-228
This course emphasizes speed development and readback of Question and Answer material. Appropriate abbreviations and phrases used in testimony are reviewed. Colloquy designations are stressed in multi-voice material. The goal is writing 225 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software. This proficiency must be demonstrated three times.
CRT-227 Jury Charge 4
3 credits/3 class hours
Prerequisite: CRT-217
Corequisites: CRT-226 & CRT-228
This course emphasizes speed development and readback of Jury Charge material. Appropriate abbreviations and phrases used in Jury Charge are reviewed. The goal is 200 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software. This proficiency must be demonstrated three times.

CRT-228 Literary 4
3 credits/3 class hours
Prerequisite: CRT-218
Corequisites: CRT-226 & CRT-227
This course emphasizes speed development and readback of Literary material. The goal is writing 180 words per minute for five minutes with transcription accuracy of 95 percent or better using Case CATalyst software. This proficiency must be demonstrated three times.

CRT-251 Court Reporting 6
3 credits/3 class hours
Prerequisite: CRT-218
This course is a practical work experience for the court reporting student, arranged in consultation and conjunction between the internship student, the supervising faculty member and the internship site. The student spends no less than 40 verified hours writing judicial, closed captioning or Computer Access Realtime Translation (CART) material under the supervision of a court reporter. To complete the course the student will produce 40 pages of transcript for grading purposes and write a narrative detailing their internship experience. The course consists of scheduled classroom sessions with the instructor, individual appointments and on-the-job training. Students are assigned to Judicial, Freelance, Closed Captioning and CART environments.

CENTRAL SERVICE TECHNICIAN (CST)

CST-103 Inventory Management for Central Service
3 credits/3 class hours
Prerequisite: Acceptance to the Central Service Technician program
Corequisite: SUR-110 or employed central service technician
This course is a central service certification preparatory course. The student will be introduced to the expanding roles of the Central Service Technician as it relates to all areas of the institution. This course will include an introduction to the anatomical systems and medical terminology as they relate to hospital equipment. Theory will include basic anatomy and the corresponding equipment, inventory management and distribution, risk management, reusable verses disposable products, inventory control, purchasing, off-site warehousing and regulatory agencies. There will be a review of all aspects of central service including sterilization, disinfection, packaging, instrumentation, human relationship skills and teamwork.

CST-112 Central Service Clinical 6
3 credits/24 clinical hours
Prerequisite: Acceptance into the Central Service Technician Program
Corequisite: SUR-110
This is a course in which students are assigned to various clinical sites under the supervision of a surgical technology instructor. Students will gain exposure to the various aspects of central service to obtain direct experience in instrumentation and processing, decontamination, sterilization, wrapping, equipment maintenance, distribution and case cart systems.

CST-121 Central Service Technician Certification Examination Preparation 2
2 credits/2 class hours
Prerequisite: Current employee in a central service or surgical service department.
This course is designed to prepare the current Central Service Technician and surgical service employee for the certification examination sponsored by the International Association of Healthcare Central Service Material Management (IAHCSMM). The students will be able to expand on their current knowledge of the profession as they are updated to the expanding roles and underlying principles relating to their role as a Central Service Technician. There is a focus on the methods of test taking through discussion and practice tests.

DANCE (DAN)

DAN-101 Modern Dance 1
3 credits/1 class & 2 studio hours
This course is an introduction to modern dance. Students will gain an understanding of dance as an art form. Various dance techniques will be explored to further the student’s physical and kinesthetic abilities. Aesthetic analysis of a variety of dance styles will provide an understanding of the communicative potential of dance. No prior dance training is required.

DAN-102 Modern Dance 2
3 credits/1 class & 2 studio hours
Prerequisite: DAN-101
In this class, students will increase the technical skills acquired in Modern Dance 1. Muscular strength, flexibility and cardiovascular capacity will be increased. Compositional tools will be presented, enabling the students to use dance as a means of artistic expression.

DAN-131 Dance Practicum 2
3 credits/1 class & 2 studio hours
Prerequisite: DAN-130
This course is an intensive study in the practical application of dance performance techniques. Students will participate in both student and faculty choreographed works, culminating in a fully produced dance concert. All aspects of dance performance, choreography and production will be explored and refined.

DAN-201 Modern Dance 3
3 credits/3 class & 2 studio hours
Prerequisites: DAN-101 & DAN-102
This is an intermediate level technique class; students will increase their muscular strength, flexibility, kinesthetic awareness and cardiovascular capacity. Modern dance exercises will be presented to enhance the student’s spatial and rhythmic awareness. Choreographic techniques for small groups will be explored.

DAN-202 Modern Dance 4
3 credits/3 class & 2 studio hours
Prerequisites: DAN-101, DAN-102 & DAN-201
In this class, students will refine their skills as dancers. Advanced level exercises will challenge the students physically and artistically. Performance techniques will be developed as well as choreography for large groups.

DAN-230 Dance Practicum 3
3 credits/1 class & 2 studio hours
Prerequisite: DAN-131
This course is a continuation of the intensive study in the practical application of dance performance techniques. Students will participate in both student and faculty choreographed works, culminating in a fully produced dance concert. All aspects of dance performance, choreography and production will be explored and refined.

DITETETICS (DIT)

DIT-102 Dietetic/Food Service Orientation 3
3 credits/3 class hours
This is an introductory course that provides the student with an overview of both the foodservice and clinical aspects of the professional role of the dietetic technician and the dietary manager in a variety of settings. Field visits and guest speakers enhance content.

DIT-103 Nutrition Assessment 2
2 credits/2 class hours
Corequisite: Concurrent course in nutrition or department approval
This course introduces the student to the application of the basic principles of normal nutrition. Students will learn how to collect data and interpret data to be used by a DTR or made available to an RD for interpretation. This course includes practice
in completing diet history, calculation of nutrient composition of the diet using a computer program and skin fold measurements.

**DIT-104 Foods**  
3 credits/3 lecture hours  
Corequisite: DIT-105  
This course provides the scientific and consumer aspects of food. A working knowledge of principles of food preparation is combined with menu planning, recipe analysis, and costing.

**DIT-105 Foods Lab**  
1 credit/3 lab hours  
Corequisite: DIT-104  
This is the study of and application of the basic principles of food preparation which includes the study of soups and sauces, starch foods, meats and poultry, fish, shellfish and eggs and desserts. The course culminates in a final luncheon project planned and prepared by the class. In addition proper use and care of equipment, sanitation and safe work habits is included.

**DIT-106 Fundamentals of Nutrition**  
3 credits/3 class hours  
This is an introductory course which focuses on the major nutrients, including carbohydrates, fats, protein, vitamins, minerals and water. Throughout the course, practical application of information is emphasized. Special topics addressed include: weight control, eating disorders and sports nutrition. This course is open to non-dietetics majors.

**DIT-110 Food Service Production and Purchasing**  
3 credits/3 class hours  
This course studies the tools of management as they relate to food service. Topics include safety, sanitation, master menu development, recipe standardization, food and menu cost analysis, facilities, planning, design and equipment selection for a foodservice department.

**DIT-113 Dietetic Practicum Seminar**  
2 credits/2 class & 30 Practicum hours  
Prerequisites: DIT-102, DIT-103, DIT-104, DIT-106, DIT-110, DIT-114, DIT-125 & ALH-140  
Corequisite: DIT-201  
Provided concurrently with Dietetic Practicum 1, this course presents a review of the material presented in Fundamentals of Nutrition, Foods, Foodservice Production and Purchasing and Medical Nutrition Therapy. In addition to providing didactic support for the practicum it enables the students to share and gain by their individual experiences.

**DIT-114 Medical Nutrition Therapy**  
4 credits/4 class hours  
Prerequisites: DIT-103 & DIT-106  
Corequisite: ALH-140  
This course introduces the student to the concept of modifying the general diet to meet various medical conditions. Principles of patient interviewing, analysis of the patient’s nutritional needs and the interpretation of food restrictions in menu planning and food shopping are presented. The physical, psychological and social needs of the patient are presented with emphasis on nutritional consequences. This course includes the study of nutritional care of the patient with upper and lower gastrointestinal disorders, weight management, diabetes and related endocrine disorders, coronary heart disease, atherosclerosis, enteral feeding, TPN, liver disorders, renal disease, cancer, AIDS/HIV and feeding disabilities.

**DIT-125 Food Protection Certification**  
2 credits/2 class hours  
This course meets the requirements mandated by the Pennsylvania Food Employee Certification Act. Topics included are the types and characteristics of pathogenic bacteria, most common types of food borne illnesses, hazard analysis critical control point (HACCP) system and proper procedures for receiving, storing, preparing and handling foods. This course emphasizes practical application of safe food handling techniques to protect the public health. Students are eligible to sit for a nationally recognized certification exam. This examination is a component of this course.

**DIT-201 Dietetic Supervised Practice 1**  
5 credits/240 practicum hours  
Prerequisites: DIT-102, DIT-103, DIT-106, DIT-110, DIT-114 & DIT-125  
Corequisite: DIT-113  
This course provides an orientation to the practice of dietetics in a healthcare facility under the supervision of a Registered Dietitian (RD). The principles of nutrition care and foodservice operations are observed and practiced.

**DIT-208 Community Nutrition**  
4 credits/4 class hours  
Prerequisite: DIT-114  
This course applies the principles of nutrition presented in Introduction to Nutrition and Medical Nutrition Therapy to the community setting. The nutritional requirements of individuals in various segments of the life cycle are presented. Community programs that help meet the nutritional requirements of individuals throughout the life cycle are highlighted. Patient education techniques are presented.

**DIT-209 Dietetic Supervised Practice 2**  
4 credits/2 clinical & 240 practicum hours  
Prerequisites: DIT-114 & DIT-208  
This course is planned to give each student the opportunity to apply principles discussed in Medical Nutrition Therapy in a community nutrition setting. It is expected that students will learn how community nutrition is similar to and different from clinical nutrition. Each student will be expected to complete a project suggested by the practicum supervisor. The project should be one that fulfills a need of the practicum.

**DIT-210 Human Resource Management for Dietetics**  
3 credits/3 class hours  
This course provides an overview of the organization and management of foodservice in the healthcare industry. Topics include the management of food production personnel, selection process, orientation and training of new and established employees, job analysis procedures, employee evaluation procedures and the principle of work simplification.

**DIT-212 Food Service Systems**  
3 credits/3 class hours  
Prerequisites: DIT-104, DIT-110, DIT-125 & DIT-210  
This course provides information on the food management practices in the hospitality and healthcare industry. It deals with the various foodservice systems, styles of food service, principles of kitchen design, menu merchandising, environmental and waste management systems and management of information systems.

**DIT-214 Dietetic Seminar**  
1 credit/1 class hour  
Prerequisite: Successful completion of two terms in the Dietetics program  
This course provides the student with skills necessary to be successful in the completion of the national registry exam and job search process. In addition, this course will review the process of establishing a professional portfolio, making application for and maintaining registration status.

**DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)**

**DMS-102 Introduction to Clinical Experience: Patient Care and Ethical/Legal Issues**  
2 credits/3 lecture per week for 3 weeks, 3 lab hours per week for 5 weeks & 4 clinical hours per week for 7 weeks  
Prerequisites: Acceptance to the DMS program, BIO-161, BIO-162, ENG-101, MAT-108, PHY-100  
Corequisite: DMS-105  
This course is designed to offer the student a first hands-on clinical experience. In the clinical setting the emphasis is placed on familiarizing the student with imaging equipment controls, transducer position relative to the anatomy to be scanned, scanning techniques for the various protocols and patient care procedures. The lecture portion of this course presents the physical and emotional assessment of the patient, medical asepsis, body mechanics, medical emergencies, professional ethics, medical and legal issues as well as relative medical/legal terminology. The lab portion consists of demonstration and practice in these areas. The clinical portion of this course introduces the student to the healthcare setting and enable students to scan patients.

**DMS-103 Abdominal, Obstetrical and Gynecological Ultrasound**  
4 credits/3 lecture & 2 lab hours  
Prerequisites: BIO-162, DMS-102, DMS-105, MAT-108 & PHY-100  
Corequisites: DMS-113 & PHY-127  
This course will present an intense study of the abdominal, pelvic and fetal structures that can be evaluated employing ultrasound as an imaging modality. The student is provided with information concerning the normal ultrasound appearance of tissues, organs and systems within the abdomen, pelvis and fetus. Ultrasound images representative of normal states will be presented and correlated with examinations performed with other diagnostic modalities. Technical information such as procedural and scanning techniques are discussed throughout the course.
DMS-104 Cardiac Ultrasound
4 credits/3 lecture & 2 lab hours
Prerequisites: BIO-162, DMS-102, DMS-105, MAT-108 & PHY-100
Corequisites: DMS-114 & PHY-127
This course focuses on the ultrasonic investigation of the heart. Echocardiography is viewed from both an historical, as well as state-of-the-art perspective. The anatomy and physiology, particularly the cross-sectional anatomy of the mediastinal contents, will be reviewed. Echocardiograms representative of normal cardiac anatomy will be presented and compared with examinations performed by other diagnostic modalities. Procedural and scanning techniques are presented, as well as sonoanatomic positioning unique to echocardiography.

DMS-105 Cross-sectional Anatomy for Ultrasonography
4 credits/2 class & 2 lab hours
Prerequisites: Acceptance to the DMS program, BIO-161, BIO-162, ENG-101, MAT-108, PHY-100
Corequisite: DMS-102
This course will consider the human anatomy through the evaluation of sagittal, transverse and coronal body sections. Organs and structures of the head, neck, thorax, abdomen, pelvis and extremities will be presented and correlated with pictorial sections obtained through cadaver dissection. Cadaver pictorial sections will be correlated with ultrasound, MRI and CAT images.

DMS-113 Ultrasound Clinical 1/Abdomen-OB/GYN
2 credits/8 clinical hours per week
Prerequisites: BIO-162, DMS-102, DMS-105, MAT-108 & PHY-100
Corequisites: DMS-103 & PHY-127
This clinical course offers the student participation in the various steps involved in the ultrasound examination of the patient. The student shares responsibility with the abdominal, obstetrical and gynecological clinical instructor for scheduling, identifying and preparing the patient for examination. The student assures that patient preparation is properly followed for the given examination. The student gains skill in recognizing normal anatomy as well as scanning techniques made by normal blood flow and position of signals. The student gains skill and confidence in presenting the case before the interpreting physician.

DMS-114 Ultrasound Clinical 1/Cardiac
2 credits/8 clinical hours per week
Prerequisites: BIO-161-DMS-102, DMS-105, MAT-108 & PHY-100
Corequisites: BIO-162, DMS-104 & PHY-127
This clinical course offers the student participation in the various steps involved in cardiac ultrasound examination of the patient. The student shares responsibility with the cardiac clinical instructor for scheduling, identifying and preparing the patient for examination. The student assures that patient preparation is properly followed for the given examination. The student gains skill and confidence in presenting the case before the interpreting physician.

DMS-115 Ultrasound Clinical 2/Abdomen–OB/GYN
4 credits/40 clinical hours per week
Prerequisites: DMS-103, DMS-113 & PHY-127
This course will be divided into two learning modules. The first module lasting five weeks will consist of lecture and lab covering normal and abnormal ultrasound appearance of the thyroid, breast, scrotum and prostate. Scanning techniques of those structures will also be covered. The second module lasting ten weeks will consist of lecture only and cover pathological conditions of the abdominal organs. Ultrasound images representative of disease states of organs and systems of the abdominal cavity will be presented and correlated with examinations performed in various diagnostic modalities. Relevant histologic aspects of various pathological conditions will be discussed and correlated with their acoustical properties and ultrasound characteristics. Clinical features, laboratory data and the pathophysiology of pertinent diseases will be presented.

DMS-125 Vascular Ultrasound
4 credits/3 lecture & 2 lab hours
Prerequisites: BIO-162, DMS-102, DMS-105, MAT-108 & PHY-100
Corequisites: DMS-125 & PHY-127
This clinical course offers the student participation in the various steps involved in vascular ultrasound examination of the patient. The student shares responsibility with the vascular instructor for scheduling, identifying and preparing the patient for examination. The student gains skill in recognizing normal anatomy as well as scanning techniques made by normal blood flow and position of the transducer for each vessel will be covered in the laboratory portion of the course.

DMS-135 Ultrasound Clinical 1/Vascular Ultrasound
2 credits/8 clinical hours per week
Prerequisite: DMS-125, DMS-135 & PHY-127
Corequisites: DMS-125 & PHY-127
This clinical course offers the student participation in the various steps involved in the ultrasound examination of the patient. The student shares responsibility with the vascular instructor for scheduling, identifying and preparing the patient for examination. The student assures that patient preparation is properly followed for the given examination, scans the patient and develops skills in examination progression. The student gains skill and confidence in presenting the case before the interpreting physician.

DMS-137 Ultrasound Clinical 2/Vascular Ultrasound
4 credits/40 clinical hours per week
Prerequisite: DMS-125, DMS-153 & PHY-127
This course is an introduction to vascular imaging to sonographers planning to sit for the vascular boards. Technical information such as spectral analysis in Doppler, hemodynamics of the circulatory system as well as scanning techniques and protocols will be covered.

DMS-203 Advanced Abdomen and Small Parts Ultrasound
5 credits/4 lecture & 2 lab hours
Prerequisite: DMS-115
Corequisites: DMS-210 & DMS-223
This course offers the student progressively greater participation in the various steps involved in the vascular examination of the patient. Skilled in scanning that have been performed by the student under the direct supervision of the clinical instructor. The student gains skill and confidence in presenting the case before the interpreting physician.

DMS-204 Advanced Cardiac Ultrasound
5 credits/5 class hours
Prerequisite: DMS-116
Corequisites: DMS-210 & DMS-224
This course is for ultrasound students specializing in echocardiography. Abnormal cardiac anatomy and physiology will be studied. M-mode, two-dimensional, continuous wave, pulsed wave and color flow doppler will be correlated with pathologies. Echocardiographic images representative of disease states of organs and systems of the cardiovascular system will be presented and correlated with examinations performed by the student under the direct supervision of the clinical instructor. The student gains skill and confidence in presenting the case before the interpreting physician.

DMS-207 Advanced Vascular Ultrasound
5 credits/5 lecture hours
Prerequisite: DMS-137
Corequisites: DMS-210 & DMS-235
This course is an introduction to vascular imaging to sonographers planning to sit for the vascular boards. Technical information such as spectral analysis in Doppler, hemodynamics of the circulatory system as well as scanning techniques and protocols will be covered.
**DMS-210 Breast Ultrasound**
3 credits/3 lecture hours
Prerequisites: Radiography Certification (RT)R, current student in an accredited DMS program, graduate from an accredited DMS program or certification by ARDMS in any specialty, DMS-292 or PHY-127
This course is designed to provide knowledge based instruction in the area of breast sonography. Topics to be discussed will be, normal anatomy of the adult breast, various pathologies of the breast including benign conditions as well as malignant diseases. Additional topics to be discussed will be sonographic characteristics of normal anatomy and pathological lesions. Normal and pathological states will be correlated with mammographic findings. Various biopsy techniques of the breast will also be discussed.

**DMS-223 Ultrasound Clinical 3/Abdomen–OB/GYN**
6 credits/24 clinical hours per week
Prerequisite: DMS-203 & DMS-210
Corequisites: DMS-203, DMS-204, DMS-207, DMS-223, DMS-224 & DMS-235
The student will have the opportunity to refine skills in scanning, interpretation of the sonogram and recognize normal anatomical variations and pathology. The student will be able to gather pertinent clinical data in order to understand the total medical picture of the patient prior to the ultrasound examination. The student will be responsible for becoming familiar with portable, surgical and special sonographic procedures and will assist in these areas.

**DMS-224 Ultrasound Clinical 3/Cardiac**
6 credits/24 clinical hours per week
Prerequisite: DMS-116
Corequisites: DMS-204 & DMS-210
This clinical course offers the student progressively greater participation in the various steps involved in the cardiac ultrasound examination of the patient. The student will share with the clinical instructor responsibilities for scheduling, identifying and preparing the patient for examination. The student will assure that patient preparation is properly followed for the given examination. Skills in scanning that have been developed in previous lectures/labs and clinical courses will be utilized. Progression of the examination will be performed by the student under direct supervision of the clinical instructor. Competencies in advanced echocardiographic techniques will be developed.

**DMS-225 Ultrasound Clinical 4/Abdomen–OB/GYN**
6 credits/24 clinical hours per week
Prerequisites: DMS-203, DMS-210 & DMS-223
Corequisites: DMS-227 & DMS-228
This course will offer the student an opportunity to refine skills in scanning, interpretation of the sonogram and recognize normal anatomical variations and pathology. The student will be able to gather pertinent clinical data in order to understand the total medical picture of the patient prior to the ultrasound examination. The student will become familiar with portable, surgical and special sonographic procedures, will assist in these areas and will be encouraged to seek additional experience in carotid Doppler and peripheral vascular Doppler examinations.

**DMS-226 Ultrasound Clinical 4/Cardiac**
6 credits/24 clinical hours per week
Prerequisites: DMS-204, DMS-210 & DMS-224
Corequisite: DMS-228
This clinical course will offer the student increased participation in the cardiac ultrasound examination of the patient. The student will share with the clinical instructor responsibility for scheduling, identifying and preparing the patient for examination. The student will assure that the patient preparation was properly followed for the given examination. Skills in scanning that have been developed in previous lectures/labs and clinical courses will be utilized. Progression of the examination will be performed by the student under direct supervision of the clinical instructor. Competencies in advanced echocardiographic techniques will be developed.

**DMS-227 Advanced OB/GYN Ultrasound**
3 credits/3 class hours
Prerequisites: DMS-203, DMS-210 & DMS-223
Corequisites: DMS-225 & DMS-228
This course will provide students specializing in the general tract with information concerning the abnormal ultrasound appearance of tissues, organs and systems of the female pelvis and fetus. Ultrasound images representative of disease states will be presented and correlated with examinations performed with other diagnostic modalities. Relevent histologic aspects of various pathological conditions as well as congenital anomalies of the fetus will be discussed and correlated with their acoustical properties and ultrasound characteristics. Clinical features, laboratory data and the pathophysiology of pertinent diseases will be presented. Technical information, such as procedural and scanning techniques will be discussed throughout the course.

**DMS-228 Doppler Vascular Sonography**
4 credits/3 lecture & 2 lab hours
Prerequisites: DMS-203, DMS-204, DMS-210 & DMS-223 or DMS-224
Corequisites: DMS-225 & DMS-227 or DMS-226
This course will combine theory and practical application to advance the technical skills of both the experienced and the new sonographer. This course will offer valuable information to those sonographers planning to sit for the RVT boards and introduce the new sonographers to Doppler Vascular Imaging. Normal as well as pathological states of the peripheral and cerebrovascular system will be covered. Technical information such as protocols, spectral analysis in Doppler and scanning techniques will be taught as well as hemodynamics of the circulatory system and the physics and instrumentation of Doppler. During the practical lab experience the student applies classroom learning to scanning problems.

**DMS-235 Ultrasound Clinical 3/Vascular**
6 credits/24 clinical hours per week
Prerequisite: DMS-137
Corequisites: DMS-207 & DMS-210
This course offering will be the opportunity to refine skills in scanning, interpreting the sonogram and recognize normal anatomical variations and pathology. The student will be able to gather pertinent clinical data in order to understand the total medical picture of the patient prior to the ultrasound examination. The student will become familiar with portable, surgical and special sonographic procedures, will assist in these areas and will be encouraged to seek additional experience in carotid Doppler and peripheral vascular Doppler examinations.

**DMS-237 Ultrasound Clinical 4/Vascular**
6 credits/24 clinical hours per week
Prerequisites: DMS-207, DMS-210 & DMS-225
Corequisite: DMS-239
The student will have the opportunity to refine skills in scanning. Interpretation of the presenting clinical signs and symptoms will be one of the objectives for this clinical course. Accuracy in recognizing anatomical variations and pathology, completing the examination in a timely manner and presenting the findings to the interpreting physician will be the main objective for this clinical rotation. The student will continue to perform portable examinations and assist the physician and clinical instructor in any special procedures. (Three full-time days per week.)

**DMS-239 Abdominal/OB-GYN/Cardiac Ultrasound**
4 credits/3 lecture & 2 lab hours
Prerequisites: DMS-207, DMS-210 & DMS-235
Corequisite: DMS-237
The course is for the ultrasound student specializing in vascular ultrasound and is designed to offer the student basic knowledge and understanding of Abdominal/OB-GYN and Cardiac ultrasound. Scanning techniques will also be covered. Relevant histologic aspects of various pathological conditions will be discussed and correlated with their acoustical properties and sonographic characteristics. Clinical features and laboratory data of pertinent diseases will be presented.

**DMS-292 Vascular Physics and Instrumentation**
3 credits/3 lecture hours
Prerequisite: Registered/Registry eligible sonographers, RT currently working as a sonographer.
This course is designed to provide theory instruction in the areas of ultrasound instrumentation and in the areas of ultrasound instrumentation and quality control. Initially, the student will be provided with information pertinent to the function of various components of the ultrasound system and their integration into an ultrasound unit. Modes of operation, signal processing, scan converter
displays, image and display techniques, methods of permanent image recording and ultrasound transducers are some of the topics which will be discussed. Technical information and practical instruction to promote an understanding of the use of technical controls and their effect on image quality will be provided. Ultrasound physics and its proper application toward vascular hemodynamic evaluation of the human body will be presented.

DEVELOPMENTAL STUDIES (DVS)
DVS-060 College Academic Strategies
2 credits/2 class hours
Prerequisite: Reading placement test
Corequisite: DVS-070
This course helps students acquire strategies essential for college study including taking classroom notes, developing time management skills, preparing for tests, organizing a notebook and developing communication skills. In addition, students learn basic research skills.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

DVS-070 College Reading 1
4 credits/4 class hours
Prerequisite: Reading placement test
Corequisite: DVS-060
This course provides instruction in basic comprehension and vocabulary skills. Students develop awareness of themselves as readers by employing metacognitive strategies. Additionally, students learn to identify and utilize organizational patterns and apply critical reading skills in making judgments about texts. DVS-070 will normally be followed by DVS-101 unless the student’s progress has been so accelerated in DVS-070 that the department advises against a subsequent course.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

DVS-101 College Reading 2
3 credits/3 class hours
Prerequisite: DVS-070
This course emphasizes the application of study and reading strategies that are initially presented in College Reading 1. Students are required to apply study and reading strategies in understanding textbook and supplementary readings. They are also taught the significance of experiential background for reading comprehension and the importance of identifying and responding to the author’s purpose for writing. Students are encouraged to see reading, writing, and studying as interconnected, interactive processes.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

DVS-103 Advanced College Reading and Study Skills
3 credits/3 class hours
Prerequisite: Reading placement test
This course develops the specific college reading skills and learning strategies which will enable the student to read academic texts efficiently, effectively and independently. The course emphasis is on the transfer and practical application of comprehension, critical thinking, vocabulary, and study skills to college-level text material.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

EARLY EDUCATION & CHILD DEVELOPMENT (ECD)
ECD-101 Introduction to Early Education and Child Development
3 credits/3 lecture hours
This course provides the student with an introduction to the history and trends in early education and child development. Students will explore career options, professional expectations and techniques for teaching, working and interacting with diverse populations of children and their families. A weekly field observation in early childhood programs, schools, agencies or therapeutic settings is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

ECD-103 Infant and Toddler Development
3 credits/3 lecture hours
This course is an overview of physical, cognitive, emotional and social development from conception through toddlerhood. A range of theoretical viewpoints, research findings and practical issues will be considered in attempting to understand this period of development. The dynamic nature of development and the uniqueness of each individual and families with infants and toddlers will be emphasized. Professionalism in working with diverse infants, toddlers and their families will be examined.

ECD-104 Preschool Development
3 credits/3 lecture hours
This course is an overview of physical, cognitive, emotional and social development during the preschool years, ages 3–6. A range of theoretical viewpoints, research findings and practical issues will be considered in attempting to understand this period of development. The dynamic nature of development and the uniqueness of each individual preschool aged child and the family with preschool aged children will be emphasized. Professional standards for working with preschool aged children and their families will be stressed.

ECD-105 Early Childhood Development: Birth to Age 6
3 credits/3 lecture hours
This course is an overview of physical, cognitive, emotional and social development in children, from birth to age six. A range of theoretical viewpoints, research findings and practical issues will be considered in examining this period of development. The dynamic nature of development and the unique characteristics of each developing child and family with young children will be emphasized. Professional standards for working with infants, toddlers and preschool aged children and their families will be stressed. A weekly field observation in early childhood programs, schools, agencies or therapeutic settings is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-107 Health and Safety of Children
3 credits/3 lecture hours
This course is an introduction to promoting children’s health, safety, nutrition and physical development through informed practice. Childhood illnesses and their care, Basic Life Support (BLS), first aid training and strategies for ensuring children’s health and safety in an early childhood setting are discussed. Nutrition and exercise needs of children birth to age 9 and movement activities that facilitate coordination and lay the foundation for later academic success are examined. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-113 Middle Childhood and Adolescent Development
3 credits/3 class hours
This course provides an overview of physical, cognitive, emotional and social development from middle childhood through adolescence, ages 7 to early adulthood. A range of theoretical viewpoints, research findings and practical issues will be considered in examining this period of development. The dynamic nature of development and the uniqueness of each individual child and the family with middle childhood aged children and/or adolescents will be emphasized. Professional standards for working with 7 year olds to young adults and their families will be stressed. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance, and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-115 Introduction to School Age Program
3 credits/3 class hours
This course provides an introduction to the field of school-age care. Students will explore professional expectations for the field, techniques for programming, teaching and working with school-age children and their families in out-of-school environments. Ten hours of field observation in an after-school/out-of-school setting is required. Students must have three clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Welfare Child Abuse History Clearance and meet the local requirements of the field placement site. This course is aligned with competencies required for the PA School Age Professional Credential.
ECD-130 Practicum: Infant and Toddler
3 credits/1 lecture & 6 practicum hours
Corequisite: ECD-103
This course provides direct experience with children through supervised field placement in an early childhood setting. Students will develop and apply skills in observation, interaction, empathy and acting in a professional manner. Students meet in a weekly seminar in addition to a six-hour per week field placement where they interact with children, professionals in the field and often parents. Students must be eligible for clearances from the Pennsylvania State Police Criminal History Check and the Pennsylvania Department of Public Welfare Child Abuse History Check. In addition they may be required to verify that they meet the standards required by the practicum agencies.

ECD-135 Practicum: Observation and Assessment
3 credits/2 lecture & 3 practicum hours
Prerequisite: ECD-101
This course examines effective methods for observing and assessing young children’s behavior for the purpose of planning developmentally appropriate curriculum, activities, environments and interactions. Students will meet in a weekly seminar and obtain direct experience in observing and assessing children through a 45-hour supervised field experience in an early childhood setting, school, agency or therapeutic setting. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-202 Children With Special Needs
3 credits/3 lecture hours
This course is for students seeking an understanding of children with special needs. Special education past, present and future is examined. Included are topics related to working with children with sensory, behavioral, physical, language, cognitive and learning differences. This content covers definitions, classifications, causes, incidence, approaches to treatment, social implications, attitudes, diversity, perceptions and professionalism. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-210 Clinical Skills With Children
3 credits/3 lecture hours
Prerequisite: ECD-202 or permission of instructor
This course prepares students to work with children and adolescents who have special needs in school, recreation, or therapeutic environments using accepted techniques and practices. Topics include therapeutic perspectives, discipline and control issues and techniques, behavioral techniques including behavior modification and forms of intervention. Students will also explore strategies in working with groups, including group planning and group dynamics, the use of games and activities for therapy and assessment, collaboration with family and other professionals and clinical observation skills. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-211 Family Systems
3 credits/3 lecture hours
This course provides a study of family relations in our society. Emphasis is on family values and expectations, as well as other social issues and how they influence the growth and development of the child. Included are issues of professionalism in dealing with diverse families, poverty, families in crisis, divorce, working parents, single parenting, ethnic, cultural and lifestyle differences, illness and death and the role of siblings and other relatives.

ECD-212 Language, Literacy and Literature in Early Childhood
3 credits/3 lecture hours
Prerequisite: ECD-101
This course will provide an overview of language and literacy development in young children (birth to age nine). The relationship between oral and written language will be investigated. Students will examine and evaluate a wide variety of quality literature that can be used to facilitate children’s emerging language and literacy skills. Developmentally appropriate strategies for addressing the PA Early Learning Standards for language and literacy, the role of teachers and parents in promoting communication and early literacy and in creating print-rich environments will be explored. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-214 Curriculum for the Early Childhood Classroom
3 credits/3 lecture hours
Prerequisite: ECD-101 or permission of instructor
This course examines strategies and methods for preparing integrated curricula that facilitate learning and provide meaningful connections for young children. Students examine early childhood curriculum models and utilize the PA Early Learning Standards to plan, create and assess developmentally appropriate environments and experiences that include children of various ages, cultures and abilities. Using play, literacy and the arts as a foundation, emergent studies in mathematics, social studies, science and computers in the classroom are explored. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-218 Child Care Management and Administration
3 credits/3 lecture hours
This course is for students who are interested in the day-to-day operation of managing a facility for young children. Students will examine how to develop, organize, staff, maintain, fund and evaluate quality child care programs and classrooms. Topics also include styles of management, supervision, diversity, developing interpersonal relationships with staff, planning and leading staff meetings, promoting positive staff relationships and professional development. A weekly field observation in early childhood programs, schools, agencies or therapeutic setting is required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECD-240 Practicum: Pre-K–4
3 credits/1 lecture & 6 practicum hours
Prerequisites: ECD-101 & ECD-135
This course provides direct experience with children aged birth to 9 years in a supervised early childhood program, school or therapeutic setting. Students record observations, plan and implement age-appropriate activities and refine professional skills. Students meet in a weekly seminar in addition to an eight hour per week field placement where they interact with children, professionals in the field and parents. Students must have three current clearances: FBI Fingerprint clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and meet the local requirements of the field placement site.

ECONOMICS (ECO)

ECO-102 Principles of Macroeconomics
3 credits/3 class hours
This course is an introduction to the economic activity of the nation, introducing basic concepts and institutions. Emphasis is on aggregate income and spending, the government fiscal and monetary policy, national income accounting, economic growth and comparative economic systems.

ECO-103 Principles of Microeconomics
3 credits/3 class hours
The course is an introduction to the activities of individual economic units, such as industries, companies, households and consumers. The course emphasis is on markets, the price system and the allocation of resources as they affect the consumer, the producer and the economy.

ELECTRICAL CONSTRUCTION TECHNOLOGY (ECT)

ECT-101 Electrical Construction Technology 1
8 credits/4 class & 4 lab hours
Prerequisite: Acceptance into the ECT Program
This course presents an understanding of the International Brotherhood of Electrical Workers (IBEW), National Electrical Contractors Association (NECA) and the National Joint Apprenticeship Training Committee (NJATC) as they exist on a national and local level and the history of the labor movement. The course presents basic scientific information about the nature of matter as it relates to understanding electrical theory and principles by
with all electrical devices operate. Students will be introduced to the structures, elements, functions and characteristics of DC circuit and workplace safety, as well as mathematical equations/computations and basic blueprint reading on a residential level. A separate laboratory experience will provide the student with opportunities to apply and work with concepts learned in the classroom setting.

**ECT-151 Electrical Construction Technology 2**  
8 credits/4 class & 4 lab hours  
Prerequisite: ECT-101  
This course introduces the apprentice to the study of the National Electrical Code (NEC) that provides the rules, regulations and provisions that govern a "Safe Installation" for the electrical industry. Further, the course presents scientific information about the nature of electrical theory as it pertains to AC theory. Building on the principles of residential blueprint reading, this course teaches the necessary concepts to properly design and lay out circuits from basic to more elaborate conduit bending for residential and commercial projects. Building on the history of the International Brotherhood of Electrical Workers (IBEW), National Electrical Contractors Association (NECA) and the National Joint Apprenticeship Committee (NJATC), this course discusses parliamentary procedures and the Construction Organizing Membership Education Training Program (COMET). A separate laboratory experience will provide the student with the opportunity to apply and work with concepts learned in the classroom setting.

**ECT-201 Advanced Electrical Construction Technology 1**  
8 credits/4 class & 4 lab hours  
Prerequisite: ECT-151  
This course involves solving complex problems through Kirchhoff's Laws and Thévenin and Norton's theorems. Design, construction, operating characteristics and application of electrical devices such as the semiconductor and zener diode are also presented. Building on previously discussed National Electrical Code (NEC) topics, grounding is discussed in its entirety, along with residential and commercial blueprint reading, with an emphasis on commercial blueprint reading. Information on the characteristics of AC/DC motors and their control devices is also presented. A separate laboratory experience will provide the student with opportunities to apply and work with concepts learned in the classroom setting.

**ECT-251 Advanced Electrical Construction Technology 2**  
8 credits/4 class & 4 lab hours  
Prerequisite: ECT-201  
This course presents information necessary to the understanding of digital electronics. The course explores the use of Boolean Algebra as one of the field's basic tools and includes a discussion exploring some of the characteristics of various families of logic circuits, including buffer and inverter logic circuits. Key terms and definitions are reviewed. Power requirements, speed of operations and noise immunity and limits are examined. The types of decision-making logic elements of digital electronic conditions will be verified using procedures performed as part of the course. The course also explores the operational characteristics of NAND, NOR, XOR and XNOR logic gates. The development of logic circuits and controls, switching circuits and fiber optic theory and installation will also be presented. A separate laboratory experience will provide the student with opportunities to apply and work with concepts learned in the classroom.

**ECT-291 Instrumentation and Testing for Electrical Construction Technology**  
8 credits/4 class & 4 lab hours  
Prerequisite: ECT-251  
Building on basic principles learned in previous years of the apprenticeship, this course instructs students on how proportional control systems can be modified to give better control in a critical process. The course includes information on various types of sensors used in process control, safety factors, installation, testing instruments and tests for measuring dielectric quality, locating and testing faults. Students will be presented with information on telephone and alarm systems, security systems, system installations and start-up. A separate laboratory experience will provide the students with opportunities for practical application of concepts learned in the classroom.

**ECT-295 Journeyman Transition**  
8 credits/4 class & 4 lab hours  
Prerequisite: Inside Journeyman Wireman (IBEW/NJATC) Program  
This course is designed for the Inside Journeyman Wireman who has successfully completed an International Brotherhood of Electrical Works/National Joint Apprenticeship Training Committee (IBEW/NJATC) approved Journeyman Apprentice Program. It provides theoretical knowledge and practical experience in the major components of feledata 1, Teledata 2 and Teledata 3. Information on workplace safety will be featured. A separate laboratory experience will provide the student with opportunities to apply and work with concepts learned in the classroom setting. Successful completion of this course will result in the awarding of advanced standing for ECT-101, ECT-151, ECT-201, ECT-251 and ECT-291.

**ENGINEERING DRAFTING & DESIGN (EDD)**

**EDD-100 Blueprint Reading**  
3 credits/2 lecture hours  
This course is a survey of engineering practices, problems, specifications and drawings. Emphasis is placed on the reading of blueprints. Other topics include quantity take-offs of areas and volumes of excavation, volume of reinforced concrete, surface area of concrete form work, mechanical and electrical problems, types of structures, structural shapes and connections.

**EDD-101 Engineering Drawing 1**  
3 credits/2 lecture & 2 lab hours  
This course is the basic drafting techniques used to produce engineering drawings. Conventional drafting and dimensioning practices as outlined by the National Occupational Skill Standards, ANSI and ISO will be used to produce orthographic drawings, pictorial drawings, auxiliary views and section drawings. Technical drawings will be completed using freehand sketching techniques, conventional drafting tools and CAD.

**EDD-102 Engineering Drawing 2**  
3 credits/2 lecture & 2 lab hours  
Prerequisite: EDD-101  
This course is designed to provide a graphical means of solving problems involving true measurements, linear or angular and the solution of spatial relationships of point, lines and planes by means of projection. The course begins with a review of single and multiple auxiliary views and continues with the four basic constructions of descriptive geometry. Emphasis will be placed on complex intersections and surface developments to generate 2D and 3D computer generated surface models.

**EDD-120 Introduction to Computer-aided Drafting**  
4 credits/3 lecture & 2 lab hours  
This is a beginning course in computer-aided drafting fundamentals. The student will be introduced to the concepts and techniques used by drafters and designers to create and modify computer generated drawings. Students will learn the commands and functions necessary to input, process and output working drawings to printers and plotters.

**EDD-121 Computer-assisted Drafting Applications**  
4 credits/3 lecture & 2 lab hours  
Prerequisite: EDD-120  
This course is a continuation of the study of computer generated graphics. Students will develop advanced skills in computer based drafting. Students create working drawings for engineering applications. These drawings include orthographic projection concepts, section views, tolerancing and dimensioning, notes, schedules and symbols lists. Drawings will be created using the college's computer graphics system and AutoCAD software.

**EDD-135 Introduction to Parametric Modeling**  
3 credits/2 lecture & 2 lab hours  
This course is an introduction to the development of three-dimensional engineering design models using a feature based modeling environment. The techniques of constructing, editing and annotating feature based parametric models will be presented. The application of design variables to parametric features will be used to automate the design and revision process. Projects in the development and presentation of computer generated parametric models using AutoDesk Inventor software will be completed in the engineering graphics and analysis laboratory.

**EDD-141 Structural Drafting**  
3 credits/2 lecture & 2 lab hours  
Prerequisite: EDD-121  
This course emphasizes design drawing and detailing of steel structures. Topics include columns and base plates, beams, structural arrangement drawings and connection details and shop drawings using CAD. Both bolted and welded connections are designed and detailed using AISC standards.

**EDD-150 Introduction to Architectural Modeling**  
3 credits/2 lecture & 2 lab hours  
This course is an introduction to the development of computer aided 3-dimensional architectural models using a feature based modeling environment. The
techniques of constructing, editing and annotating feature based parametric models will be presented. Projects in the development and presentation of computer generated parametric models using state-of-the-art modeling software such as AutoDesk REVIT will be completed in the Engineering Graphics and Analysis laboratory. Emphasis is on developing basic parametric skills in residential architectural design and drawings. Topics include: drawing lines and shapes, editing tools, sketching capabilities, setting up projects, creating floor plans, roof designs, room layouts, wall and ceiling design, electrical and lighting design, creating parametric elevations, creating schedules and creating construction documentation sets.

EDD-221 Parametric Modeling 2
3 credits/2 lecture & 2 lab hours
Prerequisite: EDD-135
This is an advanced course in the development of three-dimensional engineering design models using AutoDesk Inventor feature based modeling software. Students will construct part models using advanced modeling tools. The creation of part models will be used to produce fully annotated detail drawings and assembly drawings, assembly models and animated presentation assemblies. The application of design variables to parametric features will be used to automate the design and revision process.

EDD-222 Customizing the CAD Environment
3 credits/2 lecture & 2 lab hours
Prerequisites: EDD-120 & SET-105
This is an advanced course presenting techniques for operation, programming and management of computer-aided drafting environments. Topics include menu creation and modification, software modification and creation of macros, library creation and file management. Emphasis is on creation of a customized environment for efficient use in specific engineering areas such as electrical, architectural and mechanical fields.

EDD-230 Architectural Drafting
4 credits/3 lecture & 2 lab hours
Prerequisite: EDD-121
This is an advanced course in the application of engineering drawing principles to the field of architecture. The creation of working drawings is stressed. Included are site plans, floor plans, foundations, elevations, sections and details and preparation of presentation drawings. Emphasis is on development of skills, speed and adherence to recommended AIA architectural standards.

EDD-240 Mechanical Drafting
4 credits/3 lecture & 2 lab hours
Prerequisite: EDD-121
Mechanical drafting is an advanced course in the application of engineering drawing principles to mechanical engineering technology. Emphasized is the preparation of working drawings including such items as assembly drawings, detail drawings, fasteners, gears and cams. Additional topics are presented based on specific drafting applications assigned.

EDD-245 Advanced Engineering Drawing
4 credits/3 lecture & 2 lab hours
Prerequisite: EDD-230 or EDD-240
This is a project-oriented course applying the drawing concepts and techniques of previous course work to practical problems. Development of a portfolio of drawings appropriate to the student's field of interest is emphasized. Included is the application of computers to the engineering environment with topics such as computer-aided drafting, design and manufacturing. The learning outcomes for this course are consistent with the requirements outlined in the National Occupational Skill Standards (NSS), the American National Standards Institute (ANSI), the American Institute of Architects (AIA) and the International Organization for Standardization (ISO).

ELECTRICAL DISTRIBUTION (EDT)

EDT-103 Overhead Lineworker Maintenance 1
5 credits/2 lecture & 3 lab hours
Corequisite: EDT-107
This course will provide an overview of electrical transmission and distribution systems. The course focuses on the recognition, safe application and care of necessary tools and equipment. Students gain knowledge necessary to pass the commercial driver’s license permit test.

EDT-105 Overhead Lineworker Maintenance 2
5 credits/2 lecture & 9 lab hours
Prerequisite: EDT-103
This course will provide the knowledge and skills required to properly install three phase primary and secondary conductors. Students will learn the proper installation of overhead and underground residential service lines.

EDT-107 Compliance and Safety Training
3 credits/3 lecture hours
Corequisite: EDT-103
This course will provide essential knowledge of federal and state regulations as they relate to work in the electric utility industry. Areas covered will include personal protective equipment, rescue procedures, work area setup, flagging and proper environmental practices.

EDT-109 Basic Electricity
3 credits/2 lecture & 2 lab hours
This course is a study of direct current (DC) and alternating current (AC) power characteristics. Topics are associated with revenue metering. Single phase and 3 phases. It also identifies safe installation, removal and troubleshooting practices associated with revenue metering.

EDT-115 Introduction to PRAXIS 1
1 credit/1 class hour
This course is an overview of the PRAXIS 1 examination for elementary and secondary education majors and required for teacher certification in Pennsylvania. The course focuses on preparation in the areas of reading, writing and mathematics for students who plan to take this pre-professional skills test. It includes test taking strategies.

EDU-125 Foundations of Middle Level and Secondary Education
3 credits/3 lecture hours
This course provides an introduction to middle level and secondary education including a study of current and past educational practices, historical changes and philosophies of education. Educational beliefs and elements of the teaching profession specific to grades 4–12, as well as the role of education in culture and society are examined. Objectives and methods of middle and secondary school education are also discussed. Ten hours of field experience throughout the semester are required. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History clearance and a Pennsylvania Department of Public Welfare Child Abuse History clearance and meet the local requirements of the field placement.
EDU-130 Behavioral Management in the Classroom
1 credit/1 class hour
This course for classroom teachers and aides offers strategies for managing student behavior in the classroom setting. Approaches to preparation, organization and student engagement are examined as ways to avoid problems in the classroom. Also discussed are research-based strategies and practical techniques to use if problems do occur.

EDU-131 Collaborating to Create a Learner-centered Classroom
1 credit/1 class hour
This course will provide teachers and classroom aides with a better understanding of setting up the classroom, documenting student progress, reinforcing and enhancing learning and making modifications and accommodations in the general classroom.

EDU-132 Bully Prevention in Schools
1 credit/1 class hour
This course focuses on creating a classroom climate in which all students feel safe. Topics include a review of the research on the causes and effects of bullying, direct and indirect bullying, and best practices and strategies for meeting the underlying needs of bullies and victims.

EDU-139 Physical Restraints and Other Non-violent Forms of Intervention
1 credit/1 class hour
This course offers classroom teachers and aides an overview of the hierarchy of interventions that may be used with students exhibiting disruptive behavior. Various models of physical restraint, as well as when and how these are appropriately employed, will also be addressed. Local laws and school policies pertaining to the use of physical restraint will be discussed.

EDU-140 Teaching Children With Behavioral Disorders in a Regular Educational Setting
1 credit/1 class hour
This course provides the classroom teacher with information and strategies for teaching students who exhibit behavioral problems associated with attention deficit/hyperactive disorder, oppositional defiant disorder, conduct disorders, social maladjustment and behavioral problems associated with emotional disorders. These students often do not meet Pennsylvania standards for specially designed instruction and thus provide the regular education teacher with unique challenges. The course addresses specific educational and behavioral techniques which increase chances for student success in the regular classroom.

EDU-141 Diverse Learners
1 credit/1 class hour
This course is designed for teachers and others who work with diverse populations in educational systems. The course will focus on a wide range of diversity including language, culture, socioeconomic status, learning styles and exceptionalities. Practical examples of differentiated and adaptive instruction will be presented for use in the classroom. The course will also explore the ways diversity can influence student learning.

EDU-142 Understanding Emotional Intelligence
1 credit/1 class hour
This course focuses on the basics of helping students develop pertinent skills regarding Emotional Intelligence (EQ). Traditional IQ testing is not the best indicator of who will be successful in life. Rather, EQ has been shown to have a high correlation with future achievement. Students will recognize and develop relevant skills pertaining to EQ. Students must learn to be optimistic, delay gratification, control anger, read social situations accurately and show empathy, which are skills that can be taught in a classroom setting.

EDU-143 Working With Multiple Intelligence
1 credit/1 class hour
This course will address the concept of Multiple Intelligence. Traditional learning stresses the development of verbal and problem-solving skills. Research has routinely shown that many students would benefit from a broader approach to education. This course will focus on ways to develop the proposed eight domains of intelligence: verbal/linguistic, visual/spatial, bodily/kinesthetic, logical/mathematical, intrapersonal, interpersonal, musical/rhythmic and naturalistic.

EDU-148 Educators' Role in Workforce Development
1 credit/1 class hour
This course provides an overview of the changing aspects of workforce development and the role of educators in preparing the emerging workforce. Strategies for integrating career development into the curriculum will be presented. Participants will discuss “promising practices” and participate in the development of activities to introduce students to the workforce. The course will have components of interest for all educators: teachers, counselors, librarians, administrators and others.

EDU-155 Humor in the Classroom
1 credit/1 class hour
This course explores the use of humor as a method of creating an environment conducive to learning in a classroom or in other situations where growth and learning are the expected outcomes.

EDU-201 Foundations of Education
3 credits/3 class hours
This course is an introduction to the field of education including a study of current and past educational practices, historical changes and the philosophies of education. Also covered is the relationship of educational beliefs to the role of education in the culture, the democratic ideal, the teacher and the teaching profession. Objectives and methods used in schools are also discussed.

EDU-202 Educational and Assistive Technology
3 credits/3 class hours
Prerequisite: One of the following: ECD-101, EDU-125, EDU-201 or permission of instructor
This course is for students planning careers in education. Students will examine how to use technology to assist diverse learners to meet designated learning outcomes. The students will learn to prepare and integrate a wide range of multimedia technologies as they develop standards-based instructional units. Students will implement techniques for technology integration that address varied classroom populations. Ten hours of field experience are required throughout the semester. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History Clearance and a Pennsylvania Department of Public Welfare Child Abuse History Clearance and must meet the local requirements of the field placement.

EDU-203 Current Issues in Education
3 credits/3 class hours
Prerequisite: EDU-201 or IUP’s EL 351
This course is a study of the issues affecting contemporary public education. Issues studied reflect the broad questions: What are the purposes of education? Who shall be educated? What shall be taught? How shall the curriculum be implemented? Who shall decide? How shall education be financed?

EDU-204 Field Experience in Education
3 credits/2 lecture & 3 lab hours
Prerequisite: EDU-201 or IUP’s EL351
This course provides direct experience with children through supervised field placement in an elementary or secondary school setting. Students will develop and apply skills in observation, interaction and professional behavior. Students meet in a weekly seminar in addition to a minimum of 45 hours of observation per semester in a school or other relevant educational setting. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History clearance and a Pennsylvania Department of Public Welfare Child Abuse History clearance and meet the local requirements of the schools.

EDU-205 English Language Learners in the Classroom
3 credits/3 lecture hours
Prerequisite: One of the following: ECD-101, EDU-125, EDU-201 or permission of instructor
This course explores the role of the classroom teacher in meeting the academic needs of linguistically and culturally diverse learners. Topics include an introduction to language acquisition theory, cultural communication and learning styles, the roles of culture in academic achievement and cultural and linguistic bias in instructional strategies, materials and assessment. Ten hours of field experience are required throughout the semester. Students must have three current clearances: FBI Fingerprint Clearance, a Pennsylvania State Police Criminal History clearance and a Pennsylvania Department of Public Welfare Child Abuse History clearance and meet the local requirements of the field placement.

ELECTRICAL & ELECTRONIC ENGINEERING TECHNOLOGY (EET)

EET-103 Introduction to Electronics
3 credits/2 lecture & 2 lab hours
Prerequisite: One year of High School Algebra or equivalent with a C or better
This course covers the basic principles of electronics, with a survey of modern electronics, Ohm’s Law and power formulas, series/parallel circuits, Kirchhoff’s Law, operational amplifiers, timers and selected circuit elements. Theory is applied to laboratory work with a concentration on construction and testing of actual circuits and the use of modern measurement techniques. No previous experience in electronics or science is required.
EET-130 Introduction to Telecommunications
4 credits/3 lecture & 2 lab hours
Prerequisite: EET-107
This course provides an overview of basic principles of electronic circuits and their applications to telecommunications. Topics include amplifier circuits and analysis, audio circuits, tuned Radio Frequency (RF) amplifiers, oscillator circuits, receiver circuits and AM and FM modulation. Microwave and satellite communications are introduced.

EET-179 Electrical Power Distribution
3 credits/2 lecture & 2 lab hours
Prerequisite: EET-107
This course covers industrial wiring techniques, standards and applications as per the National Electrical code. Students will learn electrical print reading and translation to the necessary wiring panels. Techniques of wiring electrical panels and terminals with proper color coding and labeling methods are covered. Laboratory time will offer the opportunity to practice these and other skills of electrical maintenance.

EET-201 Electronics 1
4 credits/3 lecture & 2 lab hours
Prerequisite: EET-107
This course delineates the principles and use of discrete electronic devices such as bipolar and field effect transistors, triac and silicon controlled rectifiers. Students will apply these devices to basic circuits such as small signal and power amplifiers and power control systems.

EET-202 Electronics 2
4 credits/3 lecture & 2 lab hours
Prerequisite: EET-201
This course is a continuing study of Electronics 1 and its applications. Emphasis will be on power amplifiers, differential amplifiers, junction gate field-effect transistors (JFETs), metal oxide-semiconductor field-effect transistors (MOSFETs) and thyristors. Detailed analysis of linear op-amp circuits and their applications will be presented. Popular linear integrated circuits (IC) and timers will be covered.

EET-213 Electronic Instruments
4 credits/3 lecture & 2 lab hours
This course is a study of instrumentation for the measurement of current, voltage, power and impedance. Q capacitance and inductance at low and frequencies will also be studied.

EET-240 Electrical Power and Motors
4 credits/3 lecture & 2 lab hours
Prerequisite: MIT-210 or equivalent
This course delineates the application of electrical theory and use of electrical machinery and equipment. Direct current motors and generators and alternating current machinery such as transformers, single-phase motors, polyphase and induction motors are studied. Typical motor control devices such as diode for alternating current (DIAC), triode for alternating current (TRIAC) and silicon control rectifiers are covered.

EET-245 Electric Motor Control
3 credits/2 lecture & 2 lab hours
Prerequisite: EET-103
This course covers the wiring of AC and DC motors for industrial power. Application and troubleshooting of starting circuits, overload protection circuits and emergency stop circuits, including with maintenance and repair, will be covered. The use of test instruments, such as digital multimeters, will be presented. Laboratory work will emphasize skill building in wiring industrial scaled circuits.

ENGINEERING SCIENCE (EGR)

EGR-100 Engineering Seminar
1 credit/1 class hour
This course prepares students for careers in engineering and technology. The course assists students in becoming acquainted with methods for solving practical engineering problems. Film and guest lecturers are utilized to describe the character of the work of graduate engineers in each of several engineering professions.

EGR-110 Engineering Surveying
4 credits/3 lecture & 2 lab hours
Coreqquisite: MAT-114 or previous knowledge of trigonometry
This course is a study of topographic surveying and mapping. Topics include construction surveys and layout, boundary surveys, determination of land areas, methods of collecting and recording data, field and office computations, control surveys, topographic mapping, care and use of surveying equipment, GPS systems and surveying software. Emphasis will focus on topographic surveys using total stations with data collections. Field work includes use of transitals, total stations, electronic distance meters, surveyors’ tapes, differential levels and data collectors, horizontal measurement, leveling and angle and direction measurements.

EGR-111 Route Surveying
4 credits/3 lecture & 2 lab hours
Prerequisite: EGR-110
This course covers the principal topics of highway surveying including profiles, horizontal and vertical curves, mass diagrams and street layout. Emphasis is on the study of the geometry and field stake-out techniques of circular curves, spiral curves, compound curves, reverse curves, equal-tangent vertical curves, horizontal and vertical alignment design, earthwork quantities and mass diagrams. The student will perform all field and lab work to gather information about a general route to select one or more tentative general routes of a roadway and mark the final location.

ENGLISH WRITING & LITERATURE (ENG)

ENGLISH-089 Basic Writing Techniques
3 credits/3 class hours
Prerequisite: English placement test
This is a developmental course designed for students in union-affiliated apprenticeship programs as a prerequisite to ENG-111. Students will learn and review basics of grammar, punctuation and spelling through the writing of short, focused essays, some of which will have technical elements. This course is not intended to replace the ENG-089 and ENG-100 sequence in any other program.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

ENG-100 Basic Principles of Composition
3 credits/3 class hours
Prerequisite: Passing score on the English placement test or successful completion of ENG-089
This is a writing course in planning, drafting, revising and proofreading the short expository essay in preparation for college-level writing. Special attention is given to skills necessary for developing paragraphs that clarify and support a point of view. This course may serve as a general elective but not as an English or humanities elective.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

ENG-101 English Composition 1
3 credits/3 class hours
Prerequisite: English placement test or ENG-100 & reading placement test or successful completion of DVS-101 or DVS-103.
This is a course that introduces or continues to familiarize students with critical thinking, the principles of academic writing and rudimentary research skills. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate and integrate appropriate sources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences and purposes.

ENG-102 English Composition 2
3 credits/3 class hours
Prerequisite: ENG-101
This is a course that further develops skills in formal research-based and argumentative writing and emphasizes the use of multi-disciplinary sources.

ENG-103 Technical Communications
3 credits/3 class hours
Prerequisite: ENG-101 or ENG-111
This is a course in the organization and writing of technical descriptions, processing instructions, articles, reports and proposals. This course applies the principles of composition, rhetoric and research to special fields, such as government, business or industry. This course may substitute for ENG-102 in specified technical programs.

ENG-105 Creative Writing
3 credits/3 class hours
Prerequisite: ENG-101
This is a course designed for beginning creative writers. The course will explore the technical devices and elements of craft in at least two of
the following genres: short fiction, poetry and drama. Students will apply the elements of craft to their own writing and their classmates’ writing through workshops.

ENG-111 Technical English
3 credits/3 class hours
Prerequisite: ENG-095 or score of 79 or higher on English placement test
This is a course to promote effective written technical communication. The student analyzes and synthesizes ideas in technical fields and presents them in report, article and essay form. This course relates to the student’s field of study and substitutes for ENG-101 with English department approval and only in specified certificate and apprenticeship programs. Enrollment in this course is dependent on a satisfactory score on the college placement test or successful completion of the appropriate developmental courses.

COURSES IN UNDERSTANDING LITERATURE:

ENG-115 General Literature
3 credits/3 class hours
Prerequisite: ENG-101
This is a survey course which examines selected poetry, drama and fiction. Principles of literary criticism are introduced. This course is for students who want an overview of literary works.

ENG-117 Children’s Literature
3 credits/3 class hours
Prerequisite: ENG-101
This is a course that introduces and surveys children’s literature including poetry, picture books, fables, folktales, myths, realistic and fantastic fiction and nonfiction. A reading knowledge of representative, noteworthy children’s texts and their evaluative review will be emphasized. Critical issues in children’s literature will also be examined and debated.

ENG-118 Women as Writers
3 credits/3 class hours
Prerequisite: ENG-101
This is a course in the study of women writers’ works: essays, diaries and autobiographies as well as novels, plays and poetry.

ENG-120 The Art of Film
3 credits/3 class hours
Prerequisite: ENG-101
This is a course that introduces film as a source of visual literacy, intellectual and artistic enlightenment. It offers a historical perspective while analyzing film as an art form. Films are selected for study of cinematic innovation, genre and directorial artistry.

ENG-200 Dramatic Literature
3 credits/3 class hours
Prerequisite: ENG-102
This is a course in the study of plays and critical commentary. Students study tragedy and comedy and the experiments in modern drama that have transformed them.

ENG-201 Poetry
3 credits/3 class hours
Prerequisite: ENG-102
This is a course in the study of poems of various periods and types. Emphasis is on the meaning of individual poems and the interplay of sensory images. The course will examine how social and philosophical culture dictate how poetry is written and establish what qualities make great poetry.

ENG-202 Fiction
3 credits/3 class hours
Prerequisite: ENG-102
This is a course in the comparative study of the short story and novel. Emphasis is on American and European literary forms.

ENG-203 English Literature to the Eighteenth Century
3 credits/3 class hours
Prerequisite: ENG-102
This is a survey course of English literature from the tribal traditions of the Anglo-Saxons through the medieval world and Renaissance to the neoclassical period. Included are such major writers as Chaucer, Shakespeare, Donne, Bacon, Milton, Swift and Johnson.

ENG-204 English Literature From the Eighteenth Century to the Present
3 credits/3 class hours
Prerequisite: ENG-102
This is a survey course of English literature from the romantic period to modern times. Included are such major writers as Blake, Wordsworth, Byron, Tennyson, Yeats, Eliot and Joyce.

ENG-205 American Literature to the Civil War
3 credits/3 class hours
Prerequisite: ENG-102
This is a survey course of American literature from the colonial period to the Civil War. Included are such major writers as Poe, Hawthorne, Emerson, Thoreau, Whitman and Melville. Also studied are historical, political and philosophical trends important to an understanding of the literature.

ENG-206 American Literature From the Civil War to the Present
3 credits/3 class hours
Prerequisite: ENG-102
This is a survey course of American literature from the Civil War to the modern period. Included are such major writers as Dickinson, Twain, James, Crane, Frost, Hemingway, Faulkner and Steinbeck. Also studied are historical, political and philosophical trends important to an understanding of the literature.

ENG-207 African American Literature
3 credits/3 class hours
Prerequisite: ENG-102
This is a course that introduces the plays of William Shakespeare. A minimum of six plays selected from the comedies, tragedies and histories are read both as works of literature and as scripts for performance. Included in the course performances are backgrounds information on Shakespearean ideas, images and stage conventions.

ENG-210 World Literature From 1650 to the Present
3 credits/3 class hours
Prerequisite: ENG-102
This is a course that surveys the literature of the western and non-western world from 1650 to the present. Also studied are historical, political and philosophical trends important to the understanding of the literature.

ENG-222 Shakespeare’s Plays
3 credits/3 class hours
Prerequisite: ENG-102
This course introduces the plays of William Shakespeare. A minimum of six plays selected from the comedies, tragedies and histories are read both as works of literature and as scripts for performance. Included in the course performances are backgrounds information on Shakespearean ideas, images and stage conventions.

ENG-272 Seminar in British Theatre
3 credits/3 class hours
Prerequisite: ENG-102
This course provides a study of Shakespeare, Elizabethan and modern British theatre; Stratford-on-Avon; study of stage, production, theme and genre of drama.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL-060 ESL—Pronunciation
2 credits/2 class hours
This course helps students recognize and produce the sounds, stress, rhythm, intonations, contractions and reduced forms of American English. Basic sequences of pronunciation enable learners of English to speak and communicate clearly. ESL tutors are available for remedial work and additional skill development.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

ESL-070 ESL—Reading
4 credits/4 class hours
This course introduces the international student to the thought patterns of American English in order to develop reading skills. Structural analysis, extracting main ideas, making inferences, scanning for organization, skimming for details, building vocabulary and recognizing and using idioms are taught.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

ESL-089 ESL—American English Structure
3 credits/3 class hours
This course for non-native English speakers parallels the first-level developmental course in English
(ENG-089 Basic Writing Techniques). Developing writing, grammar, punctuation and spelling skills produces sentence-level written English. ESL tutors are available for remedial work and additional skill development.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

ESL-090 ESL—Communicating in English
3 credits/3 class hours
This course is designed to increase fluency and accuracy in communication skills through impromptu speeches, discussion and listening exercises. Students also learn to outline articles of general interest and to take notes from lectures. ESL tutors are available for remedial work and additional skill development.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

ESL-100 ESL—Composition
3 credits/3 class hours
This course for non-native English speakers parallels the second-level developmental course in English (ENG-100 Basic Principles of Composition). Course materials help students make the transition from strings of sentences to paragraph and multiparagraph compositions. Organization, outlining, rhetoric, transitions, punctuation and individualized instruction in advanced writing are emphasized. ESL tutors are available for remedial work and additional skill development.

ESL-101 ESL—Reading 2
3 credits/3 class hours
This course is a continuation of the study of thought patterns of American English through contrastive rhetoric in order to further develop the English reading skills of the international students. Skills taught in ESL-070 are reviewed. Students learn more advanced skills for critical reading of college-level writing, such as studying denotation and connotation, using inferences from reading to form related ideas and recognizing the significance of rhetorical organization, including narrative, comparison/contrast and cause/effect.

ETHNIC & DIVERSITY STUDIES (ETH)

ETH-101 Ethnic and Diversity Studies
3 credits/3 class hours
This introductory survey course embraces differences based on age, race, gender, religion, sexual orientation, national origin or physical or mental ability. Ethnic and Diversity Studies is the study of the social, emotional cultural and historical forces that have shaped the development of America’s diverse ethnic and minority groups over the last 500 years. This course should result in an understanding of the factors that create the attitudes and behaviors in the various cultural and minority groups.

ETH-111 The Historical Development of the Black Community in Pittsburgh
3 credits/3 class hours
This course traces the development of several African American communities in Pittsburgh. It explores the reasons for the establishment of several distinct communities. Among issues covered will be: chain migration, racial climate in Pittsburgh from the beginning of the settlement until the 1950’s, the separate “colored” school system and comparisons of the various Black communities. Urban renewal’s impact on the destruction of the Hill District will also be examined.

ETH-112 Understanding Violence in America
3 credits/3 class hours
This course explores the history of violence as it relates to the United States of America. It will examine the violence used against Africans, Native Americans, Latinos and the Chinese in the “settlement” of America. Periodical use of violence to achieve national goals will also be explored. Violence taught in games, movies and television will be examined, as will violence in nursery rhymes and children’s stories. Particular attention will be paid to violence against ethnic groups. Alternative strategies to violence will also be explored.

ETH-113 Introduction to Black Women and Leadership
3 credits/3 class hours
This introductory course is designed to expose, connect, and equip students with an overview of Black Women in leadership positions from African descent to modern America. It will provide a basic overview of leadership definitions, theories, and concepts. Students will examine powerful Black Women who have demonstrated effective leadership in America, who made contributions that have furthered the process of social change in the African-American culture in the American society.

ETH-114 Achieving Cultural Competence
3 credits/3 class hours
This course will equip students with the tools to understand people of cultures other than their own. Students will be exposed to the aspects of culture that lead to our value systems. They will study how value systems determine behavior and can lead to unfair treatment of others. Students will learn what aspects of our lives are culturally determined. Major aspects of culture will be explored as well as how culture is transmitted, by whom, to whom; sanctions and other issues will be explored.

ETH-119 Diversity Training/Education in America
3 credits/3 class hours
This course examines the phenomenon of diversity training/education in the United States. Students will explore the perceived necessity for such training, how the training often conflicts with strongly-held personal belief systems and the advantages and disadvantages of such training. Training exercises and techniques will be explored. Students will be required, in small groups, to create and conduct their own training sessions.

ETH-121 Current Issues in Ethnic and Diversity Studies
3 credits/3 class hours
This course will explore and provide an overview concerning current issues that ethnic groups face everyday in a rapidly changing diverse society. Differences based on age, race, gender, religion, sexual orientation, national origin, or physical or mental ability will be examined. Students will learn to understand ethnicity and diversity in the context of current issues in modern America.

ETH-122 Race and Ethnic Relations in the Global Economy
3 credits/3 class hours
This course is designed for students to study race and ethnic relationships from a local, national and global perspective. Emphasis is to provide students with a brief historical overview of how ethnic groups have played a major role in shaping modern America and the world. Students will be able to explore races and ethnic relations in the United States, Mexico, Spain, South and Central America, Caribbean, Middle East, Russia, Asia and Africa. Maintenance of ethnic identity, the development of ethnic stereotypes and prejudice and the quality of ethnic relations will be examined.

ETH-123 The Politics of Race, Ethnicity and National Identity
3 credits/3 class hours
This course will explore the concepts of race, ethnicity and national identity as forces for conflict and change worldwide. The continuing conflict between minority groups and the cultural majority in the United States and the renewed concern with immigration will be examined and contrasted with selected struggles plaguing nations in the 21st century. The rise of Islamic fundamentalism, the struggle against apartheid in South Africa, the conflict between Shia and Sunni Muslims, the Palestinian struggle against Israel, the genocide in Burundi and Rwanda between the Tutsi and the Hutu and the violence between Catholics and Protestants in Northern Ireland are examples of the conflicts which will be studied in some detail.

ETH-205 Latino Cultural Studies
3 credits/3 class hours
This is a survey course designed to acquaint students with a historical development of the Latino American culture, socioeconomic experiences, cultural movements and issues in the United States. The course will focus on the rapid construction and transformation of the Latino American’s identity from the 1960’s onwards.

ETH-206 Asian-American Studies
3 credits/3 class hours
This course will explore the differences and similarities between the different cultures that originate from the continent of Asia. The factors that will be discussed include: cultural differences and similarities, religious differences and similarities, linguistic differences and similarities and each group’s collective purpose for immigrating to America. Asian-Americans are often generalized as homogeneous, yet there are so many differences within this ethnic group.
ETH-182 Sociological and Cultural Impact of Casinos and the Future of the Industry
3 credits/3 class hours
This course examines the sociological and cultural impact of casinos and the future of the industry. Emphasis will also be placed on the casino hotels, food and beverage operations and the differentiation of various gaming entities.

FLR-108 Food Safety and Sanitation
3 credits/3 class hours
This course introduces the student to the latest developments and sanitation procedures with the foodservice industry. Government standards, emerging issues and HACCP will be discussed. Upon completion, students are prepared to take the SERVSAFE exam for a food industry certificate.

FLR-110 Hospitality Control Systems
3 credits/3 class hours
This course increases student awareness of the need for cost controls in the highly diversified, competitive industry. The students will discuss a variety of applicable cost control tools and to interpret terminology and methodology of the various current cost control mechanisms currently being utilized in today’s hospitality industry.

FLR-115 Hospitality Seminar
3 credits/3 class hours
This is a course which acquaints the student with the various foodservice establishments. Emphasis will be placed on the physical design of the menu. The principles and practices of pricing menus, types of menus and food preferences of the public will be included. Liquor laws and the service of beverages will be discussed.

FLR-120 Hospitality Law
3 credits/3 class hours
This is a course which examines aspects of hotel and restaurant law, government regulations and insurance and their impact on the hospitality industry. Special emphasis is placed on employee relations, food liability, liquor liability and patron civil rights.

FLR-225 Quantity Food Production (FLR)
4 credits/1 lecture & 3 lab hours
This course is a study of the preparation of food items in large foodservice operation. Emphasis is on the use and care of kitchen equipment, the development of standardized recipes and the calculation of food and labor costs. Experience in planning, preparation and foodservice in the food industry, as well as a segment on transported foods (catering) is included.

FLR-255 Hospitality Seminar 2
3 credits/3 class hours
Prerequisite: 24 FLR credits or permission of instructor
This is a required course consisting of classroom lecture and industry work experience. Students are required to gain an additional 150 hours of work experience in a college-approved setting. Students must choose the alternate establishment to what was chosen in Seminar 1.

FOREIGN CULTURE & LANGUAGES (FCL)
FCL-103 Mythology
3 credits/3 class hours
This course provides a comparative study of major mythologies of the western world (Greek, Roman and Norse or Teutonic), with emphasis on the relationship between earlier cultural and contemporary beliefs. The study of mythology provides an awareness of the recurring nature and influence of basic cultural themes as well as the value of myths and legends to the study of modern anthropology, geography, history, psychology, science and sociology and an understanding of advertising, art, journalism, sports and everyday speech.

FRENCH LANGUAGE & CULTURE (FRE)
FRE-101 Elementary French 1
3 credits/3 class hours
Prerequisites: Eligibility for ENG-100 & DVS-101 or DVS-103
This course is designed to encourage the development of communicative proficiency through an integrated approach that incorporates all four language skills: listening, speaking, reading and writing. Grammatical structures, vocabulary and readings are presented as tools for developing good communications skills. In addition, this course aims to promote culture awareness of the French-speaking world.

FRE-102 Elementary French 2
3 credits/3 class hours
Prerequisite: FRE-101 or with a grade of C or better
This course builds on the skills in Elementary French 1, as students continue to develop their communicative language skills in French. In addition, this course aims to promote cultural awareness of the French-speaking world. It is recommended that students take the next level FRE course (FRE-201) within one academic year of the completion of this course.

FRE-201 Intermediate French 1
3 credits/3 class hours
Prerequisite: FRE-102 with a grade of C or better
This course builds on the skills acquired during the elementary French language sequence. It includes a functional review of the basic language structures and grammar, then introduces more...
complex structures. The course has a strong cultural component. It is recommended that students take the next level FRE course (FRE-202) within one academic year of the completion of this course.

FRE-202 Intermediate French 2
3 credits/3 class hours
Prerequisite: FRE-201 with a grade of C or better
This course is a continuation of the Intermediate French 1 course. Students continue to refine their language abilities, increase grammar comprehension and enhance their vocabulary. All grammatical structures are covered. The course has a very strong cultural component.

FIRE SCIENCE ADMINISTRATION (FSA)
FSA-102 Principle of Emergency Services
3 credits/3 class hours
This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to tactics and strategy.

FSA-103 Fundamentals of Fire Prevention and Fire Code Enforcement
3 credits/3 lecture hours
This course provides students with fundamental knowledge relating to the field of fire prevention. Topics include the history and philosophy of fire prevention, organization and operation of a fire prevention bureau and use and application of codes and standards. The course covers plan reviews, fire inspections, fire and life safety education and fire investigation.

FSA-105 Introduction to Fire and Emergency Services Administration
3 credits/3 lecture hours
Prerequisite: FSA-102 or equivalent
This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics and leadership from the perspective of the company officer.

FSA-106 Elements of Building Construction
3 credits/3 class hours
Prerequisite: FSA-102 or equivalent
This course delineates the components of building construction that pertain to fire and safety. The focus of this course is on fire fighter safety. The elements of building construction and design of structures are shown to be the key factors when inspecting buildings, pre-planning fire operations and operating at incidents.

FSA-107 Fire Behavior and Combustion
3 credits/3 class hours
Prerequisites: FSA-102 or equivalent & demonstrated competency of high school level algebra or equivalent
This course is a study of basic definitions of the physical properties and chemical characteristics applicable to fire; it also discusses combustion, the principles of fire, heat measurement, heat transfer and heat energy sources. Emphasis is on emergency situations and the most favorable methods of handling fire fighting and control.

FSA-201 Fire Protection Systems
3 credits/3 lecture hours
Prerequisites: FSA-102 or equivalent and demonstrated competency of high school level algebra or equivalent
This course focuses on the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

FSA-203 Firefighting Strategy and Tactics
3 credits/3 lecture hours
Prerequisite: FSA-102 or equivalent
This course provides students with the principles of fire ground control through utilization of personnel, equipment and extinguishing agents.

FSA-205 Principles of Fire and Emergency Services Safety and Survival
3 credits/3 lecture hours
Prerequisites: FSA-102 or equivalent & FSA-107 & FSA-105
This course introduces students to the basic principles and history related to the national firefighter life safety initiatives. The course focuses on the need for cultural and behavioral change throughout emergency services.

FSA-206 Fire Protection Hydraulics and Water Supply
3 credits/3 lecture hours
Prerequisites: FSA-102 or equivalent and demonstrated competency of high school level algebra or equivalent
This course provides students with the theoretical knowledge to identify the principles of the use of water in fire protection. Additionally, students will apply hydraulic principles to analyze and solve water supply problems.

FSA-207 Hazardous Materials Chemistry
3 credits/3 lecture hours
Prerequisites: FSA-102, FSA-107 & CHM-109 or CHM-110
This course provides students with basic chemical knowledge related to the categories of hazardous materials, including recognition, identification, reactivity and health hazards encountered by emergency services.

FSA-209 Fire Investigation I
3 credits/3 lecture hours
Prerequisites: FSA-102 or equivalent, FSA-105, FSA-106 & FSA-107
This course provides an overview of the fundamentals and technical knowledge needed for proper fire scene interpretations. This includes recognizing and conducting origin and cause investigations, preservation of evidence and documentation, scene security, motives of fire setters and types of fire causes.

FSA-210 Emergency Services Course Delivery
3 credits/3 class hours
This course is a study of an emergency services instructor’s responsibility in idea communication, learning and teaching concepts, job analysis, teaching objectives, instructional aids use and performance objectives.

FSA-211 Fire Administration
3 credits/3 class hours
Prerequisites: FSA-102 or equivalent & FSA-105
This course covers the principles of organization and administration in fire protection services; the structure and function of the department, battalion and company as components of municipal organization; duties and responsibilities of the company officer; a study of human resources management, training, budgeting, records, reports and other relations.

GEODEGOGY (GEO)
GEO-101 World Geography
3 credits/3 class hours
This course is a survey of the earth’s surface, its geophysical features and its economic importance. Climate, soil, natural resources and transportation are studied as they affect economic, political and cultural development.

GEO-103 Geography of US and Canada
3 credits/3 class hours
This course is a study of the United States and Canada, emphasizing cultural development and physical environment. Also studied are the relationships of the two countries to the rest of the world.

GERMAN LANGUAGE & CULTURE (GER)
GER-101 Elementary German 1
3 credits/3 class hours
Prerequisites: Eligibility for ENG-100 & DVS-101 or DVS-103
This course is designed to encourage the development of communicative proficiency through an integrated approach that incorporates all four language skills: listening, speaking, reading and writing. Grammatical structures, vocabulary and readings are presented as tools for developing good communications skills. In addition, this course aims to promote culture awareness of the German-speaking world.

GER-102 Elementary German 2
3 credits/3 class hours
Prerequisite: Completion of GER-101 with a grade of C or better
This course builds on the skills acquired in Elementary German 1, as students continue to develop their communicative language skills in German. In addition, this course aims to promote culture awareness of the German-speaking world. It is recommended that students take the next level GER course (GER-201) within one academic year of the completion of the previous course.

GER-201 Intermediate German 1
3 credits/3 class hours
Prerequisite: Completion of GER-102 with a grade of C or better
This course builds on the skills acquired during the elementary German language sequence. It includes a functional review of the basic language structures and grammar, then introduces more complex structures. The course has a strong cultural component. It is recommended that students take the next level GER course (GER-202) within one academic year of the completion of this course.
GER-202 Intermediate German 2
3 credits/3 class hours
Prerequisite: Completion of GER-201 with a grade of C or better.
This course continues to refine students’ language abilities, increase grammar comprehension and enhance their vocabulary. All grammatical structures are covered. The course has a strong cultural component.

GEOLOGY (GGY)
GGY-201 Introduction to Geology
3 credits/2 lecture & 2 lab hours
This is a course for both science and non-science majors. The aspects of physical and historical geology discussed include but are not limited to volcanism, glacialiation, stream development, rock formation, geological record and geological time.

GGY-202 Historical Geology
3 credits/2 lecture & 2 lab hours
This is a course for both science and non-science majors dealing with the evolution of the Earth, and of life forms. Principal topics include rocks, fossils, geologic time, stratigraphic principles and evolution.

GGY-203 Physical Geology
4 credits/3 lecture & 2 lab hours
This is a course for both science and non-science majors. It is a systematic study of the physical and historical aspects of the earth including materials of the earth’s crust and processes acting upon and beneath the earth’s surface. Topics include but are not limited to: minerals, rocks, weathering and mountain building processes, running water, glaciers, earthquakes and volcanoes. Field trips and laboratory work are included.

HEALTH INFORMATION TECHNOLOGY
(see Medical Records—MDR)

HEATING & AIR CONDITIONING TECHNOLOGY (HAC)
HAC-101 Basic Electrical Wiring
5 credits/3 lecture & 4 lab hours
Corequisite: CIT-600
This course prepares students in the principles of electricity, wiring, electrical controls and motors as they relate to refrigeration, air conditioning and heating in residential and commercial settings. Emphasis is on electricity, electrical components and circuits.

HAC-102 Refrigeration Systems
5 credits/3 lecture & 4 lab hours
Prerequisite: HAC-101
This is a course in the design and functions of major components of residential and commercial refrigeration. Topics include the low, medium and high temperature ranges, various defrost systems, specialized system components for commercial refrigeration, recovery and recycling of refrigerants and system operations for charging and servicing.

HAC-107 EPA Refrigerant Certification Preparation
1 credit/1 class hour
Prerequisite: Departmental permission required
This course will assist the student in preparing for the EPA refrigerant usage certification exam. Additionally, the three types of certification (Type I, Type II, Type III) will be reviewed.

HAC-108 Industry Competency Exam Preparation (ICE)
1 credit/1 class hour
Prerequisite: Departmental permission required
This course will assist one in preparing to take the ICE exam. The course will give the participant a general idea of the subject matter that the test will cover, prior to taking the exam.

HAC-120 Acquiring and Using HVAC Technical Documentation
1 credit/1 lecture hours
Corequisite: HAC-101
This is a course in the application of computer programs to acquire and use heating, ventilation and air conditioning (HVAC) technical information. Topics include computer terminology used in building control systems, accessing professional society research and manufacturer and wholesaler web sites for sales literature, service literature, parts information and product-data specifications. Additional topics include storing, downloading, saving, and printing information as well as job searching. This course is graded on a pass/fail basis.

HAC-201 Heating Systems
5 credits/3 lecture & 4 lab hours
Prerequisite: HAC-101
This is a course in the major components of gas, oil, electric, hydronic heating systems as they relate to residential and commercial settings. Emphasis is on control devices and troubleshooting.

HAC-202 Air Conditioning Systems
5 credits/3 lecture & 4 lab hours
Prerequisite: HAC-101
This is a course in the design and function of components of residential and commercial air conditioning. Topics include whole house and window air conditioners, rooftop units, heat pumps and air cleaning systems. Electrical controls, wiring, troubleshooting and psychrometrics are discussed.

HAC-203 Estimating Thermal Loads
4 credits/4 class hours
Prerequisite: 15 HAC credits or departmental approval
This is a computer-based course in load calculations for heating and cooling buildings. Computer software is used to model green building performance in an effort to optimize the design of the HVAC system. American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) and Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) ventilation standards are included as well as HRAI certification testing. Compliance with ENERGY STAR and LEED certification are discussed. Testing materials and fees for certification are added to this course.

HAC-204 Duct and Hydronic System Design
4 credits/4 class hours
Prerequisite: 15 HAC credits or departmental approval
Green building, ENERGY STAR and LEED building certification standards depend on duct and hydronic system design. This course covers indoor Air Quality (IAQ), duct installation standards, air flow and sizing of ducts as they relate to adequate ventilation, filtration, temperature and humidity control for building performance and comfort. Hydronic system design is included as part of building performance and comfort.

HAC-221 Heating and Air Conditioning Circuits and Controls
4 credits/4 class hours
Prerequisite: 15 HAC credits or departmental approval
Green building performance is related to energy usage. HVAC circuits and controls contribute to the efficient use of energy. This course covers the application of elementary two-position control circuits, electronic analog and digital circuits and concludes with an analysis of Display Data Channel (DDC) systems as they relate to the efficient use of energy and comfort.

HAC-222 Pneumatic Controls for HVAC
3 credits/3 class hours
Prerequisite: 15 HAC credits or departmental approval
The course includes the setup, adjustment and maintenance of pneumatic control components and systems to assist in green building performance, energy usage and affordability. Pneumatic topics, such as the compressor station, 1-pipe and 2-pipe thermostats, humidists, single and dual input receiver controllers, relays and final control devices are covered. This equipment is demonstrated in the classroom and includes various manufacturers’ devices.

HAC-224 HVAC Installation
3 credits/3 class hours
Prerequisites: HAC-201 & HAC-202
This course focuses on green building performance, which is dependent upon the quality of the installed HVAC system. This course includes the procedures and practices of fabrication, installation, sealing and duct blower testing of a duct system. The course also includes the installation procedures and practices of related components of a furnace and air conditioner installation, including black iron pipe, copper tubing, plastic pipe and Corrugated Stainless Steel Tubing (CSST), along with National Electric Code (NEC) requirements for electrical installations.

HAC-225 Planned Maintenance
3 credits/3 class hours
Prerequisites: HAC-201 & HAC-202
This course focuses on green building performance. ENERGY STAR and LEED building certification standards are reviewed. Planned maintenance (PM) includes the principles, practices and procedures used to complete PM on air conditioners, heat pumps, furnaces and related equipment. PM will ensure the building continues to perform as designed and commissioned.

HEAVY EQUIPMENT OPERATORS (HEO)
HEO-101 Heavy Equipment Regulation and Safety 1
6 credits/4 class and 4 lab hours
Prerequisites: LND-101, LND-102
Corequisite: LND-103
This course provides students with safety training, both personal and equipment and the industry regulations governing the Heavy Equipment Operator field. This addresses the need to ensure a safe work environment in the heavy equipment portion of the construction industry. The training includes various emergency procedures, pre-operational equipment and soil inspection techniques, and the safety training needed to qualify for the Occupational Safety and Health
HEO-102 Equipment Operations 1
6 credits/4 lecture & 4 lab hours
This course provides an introduction to the operation and utilization of the various types of the large, expensive, heavy equipment used in the construction and material/aggregate industries. The student receives step-by-step detail in the proper methods of conducting pre-operation inspections of the equipment. Also covered are the various types of soil and aggregates and the appropriate usage and methods of compaction.

HEO-205 Equipment Operations 4
6 credits/4 lecture & 4 lab hours
Prerequisite: HEO-202
This course covers an introduction to a number of different operations and applications used in the heavy equipment construction industry. Welding topics include an introduction to stick, MIG, TIG and gas welding. Included in the course are the proper techniques and safety methods involved with the operation of lattice boom, telescopic boom and crawler mounted cranes. The various equipment used in the paving industry and the basic components and principles of power trains and hydraulic systems are also covered.

HEO-206 Industry Recertifications
5 credits/4 class and 2 lab hours
This course is designed to provide the training and instruction needed to be eligible for recertification in the areas of CPR/First Aid, Powered Industrial Truck Operator Safety, Waste Operations Site Worker Recertification and Pipeline Operator. This recertification training meets or exceeds the industry requirements for training and review. An authorized instructor administers the required recertification exams during this course. The course also covers the Mine Safety and Health Administration (MSHA) new miner training.

HISTORY (HIS)

HIS-101 Western Civilization from Ancient Times through 1500
3 credits/3 class hours
This course is designed as a survey of the political, economic and social developments of European civilization from ancient times through the rise of the early nation-state.

HIS-102 Western Civilization Since 1500
3 credits/3 class hours
This course is designed as a survey of the political, economic and social developments of European Civilization from the Renaissance to the end of the twentieth century.

HIS-104 United States History from Early Colonization through 1865
3 credits/3 class hours
This course is designed as a survey of political, economic and social developments of the United States from early exploration and settlement through the end of the American Civil War and the onset of Reconstruction.

HIS-105 United States History Since 1865
3 credits/3 class hours
This course is designed as a survey of political, economic and social developments of the United States from the end of the Civil War in 1865 to the beginning of the twenty-first century.

HIS-113 History of the Old Testament
3 credits/3 class hours
This course provides a survey of the Old Testament exploring the major books, figures and religious developments of the Hebrews. Texts will be explored in context of literary style and historical contexts as well as theological meaning.

HIS-151 History of American Labor
3 credits/3 class hours
This course is a survey of the history of work and the worker in the United States, including major events and developments in American labor history from 1877 to the present.

HIS-205 African American History 2
3 credits/3 class hours
A study of the African American experience in the United States, after emancipation. Topics covered include: a brief review of African American history pre-1865, the historical development of Western racism, the development of African American identity, the development of Black urban ghettos and African American contributions. Also covered: Black flight to the west and northern United States, the end of reconstruction, the development of Civil Rights and the Black Power movements.

HIS-213 Twentieth Century World History
3 credits/3 class hours
This course is an examination of the major trends and contemporary movements in Europe, Asia, Africa and the Americas since 1900 including the two world wars, social and political revolutions, nationalism, imperialism and decolonization, fascism and communism, the creation of new states, global conflict and peace building.

HIS-219 History of Women
3 credits/3 class hours
This course is a survey of society’s definition of the nature and role of women, the actual conditions of women, and the feminist response to intellectual, social and political problems. This course will explore the history of women in society with a special emphasis on the United States.

HIS-220 Historical Archaeology
3 credits/3 class hours
This course is designed as an introduction to the basic techniques, methods and theories of historic archaeology. Emphasis is placed on topics from 18th and 19th century North America that provide insights into employing material objects as data for analysis of the past. The methodology of historical research, archaeological excavation and the description and analysis of historical materials are examined.

HIS-222 Pittsburgh: Past, Present and Future
3 credits/3 class hours
This course is a survey of Pittsburgh’s role in the Colonial frontier, the westward movement, the development of the Ohio River Valley and...
the Industrial Revolution, as well as its role in developing solutions to contemporary urban problems.

**HIS-229 Contemporary United States History**  
3 credits/3 class hours  
This course is designed as a study of the political, social and cultural movements in America during the 20th and 21st Century.

**HOMELAND SECURITY (HLS)**  
**HLS-101 Orientation to Homeland Security and Emergency**  
Preparedness Planning and Response  
3 credits/3 class hours  
This course provides a broad overview of homeland security and homeland defense as undertaken in the United States since 9/11. This course provides the student with the generally accepted body of knowledge required of the homeland security professional. The course focuses on the enemies and the threat they pose, the homeland security policies and procedures enacted since 9/11 and the key players at the federal and state and local levels. The course consists of a complete overview to Homeland Security, Emergency Preparedness and Response. Students will complete the Department of Homeland Security (DHS) online training for Incident Command System 100, 200 and National Incident Management System 700 and 800. Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) certifications are issued following successful completion of these four modules and must be present to instructor before the end of class.

**HLS-102 Perspectives on Terrorism**  
3 credits/3 class hours  
This course is an in-depth examination of the criminology of terrorism. The typologies of terrorism, tactics of terrorism, terrorism precursor profiles and basic organizational structures of terrorist groups will be explored. Historical and modern day terrorism throughout the world will also be investigated along with the study of religion and cultural conflict as they relate to terrorism.

**HLS-103 Introduction to Physical Security and Deterrents to Terrorism**  
3 credits/3 class hours  
This course will focus on the development and implementation of a Vulnerability Assessment program. Students will look at the Vulnerability Assessment’s role in the Risk Assessment process and learn how it supports the development of the Hazard Mitigation Plan and the Site Physical Security Program. Students will also learn the CARVER System, which is a step-by-step approach to Vulnerability Assessment and identify the application of the program. The student will learn to apply a research methodology for gathering information, conducting investigations, conducting interviews and briefings with the client. The course explores the various idiosyncrasies that occur with the different types of facilities. Sessions take a critical look at the various aspects of physical and cybersecurity to be considered and learn how to apply credibility and nuisance tests. Personnel access, traffic control and other mitigation measures will be covered.

**HLS-203 Emergency Medical Services and Health Services Orientation**  
3 credits/3 class hours  
This course is designed to give a student comprehensive knowledge of Emergency Medical Services (EMS) systems, hospital disaster response and supplemental resources including the National Disaster Medical System (NDMS) and Disaster Medical Assistance Teams (DMAT). This program includes EMS development, training and educational requirements, medical care advances, weapons of mass destruction (WMD) medical response priorities and an introduction to disaster medical operations. Students will need to spend three hours in EMS and 3 hours in an emergency room.

**HLS-205 Introduction to Homeland Security Grant Writing and Grants**  
3 credits/3 class hours  
This course will focus on the development and implementation of a Homeland Security Grants Program. Students will learn of the wide array of funding sources, filing deadlines and of the wide variety of formats that may be required when seeking health and safety, critical infrastructure protection and public safety grants. Specific Pennsylvania Emergency Management Agency (PEMA), Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS) related guidelines will be reviewed and studied. Website links will be explored and information will be provided to identify grant sources appropriate for the agency needs. The student will draft at least one grant proposal for evaluation. The need for careful management, accountability and quality control of grants received will be re-enforced and a review of audit and best practice methodology will be reviewed.

**HLS-206 Continuity of Operation Planning**  
3 credits/3 class hours  
This course is designed for a broad audience from senior managers to those directly involved in the continuity of operations planning (COOP) effort. This class incorporates the Federal Emergency Management Agency (FEMA) Online Class—IS 547 Introduction to Continuity of Operations and provides a working knowledge of the COOP. Students will also receive training in existing templates and models that may be used in developing and maintaining a COOP. Students will prepare a COOP for a local business or government entity. Successful completion of a certification exam through the FEMA website is required.

**HLS-207 Homeland Security and Emergency Management**  
3 credits/3 class hours  
This course provides the student with a management perspective and understanding of organizations, mitigation, prevention, planning, preparedness, readiness, response and recovery relating to homeland security events. The focus is on U.S. policies and programs to address the hazard posed by international and domestic terrorism, particularly the risks posed by weapons of mass destruction since 9/11.

**HEALTH & PHYSICAL EDUCATION (HPE)**  
**The following courses introduce you to the listed activity, teach its fundamentals, permit activity time and encourage you to develop lifetime fitness habits.**

**HPE-101 Aerobic Dance**  
2 credits/3 activity hours  
This is a fitness class using various dance steps and patterns to improve aerobic fitness. This class is designed for non-dancers. All dance styles and steps are incorporated into set routines to popular music. The student is not required to learn or perfect any dance styles or steps. The level of dancing is individual.

**HPE-102 Aerobic Fitness**  
2 credits/3 activity hours  
This is a course designed to improve each student’s fitness level by providing various types of fitness activities such as step aerobics, circuits, interval training, weights and bands.

**HPE-107 Basketball and Softball**  
2 credits/3 activity hours  
This is a course designed to enable students to participate effectively in two sports, basketball and softball. The emphasis in this particular course will be upon the learning of the rules, mechanics, strategies and playing of each individual sport. The course is intended to fulfill the basic physical education requirement at most transfer institutions.

**HPE-117 Fitness Walking**  
1 credit/2 activity hours  
The course is designed to give students a positive experience with guidelines for developing various levels of intensity in a wholesome environment. Walking and proper nutritional habits provide a lifetime fitness combination that includes cardiovascular development and weight control.

**HPE-121 Racquetball and Paddleball**  
2 credits/3 activity hours  
This course is designed to show progressive techniques for racquetball and paddleball. Each student has the opportunity to perform the skills essential for demonstration of the activity.

**HPE-123 Jogging**  
1 credit/2 activity hours  
This course is designed to help the student make the most of their fitness potential with a special emphasis on jogging and running to develop cardiovascular conditioning.

**HPE-127 Personal Physical Fitness**  
1 credit/2 activity hours  
This course is designed to provide the student with a basic understanding of the scientific basis of physical fitness. The course is intended to help each student in developing a personal fitness profile and subsequent program of physical activity that will result in healthful living. The course will make use of practical experience and actual participation in fitness activities. Individual progress will be emphasized.
HPE-128 Physical Conditioning and Weight Training 1
2 credits/3 activity hours
This is a course in which the student evaluates his/her own physical status and with the help of the instructor, designs a physical conditioning program to meet personal goals and interests. Areas of concentration are cardiovascular endurance, flexibility, body composition, muscular strength and muscular endurance. Activities generally selected involve aerobic, resistive and flexibility exercises. This course emphasizes proper techniques, purpose of each exercise, safety and how to get expected results from and individualized physical conditioning program.

HPE-129 Physical Conditioning and Weight Training 2
2 credits/3 activity hours
This course enables experienced (HPE-128 preferred) physical conditioning students to continue their exercise program under the supervision and guidance of a qualified instructor. Each student evaluates his/her own health status and participates in a physical condition program designed to meet personal goals and interests. Areas of concentration are cardiovascular endurance, flexibility, body composition, muscular strength and muscular endurance. Students with current high fitness levels may experiment with advanced training techniques to enhance their physical conditioning program.

HPE-135 Yoga 1
2 credits/3 activity hours
This course introduces the student to the basic beginning principles and practices of yoga. It will incorporate the beginning principles of getting to know your body, basic breathing, exercising, positioning and a holistic approach to healthy mind and body. This course will include both theoretical and practical experiences.

HPE-136 Self Defense
2 credits/3 activity hours
This course provides a study of striking techniques from the art of karate along with throws, holds and breakhold techniques from the art of judo and ju-jitsu. Stress is put on the student’s need for practical self-defense ability as opposed to tournament competition.

HPE-138 Beginning Swimming
2 credits/3 activity hours
This is a course of instruction in personal safety in the water including basic swimming skills, self rescue and safety skills. Emphasis is given to achieving the skill and confidence necessary to be safe in and around the water.

HPE-141 Aquatic Fitness
1 credit/2 activity hours
This is a course for swimmers who desire to obtain physical and cardiovascular fitness through aquatics.

HPE-142 Aerobic Kickboxing
2 credits/3 activity hours
Aerobic kickboxing takes the music and rhythm of a "traditional" aerobics class and combines it with the techniques of modern kickboxing, providing a safe, non-contact aerobic workout. Students will be led through various aerobic routines as well as learning basic fitness principles.

HPE-147 Tennis and Paddletennis
2 credits/3 activity hours
This is a course designed with the beginning tennis player in mind. The emphasis will be placed on the history and the beginner phases of tennis and paddle tennis play.

FITNESS AND SPORTS MANAGEMENT:
These lecture courses inform you about health and fitness and provide you with the knowledge and skills to pursue careers in coaching, physical education and teaching.

HPE-171 Personal and Community Health and Wellness
3 credits/3 class hours
This course provides an overview of personal health and wellness. Active learning experiences encourage the exploration of personal wellness and lifestyle concept. Topics include, but are not limited to: fitness, nutrition, sexuality, smoking, alcohol and substance abuse, stress and emotional wellness. Participation in class activities assists the formulation of an individualized wellness plan.

HPE-172 Foundations of Health and Physical Education
3 credits/3 class hours
This is a course in the historical foundations of the physical education including fundamental principles and the preparation, qualifications, opportunities and functions of the health and physical education teacher and recreation leader.

HPE-174 Coaching and Officiating Sports
3 credits/3 class hours
This course provides an overview of coaching using a technical, psychological and philosophical approach. Latest developments in coaching methods and a history of men’s and women’s sports are presented. Officiating men’s and women’s team and individual sports is covered. The structure of officials’ organizations and game rules are taught. Clinic sessions and participation in officiating are also part of this course.

HPE-176 Recreation and Group Activities
3 credits/3 class hours
This is a course of study of working methods with groups in goal-oriented and leisure time activities.

HPE-177 First Aid and Athletic Injuries
3 credits/3 lecture hours
This course provides guidance and recommendations for handling athletic health care situations related to coaching, physical education, fitness and allied health professions. Students receive certifications in Basic Life Support for Healthcare Providers and First Aid from the American Heart Association upon successful completion.

HPE-192 Field Work in Health and Physical Education
2 credits/30 practicum hours
This course offers a student an opportunity to participate in a community, school or after-school program under the direction of a professional.

HPE-193 Field Work in Health and Physical Education
3 credits/45 practicum hours
This course offers a student an opportunity to participate in a community, school or after-school program under the direction of a professional.

HPE-201 Applied Anatomy and Kinesiology
3 credits/3 class hours
Prerequisite: BIO-110 or BIO-151
This course involves the study of the structure of the human body with special emphasis on the skeletal, muscular, cardiorespiratory and nervous systems. Basic principles of kinesiology concerning the analysis of human motion are also included.

HPE-205 Organization and Management of Adult Fitness Programs
3 credits/3 class hours
This is a course designed to provide students with the theoretical and practical experience in organizing and managing physical fitness programs for adults.

HPE-207 Fundamentals of Exercise Physiology
3 credits/3 class hours
Prerequisite: HPE-201
This is a course dealing with the basic principles of exercise physiology concerning human responses and adaptations to exercise of varying levels of stress and intensity.

HPE-225 Fundamentals of Fitness Theory, Programming and Assessment
3 credits/3 class hours
This course is designed to provide the theoretical and practical basis to properly select and utilize instrumentation and techniques for physical fitness assessments and exercise prescriptions based on a subject’s tolerance for physical activity. Field tests are practiced, analyzed, discussed and validated by laboratory experiences. Special emphasis is given on risk factors, injuries, environmental factors, motivation and their role in the physical conditioning of various populations.

HPE-230 Advanced Physical Training
2 credits/3 activity hours
Advanced physical training is a challenging fitness course that utilizes endurance, strength, agility, coordination and reaction fitness activities in individual and group formats.

ITALIAN LANGUAGE & CULTURE (ITA)
ITA-101 Elementary Italian 1
3 credits/3 class hours
Prerequisites: Eligibility for ENG-100 & DVS-101 or DVS-103
This course is designed to encourage the development of communicative proficiency through an integrated approach that incorporates all four language skills: listening, speaking, reading and writing. Grammatical structures, vocabulary and readings are presented as tools for developing good communications skills. In addition, this course aims to promote culture awareness of the Italian-speaking world.
ITA-102 Elementary Italian 2
3 credits/3 class hours
Prerequisite: ITA-101 with grade of C or better
This course builds on the skills acquired in Elementary Italian 1, as students continue to develop their communicative language skills in Italian. In addition, this course aims to promote culture awareness of the Italian-speaking world. It is recommended that students take the next level ITA course (ITA-201) within one academic year of the completion of this course.

ITA-202 Intermediate Italian 2
3 credits/3 class hours
Prerequisite: ITA-102 with grade of C or better
The course builds on the skills acquired during the elementary Italian language sequence. It includes a functional review of the basic language structures and grammar, then introduces more complex structures. The course has a strong cultural component. It is recommended that students take the next level ITA course (ITA-202) within one academic year of the completion of this course.

INTERPRETER FOR THE DEAF TRAINING (ITP)
(also see American Sign Language (ASL))

ITP-101 Interpreting Lab 1
4 credits/2 lecture & 2 lab hours
Prerequisites: ASL-104 & ASL-201 or the equivalent of both
This course will present students with an introduction to Demand Control Schema (DC-S) as it applies to professional interpreting. Students will practice making demand control schema decisions that create and encourage a best practice process. Beginning with 1:1 interpreting simulations and progressing to small group interpreting applications, the students will analyze the DC-S rubric and will apply their response to various interpreting situations. They will analyze their responses, collaborate with and provide positive, supportive feedback to their peers using the DC-S rubric.

ITP-102 Special Topics Lab 2
4 Credits/2 lecture & 2 Lab hours
This course will engage students in discourse analysis, proper use of the professional register and comparative interpreting styles and settings. Students will review the discourse analysis process for exploring the meaning and complexities of both discourse American Sign Language (ASL) and English in all five register areas. Steps one through five of the ten step discourse model will be addressed, including: prediction, view and recall, content mapping, source language and abstraction. Students will analyze map and re-tell selected text in both ASL and English using the most appropriate register.

ITP-103 Discourse Analysis and Translation
4 credits/1 lecture & 3 lab hours
Prerequisites: A grade of C or better in ENG-100, and admission to the Interpreter Training Program Corequisites: ASL-209
This course serves as an introduction to principles of discourse analysis and translation. Both American Sign Language (ASL) and English source texts will be used to cover a survey of the main theories of translation and interpretation. This course is a foundational skill to later interpreting courses. This course will focus on the mental processing skills including but not limited to: visualization, listening and comprehending, shadowing, paraphrasing, abstracting, dual-task training and cloze skills. Students must pass this course with a grade of C or better in order to progress to ITP-104.

ITP-104 Consecutive Interpreting
4 credits/1 lecture & 3 lab hours
Prerequisites: a grade of C or better in ITP-103 Corequisites: ASL-210
This course will further develop students’ translation and discourse analysis skills by applying them to consecutive interpretation. Consecutive interpretation skills will lead to greater accuracy in simultaneous interpretation, while allowing students to work on a dynamically equivalent message with less time pressure than simultaneous interpreting. Students will learn to assess their own work for accuracy and equivalence, as well as peers’ work.

ITP-105 Introduction to Interpreting
3 credits/3 lecture hours
This course provides students with an overview of the sign language interpreting field. The history and development of sign language interpreting will be explored, along with trends and issues in the field. Various service models of interpreting will be discussed. Laws governing the provision of interpreting services in the state of Pennsylvania will be addressed, along with issues pertaining to qualifications and certifications. Observations for this course will require students to have approved PA clearances.

ITP-106 Interpreting Theory
4 credits/4 lecture hours
Prerequisite: ITP-105
This course will further engage students in discussion of interpreting as a profession. Various modes of interpreting will be presented including: Manually Coded English (MCE), Pidgeon Signed English (PSE), Signed Exact English (SEE), Tactile and Low Visual Interpreting (LV). Students will analyze the philosophies and usage of bi-lingual, bi-cultural, conduit, helper and ally modes.

ITP-112 Service Learning
4 credits/1 lecture & 3 lab hours
Prerequisites: a grade of C or better in ASL-210
This course is designed to strengthen the student’s language and cultural knowledge through direct experience working alongside the local Deaf community. Students will develop and apply a community-based project as a way to work with, rather than for, the community to help to strengthen the Deaf community’s presence and rapport with future working interpreters. In this way, the students will develop skills to set appropriate boundaries, work as a member of a team and the ability to listen to the community members to find out what their needs might be.

ITP-200 Linguistics of ASL and English
3 credits/2 lecture & 1 lab hour
Prerequisites: a grade of C or better in ASL-210, a grade of C or better in ASL-109 or the permission of the instructor.
This course, taught in American Sign Language (ASL), trains students to perform linguistic analyses of ASL and what the parallel structures are in English. Emphasis is placed upon examining phonology, morphology, syntax and contact between English and ASL.

ITP-201 Classroom Interpreting Lab 3
4 credits/2 lecture & 2 lab hours
Prerequisite: ITP-102
This course will build subject matter vocabulary while students continue to explore discourse analysis, semantic equivalence and lexical intent. The discourse analysis process for exploring meaning and complexities of both American Sign Language (ASL) and English will continue. Steps six through eight of the ten step discourse model will be addressed, including: retelling in source language, analyzing salient features of the source and target language and visualization mapping.

ITP-205 Non-classroom Interpreting Lab 4
4 credits/4 lecture & 2 lab hours
Prerequisites: ITP-201 & SPM-101
This course delineates the connection between educational and community settings. Students will continue to explore discourse analysis, the interpreting process and demand control schema applications. Steps nine and ten of the discourse model will be addressed, including: syntactic message formation, linguistic and cultural competencies, conceptual interpreting and spontaneous interpreting. Students will analyze map and re-tell selected text in both American Sign Language (ASL) and English using conceptual and professional interaction guidelines. Professional interaction guidelines will also be emphasized.

ITP-206 Ethics and Business of Interpreting
4 credits/3 lecture & 1 lab hour
Prerequisites: a grade of C or better in ASL-210
This course, taught in American Sign Language (ASL), will look at the ethical practices of interpreting, identifying ethical behaviors both on and off the job, as well as those that pertain to running an independent business as a freelance interpreter. Demand-Control Schema (D-CS) and Role Space will be used as tools to identify the spectrum of challenges and responses that are possible with an interpreted interaction. Observations for this course will require students to have approved PA clearances.

ITP-207 Interpreting for Special Populations Lab 5
4 credits/4 lecture & 2 lab hours
Prerequisite: ITP-205
This course will discuss how to interpret for students and clients who have more than one disability. Students will continue to study, review and apply...
Prerequisites: a grade of C or better in ITP-104. Practicum provides students with the opportunity to work under the supervision of a professional interpreter who is trained to attend to one language while expressing themselves simultaneously in another. In this course, students will draw upon their previous coursework to combine the multiple skill processes needed to produce this type of interpretation. This course will be taught in American Sign Language (ASL). Observations for this course will require students to have approved PA clearances.

**ITP-208 Simultaneous Interpreting**  
4 credits/1 lecture & 3 lab hours  
Prerequisites: a grade of C or better in ITP-104  
Simultaneous interpreting is the process which allows people who do not have the same language or culture to communicate directly across those boundaries, using a professional interpreter who is trained to attend to one language while expressing themselves simultaneously in another. In this course, students will complete 180 hours of supervised observation and interpreting in these settings, in addition to 14 hours of classroom time to meet with the practicum supervisor. The students will also use this time to develop a portfolio of their work to use to market themselves to potential agencies and consumers, as well as a tool to develop a professional development plan for post-graduation. This course will require students to have approved PA clearances.

**JOURNALISM (JRN)**  
**JRN-101 Introduction to Journalism**  
3 credits/3 class hours  
Prerequisite: Eligibility for ENG-101  
This is a course to acquaint the student with the news sources for a journalist or citizen. Methods of news gathering and management are covered, along with economic, social, political, legal and technical problems associated with journalism for newspapers, magazines, television and radio.

**JRN-102 Fundamentals of News Reporting**  
3 credits/3 class hours  
Prerequisite: Eligibility for ENG-101  
This course teaches students to write for various forms of media including newspapers, magazines, websites, radio and television. Students will also learn the laws, ethics and professional standards associated with writing for media.

**JRN-103 Introduction to Mass Media**  
3 credits/3 class hours  
This is an introduction to mass media: the role, content, effects and responsibilities of newspapers, magazines, books, radio, television and films are studied.

**JRN-106 Principles of Communication**  
3 credits/3 class hours  
This is a course to acquaint students with the techniques of communication and their application. Open to non-journalism majors.

**JRN-121 Publications Practicum 1, 2, 3**  
**JRN-122 1 credit/by appointment**

**JRN-123**  
These courses provide the student with hands-on experience and guidance in the processes of actual media production.

**JRN-150 Copy Editing**  
3 credits/3 class hours  
Prerequisite: Eligibility for ENG-101  
This course involves the study of copy editing and layout processes with emphasis on editing for accuracy, fairness, readability and design.

**LABOR & MANAGEMENT STUDIES (LMS)**  
**LMS-101 Introduction to Labor and Management Studies**  
3 credits/3 class hours  
This course examines labor & management relations in the workplace, the rights and responsibilities of management and bargaining units as defined by the law and collective bargaining agreements, issues pertaining to race, class, gender and work, the historical circumstances and lessons learned that have shaped labor and management relations in the greater Pittsburgh region.

**LMS-103 Critical Issues in Pittsburgh Regional Labor and Management Relations**  
3 credits/3 hours lecture hours  
This course examines concrete economic development projects through the lens of labor & management relations. Learners in this course will critically analyze contemporary labor and management issues within the regional economic and political environment.

**LMS-105 Labor and Management Research/Portfolio Development and Application**  
3 credits/3 hours lecture hours  
Prerequisite: LMS-101  
This course is designed to provide learners in a contextualized fashion with the tools necessary to conduct social science research related to their professional interest and local work setting with an emphasis on selecting a topic that helps them to effect change within their area of study. In this course, learners will apply their research to the preparation of an electronic (E-portfolio) that demonstrates their learning in the context of the Labor Management Studies (LMS) program goals.

**LMS-107 Human Capital in Regional Economic Development**  
3 credits/3 hours lecture hours  
This course examines the skills and organizational structures necessary for the current and future workplace, identifies resources needed—both natural and human—for a sustainable and productive regional economy.

**LMS-109 Pittsburgh Labor and Management in the Global Economy**  
3 credits/3 hours lecture hours  
This course offers learners an overview of comparative organizational systems as well as trends and practices shaping work in the global economy. Learners will examine the role of labor and management in attracting new regional opportunities from the global community.

**LAND ADMINISTRATION (LND)**  
**LND-101 Introduction to Land Administration**  
3 credits/3 class hours  
This course is a study in the principles of oil and natural gas geology, its production, as well as the basics of land ownership. Instruction and discussion will include a primer in petroleum (oil and gas) geology, the history of oil and gas production in the Appalachian Basin, the evolution of land ownership, oil and gas terminology, the development of the oil and gas lease, and an overview of land maps and property descriptions.

**LND-102 Real Property for the Oil and Gas Industry**  
4 credits/4 class hours  
Prerequisite: LND-101  
This course is a study of the principles of basic property law as it relates to the oil and natural gas industry. Discussion topics and instruction will include the elements of a deed, analysis of conveyances, types of ownership, mineral severance, legal descriptions and recording statutes. Emphasis on property law for the oil and natural gas industry will include additional discussion topics.
and instruction on oil, gas, coal and other mineral reservations typically utilized in conveyances in the Appalachian region.

**LND-103 Oil and Gas Leases**  
3 credits/3 class hours  
Prerequisites: CIT-155, LND-101, LND-102  
This course is a study of the principles of basic oil and gas clauses typically contained in an oil and gas lease. Discussion topics and instruction will include the elements of a lease; rights, duties and obligations of the parties to a lease; calculating production payments; apportioning interests after assignment; effects of forming a pool or unit; and terminating a lease.

**LND-104 Contract Law for Oil and Gas Industry**  
3 credits/3 class hours  
Prerequisites: CIT-155, LND-101, LND-102  
This course is a study of the principles of basic contract law as it relates to issues in general business and specifically in the oil and natural gas industry. Emphasis on contract law for the oil and natural gas industry will include additional discussion topics and instruction on contracts utilized in the natural gas industry. The student will learn about various agreements such as farm-ins, farm-outs, communication, American Association of Petroleum Landmen (AAPL) Model Form Operating Agreement and Council of Petroleum Accountants Societies, Inc. (COPAS) Accounting Procedure, various forms of assignments, joint exploration agreements, gas purchase, gas sales, gas distribution, transportation and gathering agreements.

**LND-105 Fundamentals of Title Abstracting**  
4 credits/4 hours lecture hours  
Prerequisites: LND-101 and LND-102  
Corequisite: LND-103  
This course is a study of the principles of property title abstracting. The student will understand the process of being able to provide the chain of title for a tract of land including the surface, oil, gas, coal and minerals, as well as the leasehold chain for the property and providing any and all encumbrances on the property.

**LND-201 Geographic Information Systems**  
3 credits/2 lecture and 1 lab hour  
This course presents the fundamentals of Geographic Information Systems (GIS) as employed in the contemporary workplace. It is aimed at researchers and analysts from any discipline who want to expand their analytic toolbox. Students build a sequence of skills in Environmental Systems Research Institute (ESRI)'s ArcGIS software and undertake a series of case studies in fields ranging from environmental analysis, epidemiology and law enforcement to energy exploration. Students learn to develop spatial data collections for their discipline or professional needs. The course focuses on applications and problem-solving not computers.

**MASSAGE THERAPY (MAS)**

**MAS-101 Massage Therapy Principles and Procedures**  
4 Credits/2 class and 4 lab hours  
Prerequisite: Acceptance into Massage Therapy program  
This course provides the history of massage from ancient to modern times. Group discussions introduce students to the concepts of personal health and wellness, scope of practice and legal and ethical issues in the field of massage therapy. Discussions also include benefits and precautions for massage and the role of then massage therapist in pain management. Students identify professional boundaries and ethical relationships essential to a successful massage practice. Client screening, assessment and informed consent precede the application of hands-on techniques.

The laboratory portion of this course includes the safe, sanitary and efficient use of massage equipment and supplies, the application of gliding, kneading and percussive strokes, demonstrations of proper body mechanics and lifestyle habits that increase career longevity. Writing clear, concise and accurate treatment notes conclude each lab session. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

**MAS-102 Massage Therapy Principles/Procedures 2**  
5 credits/3 class and 4 lab hours  
Prerequisites: BIO-103 or BIO-115 or BIO-161 and MAS-101  
Corequisites: MAS-110 or LTA-101 and BIO-161 or BIO-160 or BIO-175 or BIO-241  
This course builds upon the techniques and approaches learned in MAS101 and provides students with the unique approach to massage known as seated or chair massage. Students continue to build upon previous skills in assessment and charting by documenting therapeutic outcomes. Benefits and precautions for chair massage are discussed. Students identify and analyze successful business practices and marketing techniques.

In the laboratory portion of the class, students practice advanced relaxation Swedish system techniques, relevant spa therapies, sports massage and seated massage techniques. To prepare students for possible medical emergencies, this course also provides training and certification in First Aid and Adult & Child CPR. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

**MAS-110 Musculoskeletal Palpation Massage Therapy**  
2 Credits/1 class and 2 lab hours  
Prerequisite: MAS-101  
In this course students explore the musculoskeletal system in greater detail. Anatomical and directional terminologies are discussed. Students distinguish various actions of the joints of the body. Students identify bones and bony landmarks of the upper body, lower body and torso. Students incorporate muscle palpation as a direct approach to understanding the origin, insertion and action of the muscles of the upper body, lower body and torso.

**MAS-111 Pathology for Massage Therapy**  
3 credits/3 class hours  
Prerequisites: BIO-103 or BIO-115 or BIO161 and MAS-101  
This course explores the etiology, signs and symptoms, typical allopathic treatments, complementary and alternative treatments and implications of common pathological conditions as they relate to massage. Students define common pathology terminology and analyze the indications and contraindications of various massage applications specific to common conditions. Additionally, students learn to locate and analyze related peer-reviewed research of massage interventions on specific conditions.

**MAS-201 Massage Therapy Principles/Procedures 3**  
5 Credits/3 class and 4 lab hours  
Prerequisite: BIO-103 or BIO-115 or BIO-161, MAS-102, MAS-110 or LTA-101 and MAS-111 or BIO-160 or BIO-175 or BIO-241  
This course provides the student with the theory and practical application of deep tissue massage. Students integrate a variety of techniques including trigger point therapy and myofascial release and explore the connection between massage therapy and other disciplines such as psychology, chiropractic and physical therapy. Students contrast the physiologic effects of hydrotherapy treatments and perform application of water, heat, cold and other topical preparations. Students continue to develop communication skills to understand and enhance massage therapy treatment outcomes and client goals.

Laboratory sessions are devoted to application of deep tissue massage and various corrective modalities and techniques used to treat pain caused by myofascial and muscular dysfunction. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

**MAS-203 Massage Therapy Modalities 1**  
2 credits/1 class and 2 lab hours  
Prerequisites: MAS-111 or BIO-160 or BIO-175 or BIO-241 and MAS-201  
This course introduces students to adjunctive spa-related therapies. The history and etiquette of spas are discussed. As an adjunct to the healing process students integrate the blending and application of essential oils with aromatherapy. Students differentiate essential oil properties to create an individualized blend for clients and assess the indications and contraindications of common essential oils. Students incorporate safe and sanitary application of hot stones to enhance the Swedish and Deep Tissue massage experiences. Students discuss and apply current trending modalities related to spa therapies.

**MAS-204 Massage Therapy Modalities 2**  
2 credits/1 class and 2 lab hours  
Prerequisites: MAS-111 or BIO-160 or BIO-175 or BIO-241, MAS-201 and MAS-208 or LTA-101  
This course applies the student’s knowledge of physiology, pathology and kinesiology to various populations. Students assess the precautions and contraindications for special populations and apply research-based, goal-oriented massage techniques. Interventions specific to athletes, older populations, clients with HIV/AIDS and protocols for musculoskeletal dysfunction are explored.

**MAS-205 Intermediate Massage Therapy, Theory, Techniques and Practice**  
5 credits/3 lecture & 4 lab hours  
Prerequisites: BIO-110 or BIO-161 & BIO-162, BIO-160 or BIO-171 or BIO-175 or BIO-241, MAT-100 or higher, PSY-101, MAS-101, SPH-101 or ENG-101  
This second of three sequential courses addresses an overview of anatomy, palpation and kinesiology. Discussions continue covering the five basic massage strokes and the demonstration of their application to the entire body. This course will provide the student with an introduction of massage techniques for table and chair massages.
Topics include: screening and interviewing clients, observation and consultation techniques. Students will be responsible for set up, positioning and draping, body mechanics, proper clean-up, sanitation, safety and universal precautions. An introductory discussion of the various massage associations will be covered. The course objectives are enhanced through varied learning experiences including lecture, laboratory, multimedia, readings, professional portfolio and community practice.

MAS-208 Assessment for Massage Therapy
3 credits/2 class 2 lab hours
Prerequisites MAS-102, MAS-110 or PTA-101 and MAS-111 or BIO-160 or BIO-175 or BIO-241

This course prepares the massage therapist student to use an orthopedic assessment protocol to assess, design and implement an individualized therapeutic massage session for clients experiencing pain and dysfunction. Students perform a wide variety of assessment techniques to assess stage, structure and severity. Students apply knowledge of the agonist, antagonist and synergistic relationship of muscles as they relate to the kinesiology of human movement. Students perform massage therapy assessment techniques to evaluate posture, muscle imbalance and movement dysfunction patterns. The laboratory portion of this course focuses on the hands-on performance of range-of-motion assessment, manual muscle resistance testing and region-specific special tests.

MAS-211L Massage Therapy Applications
1 credit/2 lab hours
Prerequisites: MAS-102, MAS-110 or PTA-101 and MAS-111 or BIO-160 or BIO-175 or BIO-241

This course provides students with practical, direct, hands-on experience in a supervised public lab setting. Under direct supervision of a licensed instructor, students set-up and break-down the staging of the professional environment, interview and screen potential clients for indications, contraindications and obtain informed consent. Students deliver individualized professional relaxation and therapeutic table/chair massages within a given time frame and document findings using Subjective, Objective, Application and Plan (SOAP note) format. Duties include scheduling and confirming client appointments and the sanitation and sterilization of laundry and equipment. Students also complete a journal of their experience. This course require a per credit health career fee; Check the tuition and fee schedule for the current rate.

MAS-212C Massage Therapy Externship
Prerequisites: MAS-111 or BIO-160 or BIO-175 or BIO-241 or MAT-201, MAS-211
Corequisite: MAS-220

This course provides students with practical, hands-on experience in a massage business setting. The student gains experience delivering therapeutic massage to integrate the accumulated knowledge and skills from previous courses and competencies. The externship is supervised on-site by a licensed massage therapist or other appropriate licensed health professional.

MAS-214 Advanced Massage Therapy, Theory, Techniques and Practice
5 credits/3 lecture 2 lab hours
Prerequisite: MAS-205

This course is designed to provide the student with information concerning professional issues and contemporary practice techniques of massage therapy. Lecture emphasis is placed on the various practice settings for massage therapy in the community. Major concerns of the profession are presented and include ethics, licensure certification, malpractice, client rights, scheduling, medical records, professional literature, personal safety, client safety and continuing education. It provides the student with knowledge and skills essential in developing and marketing a massage practice, preparing a budget, a business plan, reimbursement and quality assurance. Areas covered include personnel and professional skills, time management, employment interviewing, resume writing, cover letter, follow-up correspondence effective communication and problem-solving. The laboratory portion of this course includes the study of advanced contemporary massage techniques and procedures preparing the student for entry level practice as a massage therapist. Competency in chair, table and alternate position massage is attained upon completion of this course.

MAS-220 Massage Therapy Seminar
1 credit/1 class hour
Prerequisites: MAS-110 or PTA-101, MAS-111 or BIO-160 or BIO-175 or BIO-241 and MAS-201

This course prepares students to make the transition from student to professional licensed massage therapist. Students explore the role of the massage therapist within the healthcare profession while discussing clinical experiences. Students identify and evaluate opportunities for continuing education and professional growth through exploration of professional associations and other resources. Academic and practical knowledge are enhanced in preparation for the state licensing examination. Students complete practice licensure examinations resembling the Massage and Bodywork Licensing Examination (MBLEx) and make application to take the required examination.

MATHEMATICS (MAT)

MAT-080 Algebra Fundamentals
4 credits/4 class hours
Prerequisite: MAT-080

This is a course in the fundamentals of algebra. Included are such topics as the real number system; operations on polynomial expressions containing variables; word problems; special products and factoring; solution sets of equations and inequalities in one variable. Included also are rational expressions and introduction to the rectangular coordinate system.

Students must earn a C grade or better to register for the next course in this discipline or to use this course as a prerequisite for a course in another discipline.

COLLEGE MATHEMATICS COURSES

The courses listed below require college-level mathematics skills and are intended to be transferable courses. As indicated by your placement test scores, you should register for the course(s) that develop the mathematics skills required by your educational plan at CCAC and your transfer school.

MAT-102 Mathematics Concepts
3 credits/3 class hours
Prerequisite: MAT-090 or equivalent

This is a course in contemporary mathematics for liberal arts and other students not majoring in business or the sciences. Topics include basic mathematical concepts: problem-solving and critical thinking, sets, elementary logic, number systems, elementary geometry, counting techniques and elementary probability and statistics. Topics are selected at the discretion of the Mathematics department.

MAT-106 Mathematics for Health Sciences
4 credits/4 class hours
Prerequisite: MAT-090

This course presents the mathematical fundamentals necessary to understand the basic principles of health, physics and chemistry. Emphasis is on problem-solving proficiency. Hand-held calculators are used extensively. This course is not a prerequisite for any higher level math course.

MAT-107 Mathematics for Elementary Education
3 credits/3 class hours
Prerequisite: MAT-090 or equivalent

This course is intended as a pre-service content course for elementary education majors. This course explores the conceptual foundations of the numerical content of the mathematics curriculum in the elementary grades with an emphasis on problem-solving. Topics include operations and properties of whole numbers, integers, fractions and decimals; elementary set theory; number theory and functions.

MAT-108 Intermediate Algebra
4 credits/4 class hours
Prerequisite: MAT-090

This is a course in intermediate algebra. Included are such topics as operations with linear, quadratic, rational, absolute value and higher degree polynomial equations and functions; exponents, radicals and complex numbers; Cartesian coordinate system including lines and conic sections; systems of equations.
MAT-110 Mathematics for Elementary Education 2
3 credits/3 class hours
Prerequisite: MAT-107
This course is intended for students pursuing a career in teacher education. It is designed as a vehicle to develop a pedagogical framework for teaching mathematics in elementary grades. Students use a variety of materials for learning, work with conceptual models, use these to do mathematics and perform activities that demonstrate competence in communicating mathematics.

MAT-111 College Algebra
3 credits/3 class hours
Prerequisite: MAT-108 or equivalent
This is a course in college algebra. Included are such topics as the real number system, polynomials, exponents and radicals, relations and functions, systems of equations, matrices and determinants and conic sections.

MAT-114 Mathematics for the Technologies 1
4 credits/4 class hours
Prerequisite: MAT-090
This is a course for technology majors. Topics include solutions of equations, formula transformations, systems of equations, coordinate geometry and an introduction to trigonometry.

MAT-116 Mathematics for the Technologies 2
4 credits/4 class hours
Prerequisite: MAT-114
This course is a continuation of MAT-114. Topics include functions and graphs, vectors, oblique triangles, exponential and logarithmic functions, complex numbers and conic sections.

MAT-120 Analytical Methods
4 credits/4 class hours
Prerequisite: MAT-108
This is a course in selected topics in algebra with emphasis on business and social science applications. Topics include linear and non-linear algebraic functions, exponential and logarithmic functions, systems of linear equations and inequalities, vectors and matrices, linear programming, elementary probability and the mathematics of finance.

MAT-135 Discrete Mathematics
3 credits/3 class hours
Prerequisite: MAT-108 or equivalent
This is a course recommended for transfer students. Topics included are sets, Boolean algebra, matrices, recursion, induction, number bases, graph theory, functions and permutations.

MAT-142 Pre-calculus
4 credits/4 class hours
Prerequisite: MAT-108 or equivalent
This is a course for students majoring in mathematics, science or engineering. Topics include the real number line, absolute value equations and inequalities, rational functions, exponential and logarithmic functions, polynomial functions and the theory of equations, inverse functions, binomial expansion and mathematical induction.

MAT-147 College Trigonometry
3 credits/3 class hours
Prerequisite: MAT-108 or equivalent
This is a course for students majoring in mathematics, science or engineering. Topics include trigonometric functions, identities, equations, multiple and half angle formulas, graphs, oblique triangles, inverse trigonometric functions and complex numbers.

MAT-161 Elementary Statistics
3 credits/3 class hours
Prerequisite: MAT-108 or equivalent
This is a course for students in programs requiring knowledge of statistics. Topics may include graphing distributions, measures of central tendency and variability, correlation and regression, probability, hypothesis testing using the z, t and CHI square tests.

MAT-165 Probability and Statistics
4 credits/4 class hours
Prerequisite: MAT-108 or equivalent
This is an introduction to statistical concepts and applications. Topics include descriptive methods, probability theory, probability distribution, sampling distribution, statistical inference and linear regression and correlation. Computers and/or calculators are used for problem-solving.

Career Mathematics
The courses listed below do not build skills for further mathematics education. They apply toward an associate's degree in applied science or an Associate of Science degree in specified programs. They are not intended to be transferable courses. You should consult with your academic advisor before enrollment.

MAT-191 Mathematics for the Industries
3 credits/3 class hours
Prerequisite: MAT-108 or equivalent
This is a course designed for students in various technology programs with basic preparation in mathematics. Included are such topics as elementary computations with rational numbers, exponents, radicals, metric conversion, ratios and scientific notation, graphing linear equations, using elementary algebra to solve simple and literal equations with applications and solving various technical problems in geometry and trigonometry using specific mathematical methods. This course is not intended for any other transfer degree program.

MAT-193 Pharmaceutical Mathematics
3 credits/3 class hours
Prerequisite: MAT-080
This is a course in mathematics for the Allied Health programs. Topics include conversions within different measurement systems, drug dosage and solution calculations.

MAT-195 Business Mathematics
3 credits/3 class hours
Prerequisite: MAT-080 or equivalent
This is a course for students in career business programs. Topics include the arithmetic of whole numbers, fractions, decimals and their applications to the various fields of business, such as consumer credit, amortization, merchandising, interest and negotiable notes.

Calculus Courses

MAT-201 Calculus 1
4 credits/4 class hours
Prerequisites: MAT-142 & MAT-147
This is a course designed for students majoring in mathematics, science or engineering. The theory of calculus, as well as its problem solving and applications, is stressed. Topics include: algebraic functions; exponential and logarithmic functions; trigonometric and inverse trigonometric functions; hyperbolic and inverse hyperbolic functions; limits and continuity, derivatives and applications; curve sketching; antiderivatives; the definite integral and the Fundamental Theorem of Calculus.

MAT-202 Calculus 2
4 credits/4 class hours
Prerequisite: MAT-201
This is a continuation of MAT-201. Topics include additional applications of the definite integral, techniques of integration, improper integrals, infinite series, polar coordinates, calculus and parametric equations, vectors in two and three dimensional spaces and an introduction to differential equations.

MAT-220 Business Calculus
4 credits/4 class hours
Prerequisite: MAT-120 or equivalent
This is a course in calculus for students majoring in business and the social sciences. Topics include techniques of differentiation and integration of explicit and implicit functions using polynomial, rational, exponential and logarithmic functions; maxima and minima of single and multivariate functions; and the definite integral.

MAT-250 Calculus 3
4 credits/4 class hours
Prerequisite: MAT-202
This is a continuation of MAT-202. Topics include quadric surfaces, calculus of vector valued functions, calculus of multivariate functions, 3-dimensional analytic geometry and vector analysis.

MAT-251 Differential Equations
3 credits/3 class hours
Prerequisite: MAT-202 or its equivalent
This is an introductory course in the fundamental concepts of ordinary differential equations that prepares the student for further study in mathematics, engineering or science. Topics include first order equations, nth order equations, Laplace Transforms, numerical methods, infinite series solutions, introduction to partial differential equations and selected applications.

MAT-253 Linear Algebra
3 credits/3 class hours
Prerequisite: MAT-202
This introductory course focuses on the theory and techniques of linear algebra. Topics include vectors in n-dimensional space, matrix theory, systems of linear equations, vector space theory, linear transformations, eigenvalues and eigenvectors and inner product spaces.
MDA-101 Medical Transcription 1
3 credits/2 lecture & 2 lab hours
Prerequisites: ALH-104 & keyboarding speed of 40 wpm
Corequisite: MDA-106
This course provides the student with practical instruction for transcribing medical reports and correspondence. Topics covered are written communication skills, dictation and transcribing of various medical copy including care histories, x-ray reports, medical records, manuscripts and medical office correspondence.

MDA-103 Clinical Medical Assisting 2
3 credits/3 lecture hours
Corequisite: MDA-106
This course introduces medical assisting as a profession including duties, personal characteristics, national certification and professionalism. Areas of concentration are the medical assistant’s role in specialized fields of medicine, effective communication with patients, medical law and ethics and the job search.

MDA-104 Administrative Office Management
4 credits/3 lecture & 3 lab hours
Corequisites: ALH-140 & MDA-105
This course introduces the knowledge, behavior and skills used by the medical assistant in the medical office. Areas of concentration are basic clerical functions, appointment scheduling, organization of patients’ medical records, data management, hardware and software use in medical offices, office equipment and supplies and time management. Additional topics include telephone techniques and International Classification of Diseases (ICD) and Current Procedural Technology (CPT) coding of health claims. Laboratory time is provided for skills competency.

MDA-105 Clinical Medical Assisting 1
5 credits/4 lecture & 3 lab hours
Prerequisite: Admission into the Medical Assistant Program
Corequisites: ALH-140, CIT-100, MDA-104 & MDA-208
This course provides the medical assistant student knowledge, behaviors and skills used in the medical office to assist the physician to provide patient care. Areas of concentration include structural organization of the body, orientation to clinical medical assisting, infection control, patient records, preparing patients for examination, assisting with examinations, minor surgery and diagnostic tests. Procedures encountered in various medical specialties are included. Laboratory time is included for skills competency. Additional hours of practice time under the direct supervision of an instructor are provided.

MDA-106 Clinical Medical Assisting 2
5 credits/4 lecture & 3 lab hours
Prerequisite: MDA-105
Corequisites: MDA-101, MDA-103 & MDA-107
This course provides the medical assistant student knowledge, behaviors and skills used in the medical office to assist the physician to provide patient care. Areas of concentration include medication administration, immunization records, restorative care modalities, diagnostic procedures, common office emergencies and first aid, special needs patient populations and patient education. Laboratory time is included for skills competency. Additional hours of practice time under the direct supervision of an instructor are provided.

MDA-107 Laboratory Procedures for the Medical Office
3 credits/2 lecture & 3 lab hours
Prerequisite: ALH-140
Corequisite: MDA-106
This course provides the medical assistant student knowledge, behaviors and skills used in the medical office laboratory. Areas of concentration include clinical chemistry, hematology, urinalysis, phlebotomy, quality assurance and specimen collection. Laboratory time is included for skills competency. Additional hours of practice time under the direct supervision of an instructor are provided.

MDA-108 Medical Assistant Externship
4 credits/160 clinical hours
Prerequisites: Permission of instructor, CIT-100, MDA-103, MDA-104, MDA-105, MDA-106, MDA-107 & MDA-208
This course is a supervised, non-paid 160 hour work experience in a private physician’s office or in a clinic. The student gains practical experience applying the knowledge, skills and behaviors learned in the Medical Assistant program to perform administrative, clinical and communication competencies. This course is graded pass or fail. Prior to the externship current CPR, Criminal Record Clearance and PA Child Abuse Clearances (Act 33/34) and a physical examination are required.

MDA-208 Medical Financial Management
3 credits/3 lecture hours
Corequisite: MDA-105
This course introduces the knowledge, behavior and skills used by the medical assistant in the performance of medical business practices. Areas of concentration are basic bookkeeping computations, accounts receivable procedures, computerized office billing systems, managed-care insurance and procedural and diagnostic coding.

MDR-103 Healthcare Statistics
2 credits/2 lecture hours
Prerequisites: MDR-100, CIT-100, Mathematics elective
This course will present an introduction to the basic and most frequently used healthcare statistics. Students will learn terms, definitions and formulas used in computing healthcare statistics. Other topics include data presentation, report generation and information on the collection, preparation and use of vital statistics.

MDR-202 Health Information Technology
3 credits/8 clinical hours
Prerequisite: MDR-100
Corequisite: MDR-102
This course is designed to provide and place emphasis on supervised clinical practice sessions in health information technology. Analyzing, storing and retrieving information from a variety of formats, abstracting, coding and Diagnosis-Related Group (DRG) assignment, releasing information and maintaining patient registries are put into practice. The planning and organization aspects of the hospital and the Health Information Department are experienced during these practice sessions.

MDR-203 Health Information Technology
3 credits/8 lab and 4 clinical hours
Prerequisite: MDR-202
This course is designed to provide experience in the field of health information in health care facilities and in a simulated laboratory setting. Analyzing, coding, abstracting and patient registries are re-emphasized. The planning and organizing aspects of the Health Information Management Department are experienced during the time of these practice sessions. Students are responsible for proving and paying for transportation to all clinical sites as well as all other related costs.

MDR-206 Legal Aspects of Health Information
2 credits/1 lecture & 2 lab hours
Prerequisite: MDR-100
This course presents a comprehensive study of the legal aspects of health records and health information. Topics include an introduction to the fundamentals of law and the U.S. legal system; health information laws and regulations; confidentiality, privacy and security concepts; release of information policies and procedures; and ethical issues in health information management.

MDR-207 Clinical Quality Improvement, Regulatory Agencies and Specialty Facilities
3 credits/2 lecture & 3 lab hours
Prerequisite: MDR-100
This course presents a comprehensive study of the hospital-wide clinical quality improvement program, external regulatory agencies and health information requirements in the non-acute care setting. Topics include the organization and credentialing of the medical staff as well as the clinical quality assessment, utilization management and risk management processes; accrediting, approving, licensing and certifying agencies that regulate healthcare; and non-acute care facilities such as long-term care, ambulatory care and behavioral healthcare with their organizational characteristics, functions and health information requirements.
Fees for test materials and certification are added to the Certified Production Technician (CPT) credential. Awareness exams towards achievement of the troubleshooting of industrial equipment. Students materials are gathered and processed for use. The maintenance. Students will learn how engineering skills and competencies they will need to work in an industrial application. The student will have the ability to construct, operate and troubleshoot fluid power systems and recognize the schematic symbols for the various hydraulic and pneumatic components.

MDC-208 Health Information Management
3 credits/3 lecture hours
Prerequisite: Approval of the instructor
This course provides the health information technology student with management principles necessary for entry-level employment as a health information supervisor. In addition to general management skills such as communication, interpersonal skills; teams and committees; leadership concepts and techniques; and labor laws, much of the course is devoted to specific health information management topics. These include health information work flow and process monitors; plans and budgets and developing orientation, in-service and continuing education programs for healthcare employees. The student will also spend time sharing and evaluating specific management-related experiences learned during their professional practice at area healthcare facilities.

MDC-210 Ambulatory Care Clinical Coding and Reimbursement Systems
3 credits/2 lecture & 2 lab hours
Prerequisite: MDC-102
This course includes a comprehensive study of the International Classification of Disease (ICD) and Common Procedural Terminology (CPT) classification systems used in the outpatient setting. Payment and reimbursement methods such as the prospective payment system and managed care as well as billing and insurance procedures will be emphasized. The relationship between coding practice and corporate compliance will be emphasized.

MECHATRONICS (MEC)
MEC-100 Mechatronics Safety and Quality
3 credits/ 3 lecture and 1 lab hour
This course prepares students with the common skills and competencies they will need to work in Pennsylvania’s manufacturing and energy industries. This course emphasizes principles of safety and quality. Students will use safety-enhancing workplace practices, including wearing personal protective equipment (PPE), performing lockout/tagout and filling out Material Safety Data Sheets (MSDS). They will utilize the fundamentals of blueprint reading, precision measurement and quality inspection. Students will sit for the Manufacturing Skill Standards Council’s (MSSCS) safety and quality exams toward achievement of the Certified Production Technician (CPT) credential. Fees for test materials and certification are added to the cost of this course.

MEC-102 Mechatronics Industrial Processes
3 credits/3 lecture and 1 lab hour
Prerequisite: MEC-100
This course emphasizes industrial processes and maintenance. Students will learn how engineering materials are gathered and processed for use. The course covers principles of production planning, inventory management and the operating and troubleshooting of industrial equipment. Students who successfully pass the course will sit for the Manufacturing Skill Standards Council’s (MSSC) Processes and Production and Maintenance Awareness exams towards achievement of the Certified Production Technician (CPT) credential. Fees for test materials and certification are added to the cost of this course.

MEC-103 Fundamentals of Electricity
3 credits/3 class hours
This course introduces the students to the fundamentals of direct current (DC) and alternating current (AC) electric circuits. This is accomplished through a series of hands-on exercises performed in the lab. The operation of basic circuit components and their electric quantities are observed by constructing circuits and using a digital multimeter (DMM) to measure then operation. Students will learn how to read a schematic diagram and build series and parallel circuits from these diagrams.

MEC-104 Introduction to Mechanical Systems
3 credits/3 class hours
This course will provide students with the experience and understanding of how to assemble mechanical drive systems that include couplings, shafts, bearings, belt drives, drive trains or gears. This is accomplished through a series of hands-on exercises performed in the lab. Safety, installation, maintenance and repair of these systems will be highlighted.

MEC-106 Industrial Power Systems
3 credits/3 class hours
Prerequisite: MEC-103
This course provides a series of hands-on exercises performed in the lab that follows the installation of an industrial power system. This includes reading and understanding schematic prints and completing the installation of an industrial motor system based on a schematic diagram using industry standards.

MEC-108 Programmable Logic Controllers 1
3 credits/3 class hours
This course provides a series of hands-on exercises performed in the lab as an introduction to programmable logic controllers (PLCs). Topics include connecting inputs and outputs to the PLC, writing, downloading and debugging ladder logic programs and troubleshooting existing PLC circuits and programs.

MEC-110 Digital Electronics
3 credits/3 class hours
This course is designed to teach students the basics of digital electronic devices and their applications through a series of hands-on exercises performed in the lab. Logic gates and truth tables will be utilized throughout the course to reinforce digital circuit operations.

MEC-112 Introduction to Robotics
3 credits/3 class hours
Prerequisite: MEC-103
This course is designed to introduce the concepts of servo control systems and automation systems used in robotic control systems through a series of hands-on exercises performed in the lab. The student will learn to program various robot models and review work cell safety.

MEC-150 Fluid Power
3 credits/3 class hours
Through a series of hands-on exercises in the lab, this course focuses on the operation of hydraulic and pneumatic systems for power transmission in an industrial application. The student will have the ability to construct, operate and troubleshoot fluid power systems and recognize the schematic symbols for the various hydraulic and pneumatic components.

MEC-155 Motors and Motor Controls
3 credits/3 class hours
Prerequisite: MEC-103
This course introduces the basic concepts of single-phase motors, three-phase motors and motor control circuits through a series of hands-on exercises performed in the lab. The student will connect various configurations of motor and motor controls that incorporate circuit protection and operator safety.

MEC-204 AC/DC Electronic Drives
3 credits/2 lecture and 2 lab hours
Prerequisite: EET-103
This course covers the principles, configuration, troubleshooting and maintenance of electronic motor drives as used in industry. Topics include various types of direct current (DC) electronic drives, alternating current (AC), variable frequency and vector drives. The course builds upon principles and applications covered in foundational electrical courses. All course material is supplemented with practical hands-on exposure to the items described.

MEC-205 Troubleshooting Advanced Motor Controls
3 credits/2 lecture and 2 lab hours
Prerequisite: EET-103
This course covers the principles, application, troubleshooting and maintenance of rotating electrical motors as used in industry. Topics include various types of single and three-phase alternating current (AC) motors, various types of direct current (DC) motors, reduced voltage starting and braking. The course builds upon principles and applications covered in foundational electrical courses. All course material is supplemented with practical hands-on exposure to the items described.

MEC-208 Programmable Logic Controllers 2
3 credits/3 class hours
Prerequisite: MEC-108
This course builds upon MEC 108 Programmable Logic Controllers 1 (PLC 1) through hands-on experience in the lab. Topics include analog inputs and outputs and PanelView operator interface.

MEC-211 Process Control
4 credits/ 3 lecture and 2 lab hours
Prerequisite: EET-103
This course covers the fundamentals of process control and instrumentation as applied in industry for the control of level, flow, temperature and pressure. The concept of a control loop is introduced and each of the loop’s components are examined: sensor, controller, final element. Design, documentation, operation, performance tuning and troubleshooting of single loop systems are discussed.

MEC-220 Mechatronics Practicum
3 credits/1 lecture and 2 practicum hours
Prerequisite: All courses must be completed except final semester courses
Students will develop and implement a project plan approved by the instructor that will integrate the skills and knowledge obtained over the previous semesters of study. This course will broaden students’ knowledge with respect to technology suppliers, equipment and applications. Students may build projects in collaboration with local industry.
MEC-221 Robotics and Controls  
3 credits/3 class hours  
Prerequisite: MEC-112  
This course builds on MEC 112 Introduction to Robotics through a series of hands-on exercises performed in the lab. Topics covered include frames, advanced program instructions, modifying an existing program and robot setup for production.

MEC-225 Automated Equipment  
3 credits/3 class hours  
Prerequisite: MEC-221  
This course presents a survey of the types of equipment used in robotics and automation. Devices such as motors, servo motors, conveyors, sensors, mechanical linkages and end-of-arm tooling (EOAT) are studied through a series of hands-on exercises performed in the lab to understand their operation and develop troubleshooting techniques.

MEC-230 Advanced Programmable Logic Controllers  
3 credits/3 class hours  
Prerequisite: MEC-208  
This course builds on the topics covered in MEC 208 Programmable Logic Controllers 2 (PLC 2) through a series of hands-on exercises performed in the lab. Various types of PLC hardware will be utilized and interfaced with industrial-quality components. Activities will focus on the fundamentals of a complete mechatronics system.

MEC-240 Advanced Electrical Circuits  
3 credits/3 class hours  
Prerequisite: MEC-103  
This course covers the analysis of single- and three-phase alternating current (AC) circuits. Capacitors, inductors, time constants, resonance, resistive-inductive-capacitive (RLC) circuits and simple filters are studied utilizing a hands-on approach.

MEC-245 Industrial Electronics  
3 credits/3 class hours  
Prerequisite: MEC-240  
This course covers basic semiconductor operation focusing on setup and applications of diodes, transistors, rectifiers, filters and amplifiers. This is accomplished through a series of hands-on exercises performed in the lab. Circuit analysis and troubleshooting techniques are also developed in the laboratory.

MECHANICAL ENGINEERING TECHNOLOGY (MET)  

MET-106 Geometric Dimensioning and Tolerancing  
1 credit/1 lecture hour  
This course provides an introduction to the subject of geometric dimensioning and tolerancing. The course will review the basic skills of the American Society of Mechanical Engineers (ASME) for standard Y14.5.

MET-112 Engineering Materials  
4 credits/3 lecture & 2 lab hours  
This course is a study of the properties of materials and the primary processing methods used in manufacturing. Emphasis is on ferrous metals and their relationship to other metals and non-metals. Methods of testing engineering materials are discussed and demonstrated.

MET-115 Architectural Systems Design  
3 credits/3 lecture hours  
This course is a study of air conditioning, heating systems, ventilation and plumbing systems, their characteristics, applications and limitations. Topics include comfort, heat loss calculations, heating systems, cooling systems, ventilation, water supply and waste systems. Green and sustainable system design is discussed.

MET-130 Introduction to Renewable Energy Systems  
4 credits/3 lecture & 2 lab hours  
This course introduces students to renewable energy systems. Topics include active and passive solar energy, photovoltaics, biomass, geothermal, hydroelectric and wind power. Conventional fuel sources such as fossil fuels and nuclear power will provide a comparison to more sustainable energy strategies. Environmental, economic, political and social issues will be considered for each energy source.

MET-150 Statics  
4 credits/4 lecture hours  
Prerequisites: MAT-116 & PHY-100 or PHY-113  
This course is an introduction to the fundamentals of engineering mechanics. Included is the study of force systems, equilibrium force analysis of structures, friction, center of gravity and moment of inertia.

MET-170 Fluid Power Systems  
4 credits/3 lecture & 2 lab hours  
Prerequisite: MAT-114  
This course prepares students to study the technology of transmitting power by the means of pressurized fluids. Topics covered are component configurations for pneumatic and hydraulic systems, basic principles of fluid behavior and characteristics of compressible and incompressible fluids.

MET-181 Mechanical Systems  
3 credits/2 lecture & 2 lab hours  
This course will cover the science of linear and radial drive components, couplings, belts, gears, pulleys, bearings and sprockets. Installation, safety, maintenance, lubrication, alignments, repair and replacement techniques are covered.

MET-200 Metrology  
3 credits/2 lecture & 2 lab hours  
Corequisite: MET-106 or permission of the instructor  
This course is a study of the fundamentals of measuring devices, their proper usage, accuracy and calibration. Proper techniques are investigated to provide the functional aspects of the investigation of geometric tolerances.

MET-211 Strength of Materials  
4 credits/3 lecture & 2 lab hours  
Prerequisite: MET-150  
This course builds upon the curriculum from course MET-150. Included is the study of stress and strain, center of gravity, moment of inertia, torsion, shear and moment in beams, stresses in beams, beam deflection, combined loading, connections by riveting, bolting, welding and columns.

MET-212 Manufacturing Processes  
3 credits/2 lecture & 2 lab hours  
Prerequisite: MET-112  
This course is a study of modern manufacturing processes and their applications by local industries. Both manual and automated processes in manufacturing, forming, assembly and inspection will be covered. Laboratory activities will be centered on projects to reinforce skills desired by local manufacturers.

MET-220 Green and Sustainable Buildings  
4 credits/4 lecture hours  
This course explores the concept of green and sustainable buildings, including building design, site development and Leadership in Energy and Environment Design (LEED) certification. Topics include green building fundamentals, sustainable sites, material considerations and economic analysis of green buildings.

MANUFACTURING TECHNOLOGY (MFT)  

MFT-107 Blueprint Reading for Machinists  
3 credits/3 hours lecture hours  
Corequisite: MFT-141  
This course is designed to provide students with the basic skills to interpret shop drawings. Emphasis is placed on interpreting orthographic projection and tolerance applications.

MFT-110 Job Search Strategies for Manufacturing  
1 credit/1 lab hour  
This course will present techniques effective in job search processes. Emphasizing the manufacturing sector, the course will assist the student in gaining practical industry job-seeking skills and planning a job search strategy. Emphasis is placed on developing positive work habits expected by the manufacturing sector.

MFT-141 Introduction to Machining  
3 credits/1 lecture & 4 lab hours  
Corequisite: MFT-107  
This course introduces the history and evolution of machining and machine tools, along with general shop safety. Classroom and lab activities include basic measurement, precision layout, metal cutting saws and drilling machines.

MFT-143 Introduction to Lathe Operations  
3 credits/1 lecture & 4 lab hours  
Prerequisites: MFT-141  
This course is designed to provide students with basic skills in the use of the metal lathe and its parts and applications. Classroom and lab activities will include straight turning, facing, single-point threading, grooving, knurling and taper turning. Students will turn parts to specification, while observing appropriate safety procedures.

MFT-145 Introduction to Mill Operations  
3 credits/1 lecture & 3 lab hours  
Corequisite: MFT-141  
This course introduces the basic skills in the use of the milling machine, its parts and applications. Classroom and lab activities will include set up and operation of the vertical milling machine, accessories and attachments, speeds and feeds, cutting techniques, drilling and reaming. Students will mill parts to specifications using appropriate safety procedures.
MFT-147 Introduction to Grinding Operation
3 credits/1 lecture & 4 lab hours
Corequisite: MFT-145
This course is designed to introduce the processes of precision grinding operations and their applications. Students will use surface grinders and techniques to make parts to specification. Additionally, they will study grinding safety, wheel selection, dressing wheels, surface finishes, grinding flats, parallels, squares, steps slots and angles.

MFT-149 Fundamentals of Computer Controlled Machining
3 credits/1 lecture & 2 lab hours
Corequisite: MFT-143 & MFT-145
This course is designed to develop the skills of a machinist through knowledge of computer numerical control (CNC) production techniques. Students will be taught manual part programming in G and M code and conversational programming. Emphasis will be placed on writing part programs for lathe and milling machines.

MFT-211 Material Safety and Equipment Overview
3 credits/2 lecture & 2 lab hours
Prerequisites: Separate application and completion of other program courses
Corequisite: MFT-212
This course provides an overview of basic nanofabrication processing equipment and materials handling procedures with a focus on safety, environment and health issues. Topics covered include: operation in a cleanroom environment, operation and use of a variety of systems including vacuum pump systems, thermal processing equipment, chemical vapor deposition systems and vacuum deposition/etching systems. Specific materials handling issues include those arising from using de-ionized water, solvents, cleansers, organic materials, ion implementation sources, diffusion sources, photo-resists, developers, metal dielectrics and toxic, flammable, corrosive and high purity gases as well as packaging materials.

MFT-212 Basic Nanofabrication Processes
3 credits/2 lecture & 2 lab hours
Prerequisites: Separate application and completion of other program courses
Corequisite: MFT-211
This course provides an overview of basic processing steps used in all applications of nanofabrication. Both top-down and bottom-up nanofabrication are included. The majority of the course details a step-by-step description of the equipment and processes needed to fabricate devices and structures such as bio-chips, Complementary Metal Oxide Semiconductor (CMOS) transistors, power devices, Microelectromechanical (MEM) devices and opto-electronic structures. Students learn the similarities and differences in both the equipment and process flows needed in the fabrication of these structures.

MFT-213 Materials in Nanotechnology
3 credits/2 lecture & 2 lab hours
Prerequisites: MFT-211 & MFT-212
Corequisite: MFT-214
This course covers hands-on exposure to the producing and positioning of the materials used in nanofabrication. This will include self-assembly, colloidal chemistry, atmosphere, low-pressure and plasma enhanced chemical vapor deposition. It will also include atomic layer deposition, sputtering, thermal and electron beam evaporation, nebulization and spin-on techniques. The course provides students with experience in deposition, fabricating and self-assembly for a variety of materials.

MFT-214 Lithography for Nanofabrication
3 credits/2 lecture & 2 lab hours
Prerequisites: MFT-211 & MFT-212
Corequisite: MFT-213
This course covers all aspects of lithography from design and mask fabrication to pattern transfer and inspection. The course is divided into three major sections. The first section describes the lithographic process from substrate preparation to exposure. Students learn the nature and behavior of photoresist materials. The second section examines the process from development through inspection, introducing optical masks, aligners, steppers and scanners. In addition, critical dimension control and profile control of photoresists is investigated. The last section discusses advanced optical lithographic techniques such as phase shifting masks and illumination schemes, e-beams, x-ray, EUV and ion beam lithography.

MFT-215 Materials Modification for Nanofabrication Applications
3 credits/2 lecture & 2 lab hours
Prerequisites: MFT-211 & MFT-212
Corequisite: MFT-216
This course covers the processing steps used in modifying material properties in nanofabrication. Included are applications of nano-scale devices and systems and the resulting material chemical, physical, biological or multiple-property requirements. Use of diffusion barriers, encapsulation, electromigration control, corrosion control, wettability, stress control and adhesion are studied.

MFT-216 Characterization, Testing of Nanotechnology Structures and Materials
3 credits/2 lecture & 2 lab hours
Prerequisites: MFT-211 & MFT-212
Corequisite: MFT-215
This course examines a variety of measurements and techniques essential for controlling micro and nanofabrication processes. Monitoring techniques such as residual gas analysis, optical emission spectroscopy and end point detection are discussed. Characterization techniques such as scanning electron microscopy x-ray photoelectron spectroscopy, atomic probe methods, optical thin film measurements, and resistivity/conductivity measurements are introduced. Basic measurements for yield analysis and process control are stressed.

MIS-101 Principles and Applications of Medical Insurance
3 credits/2 lecture & 2 lab hours
Prerequisite: MDA-104
This course provides a study of the medical insurance programs with emphasis on professional service and diagnostic coding. Topics include processing insurance claims, ICD-9-CM, CPT-4, diagnosis-related groups, preferred provider programs and computer-generated insurance claims. The principles of insurance and their applications to specific cases in a medical office and hospital billing department are examined.

MIS-102 Medical Coding for Insurance Billing
4 credits/3 lecture & 3 lab hours
Prerequisites: Acceptance into the MIS program & ALH-140
This course will present a comprehensive study of diagnostic and procedural medical coding for insurance billing utilizing the ICD and CPT classification systems. Application of these codes to medical insurance claims forms and their impact on proper reimbursement for healthcare services will be emphasized.

MIS-103 Medical Insurance Seminar
2 credits/2 class hours
Prerequisite: MIS-100
This course is designed to study the legal aspects of the medical office. Emphasis is placed on legal issues involving legal forms of consent, informed consent, DNR, living wills, the Red Flags Rule, HIPAA and OSHA regulations. Case studies involving false claims, Medicare/Medicaid regulations and compliance issues are analyzed. The topic of job readiness is covered including resume writing and interviewing techniques.

MIS-105 Medical Insurance Applications
2 credits/2 class hours
Prerequisite: MIS-100
This course is designed to study the post-adjudication claims process involving patient liability issues, bankruptcy and estate claims. Emphasis is placed on knowledge and skills essential to problem solving rejected or pended medical claims, false claims and Medicare/Medicaid regulation compliance. Case studies involving the Explanation of Benefits Summary are analyzed. Credit and collection laws as they pertain to patient liability situations will also be addressed.

MICROCOMPUTER ELECTRONICS TECHNOLOGY (MIT)

MIT-103 Fundamentals of Microprocessors
3 credits/2 lecture & 2 lab hours
This course introduces students to the assembly language used to control devices. Both machine language monitors and symbolic assemblers are presented. Laboratory work involves digital input and output, control of lights, relays, motors and analog to digital converters.

MIT-104 Introduction to Microcontrollers
3 credits/2 lecture & 2 lab hours
Prerequisite: EET-103
This course introduces students to embedded systems, their interfaces and how they apply to business practices. Students will troubleshoot for problems caused by microcontrollers and circuits in a hands-on lab environment. The course covers...
the architecture of the microcontroller, serial communications, simple process control and Input/Output (I/O) ports to a circuit. The I/O may include Analog-to digital (A/D) converters, sensors, Light Emitting Diodes (LEDs) and motors.

**MIT-107 Electronic Fabrication**  
3 credits/2 lecture & 2 lab hours  
This course prepares students to develop correct soldering practices, including placement, identification and solderability. The course will provide information on through-hole, as well as surface-mount soldering. Students will complete a through-hole project.

**MIT-110 Electrical Engineering Circuits 1**  
4 credits/3 lecture & 2 lab hours  
Prerequisite: EET-103 or equivalent  
This course prepares students in electrical circuits analysis. Emphasis is on direct current systems. Topics include Kirchhoff’s laws, Thevenin’s theorem, Norton’s theorem, network equations, induction, capacitance and resistor-capacitor (RC) transients.

**MIT-208 Digital Electronics**  
3 credits/2 lecture & 2 lab hours  
Prerequisite: EET-103  
This course will present the simple definition of truth tables for AND and OR logic types. The course proceeds through more complicated logic elements such as flip flops, adders, counters, random access and field programmable memories.

**MIT-210 Electrical Engineering Circuits 2**  
4 credits/3 lecture & 2 lab hours  
Prerequisite: MIT-110  
This course is a continuation of basic circuit analysis. Emphasis is on alternating current circuits. Topics include effective values, power factors, resistor capacitor (RC) resistor inductor circuits (RL), inductance and capacitance (RLC) circuit filters, multisource mesh and nodal analysis, transformer action, resonance and inductance. Computer analysis of circuit problems is covered.

**MIT-240 Scientific and Industrial Instrumentation**  
3 credits/2 lecture & 2 lab hours  
Prerequisites: MIT-208 & PHY-113  
This course presents techniques of measuring physical quantities through electronic transducers. Electronic circuits used to convert these signals to appropriate voltages are presented. Techniques for these electronic signals to control physical systems through both analog and digital computers are covered.

**MEDICAL LABORATORY ASSISTANT (MLA)**

**MLA-101 Laboratory Specimen Processing**  
4 credits/3 lecture & 3 lab hours  
Prerequisites: ALH-140, ENG-100 or ENG-101, BIO-103  
Corequisites: PHB-101 & PHB-111  
This course encompases general specimen processing. Skills included are safety, routine laboratory tests, laboratory information systems, specimen accessioning, communication, distribution to in-house and reference laboratories and vital signs.

**MLA-102 Medical Laboratory Assistant Externship**  
4 credits/8 hours per day/5 days a week for 6 weeks  
Prerequisite: Minimum of C grade in all program courses  
This course offers practical experience in an affiliated clinical laboratory. Students perform routine specimen processing, accessioning and distribution. Laboratory information systems, communication and skills associated with phlebotomy and vital signs are included. This course is graded on a pass/fail basis.

**MEDICAL LABORATORY TECHNOLOGY (MLT)**

**MLT-111 Clinical Laboratory Techniques 1**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: Acceptance into Medical Laboratory Technician (MLT) program.  
This course is an orientation to general laboratory practice, laboratory safety, venipuncture, capillary puncture and clinical urinalysis.

**MLT-112 Clinical Laboratory Techniques 2**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: MLT-111  
This course is an introduction to immunology (serology). Emphasis will be on normal and abnormal immune responses and how they are manifested in laboratory tests.

**MLT-151 Clinical Microbiology 1**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: MLT-111  
This course focuses on the identification of parasites and fungi (pathogens and common non-pathogens associated with human disease).

**MLT-152 Clinical Microbiology 2**  
5 credits/3 lecture & 6 lab hours  
Prerequisite: MLT-151  
This course focuses on the isolation and identification of microorganisms causing disease (pathogens). Topics include microbes, specimen collection, normal flora, characterization of specific pathogens, biochemical tests, susceptibility testing and determining the pathogenicity of organisms.

**MLT-161 Clinical Instrumentation and Clinical Chemistry 1**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: Acceptance into Medical Laboratory Technician (MLT) program.  
This course covers quality control in the laboratory, the pathophysiology of disease of major body systems, body fluids, organic derivatives and clinical chemistry techniques.

**MLT-162 Clinical Chemistry 2**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: MLT-111 & MLT-161  
This course is a continuation of Clinical Instrumentation and Clinical Chemistry 1 (MLT-161). Topics include electrophoresis, errors in biochemical metabolism with an emphasis on clinical assays for proteins, carbohydrates, lipids and toxins.

**MLT-220 Clinical Hematology**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: MLT-111  
This course focuses on the formation and maturation of blood cells, hemostasis, laboratory hematologic techniques and hematologic disorders.

**MLT-225 Clinical Immunohematology**  
4 credits/3 lecture & 3 lab hours  
Prerequisite: MLT-112  
This course covers transfusion medicine. Topics include the human blood groups, compatibility testing and blood component therapy.

**MLT-250 Clinical Laboratory Seminar**  
3 credits/3 class hours  
Prerequisite: Grade C or better in all MLT courses  
Corequisite: MLT-251  
This course reviews medical laboratory professionalism, diversity, successful employment and current laboratory trends. The student receives a comprehensive certification board exam review.

**MLT-251 Clinical Laboratory Externship**  
12 credits/8 clinical hours per day/4.5 days a week for 17 weeks  
Prerequisite: Minimum of C grade in all program courses  
Corequisite: MLT-250  
This course offers practical experience in an affiliated laboratory. Students rotate through the laboratory sections and observe and perform routine lab test. This course is graded on a pass/fail basis.

**MULTIMEDIA COMMUNICATIONS (MMC)**

**MMC-111 Developing Images for the Web**  
3 credits/2 lecture & 2 lab hours  
Corequisite: CIT-125  
This course is an enhancement of the Web development course with focus on graphic images used in websites. Students will create and enhance digital images using appropriate software for translating site goals into compelling Web design. Topics include JavaScript, HTML5 based audio and video, saving strategies. Students will create cross-browser HTML5 based audio and video solutions.

**MMC-112 Audio and Video for the Web**  
3 credits/3 lecture hours  
Using HTML5, CSS and JavaScript, students will learn as they build increasingly comprehensive media players and solutions. By learning about the underlying technology, students will recognize and utilize the full potential of media tools and time-saving strategies. Students will create cross-browser HTML5 based audio and video solutions.

**MMC-150 Programming With JavaScript, JQuery and ActionScript**  
3 credits/3 lecture hours  
This course introduces students to web application programming with JavaScript and JQuery library. Students create, test and debug scripts that include object methods and properties, data types, data selections and repetition structures, as well as window, form, frame and document objects.

**MMC-160 Game Design and Simulation 1**  
3 credits/3 lecture hours  
This course will introduce the concepts and system of game design, including character, aesthetics, story, technology, structured conflict, resolution and outcome. Students will work in teams to brainstorm and prototype a game concept utilizing the gaming software GameMaker.
MMC-170 Game Design and Simulation 2  
3 credits/3 lecture hours  
Prerequisite: MMC-160  
Corequisite: MMC-112  
This course will teach the utilization of software to apply basic animation motion for game creation and simulation. Students will explore the animation capabilities of game software using the gaming software Blender. Movement of objects in concert with audio, external stimulus and user interaction will be studied.

MMC-228 Instructional Design  
3 credits/2 lecture & 2 lab hours  
Prerequisite: CIT-125  
This course will teach students to apply the various techniques and elements of multimedia production into presentation formats. Computer-Based Training (CBT) and Web-Based Training (WBT) both rely heavily on multimedia elements for their effectiveness.

MMC-230 Portfolio Preparation  
1 credit/1 lecture hour  
This course is designed to help students prepare a portfolio for their job search. Students will examine several approaches to presenting their work to potential employers.

MMC-231 Web Commerce  
3 credits/2 lecture & 2 lab hours  
Prerequisite: CIT-125  
This course is designed to teach programming skills to create and maintain e-commerce websites utilizing content management systems (CMS), planning site layout and navigation, organizing content, creating sites and linking to databases. Additionally, students will test interactivity and usability, market content and utilize search engine optimization (SEO) for speed and accessibility. Topics include dynamic web pages, server-side development with software such as PHP, MySQL and relevant e-commerce development issues.

MMC-250 Three-Dimensional Design for Gaming  
3 credits/3 lecture hours  
Prerequisite: ART-114  
In this course, students will create three-dimensional (3D) objects and complex 3D models for animation. Students will utilize gaming software including Blender and Multimeda Fusion in their 3D designs.

MMC-260 Maya for Gaming 1  
3 credits/3 lecture hours  
Prerequisite: MMC-170  
In this course, students will learn about the Maya user interface, including working with lighting, shading and polygon modeling. Additionally, students will work with the UV Texture Editor and apply Photoshop to the Maya software.

MMC-270 Maya for Gaming 2  
3 credits/3 lecture hours  
Prerequisite: MMC-260  
This course will cover additional techniques in modeling, materials, lighting, animating and rendering utilizing Maya. Students will learn the process of completing an entire 3D animation team project and learn the techniques of creating photorealistic renderings.

MAINTENANCE MECHANICS TECHNOLOGY (MMT)  

MMT-130 Job Safety and First Aid  
1 credit/1 lecture hour  
This course covers the business aspects of safety and health including workers' compensation laws, the Occupational Safety and Health Act, job safety standards, and employer and employee rights and responsibilities. The second half of the course introduces first aid, cardio pulmonary resuscitation (CPR) and use of an automated external defibrillator (AED), with instruction in treating wounds, shock, respiratory emergencies, artificial respiration, cardiac arrest, burns and sudden illness.

MMT-131 Introduction to OSHA and Industrial Hygiene  
1 credit/1 class hour  
This course serves as an introduction to Occupational Safety and Health Administration (OSHA) and industrial hygiene concepts. The topics covered are those required under OSHA’s Outreach Training Program Guidelines. Upon completion of this course, students will receive an OSHA 10 General Industry training completion card.

MMT-208 Backflow Tester Certification  
3 credits/hours  
This backflow tester certification course is designed to provide students with an opportunity to observe and test backflow prevention devices under laboratory conditions. Lectures will cover the history of backflow control, the principles and methods of correction and the types of cross connection which can occur. This course is based on American Society of Sanitary Engineers (ASSE) international standards.

MUS-101 Introduction to Music  
3 credits/3 class hours  
This course surveys the form, style and basic structure of art, world and popular music. It is designed to enhance students’ appreciation and understanding of music by focusing on influential composers and their compositions. Lectures highlight the characteristics, history and performance practice of many genres of music.

MUS-105 Applied Music 1, 2, 3, 4  
1 credit/0.5 studio hour  
This course is graded on a pass/fail basis.

MUS-204 Clinical Applications of Magnetic Resonance Imaging  
2 credits/2 lecture hours  
Prerequisite: Acceptance into MRI program  
Corequisites: MRI-201 & MRI-202  
This is a course in magnetic resonance cross-sectional anatomy for certified technologists utilizing medical cross-sectional radiographs to identify cranial, thoracic, abdominal and musculoskeletal systems. Each system will be demonstrated in a transverse, sagittal, coronal and oblique magnetic resonance image.

MUS-205 Job Safety and First Aid  
1 credit/1 lecture hour  
Prerequisite: Acceptance into MRI program  
Corequisites: MRI-201 & MRI-202  
This is a course in magnetic radiographic patient care and imaging safety for certified technologists. Included are the principles of magnetic imaging safety for the patient, imaging technologist and medical team. Production and control of the magnetic field for scanning procedures and equipment techniques are studied.

MUS-206 Backflow Tester Certification  
3 credits/hours  
This backflow tester certification course is designed to provide students with an opportunity to observe and test backflow prevention devices under laboratory conditions. Lectures will cover the history of backflow control, the principles and methods of correction and the types of cross connection which can occur. This course is based on American Society of Sanitary Engineers (ASSE) international standards.

MUS-207 Magnetic Resonance Imaging (MRI)  

MRI-201 Magnetic Resonance Imaging Instrumentation and Equipment Procedures  
4 credits/4 lecture hours  
Prerequisite: Acceptance into MRI program  
Corequisites: MRI-202 & MRI-203  
This is a course in medical magnetic imaging for certified technologists. Included are a history of magnetic imaging in radiology sciences, advanced principles of image reconstruction for human anatomy utilizing radiographic magnetic resonance techniques, essential elements of medical magnet computer systems, patient positioning for scanning protocols and data acquisition systematic procedures.
MUS-110 History of Music 2
3 credits
3 class hours
This course is an in-depth study of Western art music from 1750 until present day. The materials covered by this class are examined through source study, analytical listening and research. Lectures cover musical form, practice and style, as well as world history.

MUS-205 & MUS-206 (see MUS-105)
MUS-209 & MUS-210 (see MUS-109)
MUS-213 & MUS-214 (see MUS-113)
MUS-215 & MUS-216 (see MUS-115)

MUS-121 History of Music 1
3 credits
3 class hours
This is an in-depth study of Western art music from antiquity until 1750. It traces the development of music's aural traditions and notational systems by exploring composers and their compositions. Lectures cover musical form, practice and style through analytical listening and source study. Contemporaneous happenings in world history are examined for context and scope.

MUS-116 Show Choir 1, 2, 3, 4
2 credits
3 studio hours

MUS-119 Introduction to Music Technology
3 credits
1.5 lecture & 1.5 studio hours
This course introduces students to the technologies used in music production. It covers Musical Instrument Digital Interface (MIDI) principles and techniques, as well as the computer applications and outboard equipment used by professional audio engineers. The software used in this class includes programs for audio editing, sequencing and score writing. Instruction is combined with practical application on a digital audio workstation.

MUS-120 Musical Form and Analysis 1
3 credits
3 class hours
This is an introductory course designed to develop students' written music theory skills. It covers music notation, scales, keys, intervals, triads, rhythm and meter. Coursework includes application of these concepts through analysis of music repertoire.

MUS-127 Musicianship Skills 1
2 credits
3 studio hours
Corequisite: MUS-129 (recommended)
This course builds upon the aural music theory skills developed in Musicianship Skills 1. It includes identification of scales, intervals, triads and rhythmic patterns; sight singing in treble and bass clefs; and melodic and rhythmic dictation. The course material covers major and minor modes, as well as rhythm patterns in simple meters.

MUS-128 Musical Form and Analysis 2
3 credits
3 class hours
Corequisite: MUS-137 (recommended)
This course builds upon the singing skills developed in Class Voice 1. Students rehearse and perform more advanced vocal repertoire from the Western art tradition as they refine their application of the Bel Canto technique of singing. In addition, this course addresses vocal techniques common in musical theatre. Lectures and activities include more advanced exercises designed to develop students' vocal skills; solo and ensemble rehearsals; and vocal performances representing both classical and musical theatre styles.

MUS-130 Class Voice 1
3 credits
3 studio hours
This course is an introduction to the guitar for beginners. It covers fundamental guitar skills such as music reading, accompaniment and repertoire development. Coursework integrates general music theory with basic fretboard technique.

MUS-131 Class Voice 2
3 credits
3 studio hours
Prerequisite: MUS-130
This course builds on the singing skills developed in Class Voice 1. Students rehearse and perform more advanced vocal repertoire from the Western art tradition as they refine their application of the Bel Canto technique of signing. In addition, this course addresses vocal techniques common in musical theatre. Lectures and activities include more advanced exercises designed to develop students' vocal skills; solo and ensemble rehearsals; and vocal performances representing both classical and musical theatre styles.

MUS-132 American Popular Music
3 credits
3 class hours
This course surveys American popular music from 19th-century folk songs to the present day. It addresses the forms, styles, performance practices and socio-cultural aspects of various genres of American popular music. Lectures are designed to synthesize popular music with American culture through analytical listening and source study.

MUS-133 Musicianship Skills 2
2 credits
2 class hours
Corequisite: MUS-128 (recommended)
This course builds upon the aural music theory skills developed in Musicianship Skills 1. It includes identification of intervals, triads and seventh chords; sight singing in treble, bass, alto and tenor clefs; and melodic and rhythmic dictation in simple and compound meters. The course material covers major and minor modes, as well as simple and compound meters.

MUS-139 Jazz Ensemble 1, 2, 3, 4
2 credits
3 studio hours

MUS-140 Class Guitar 1
3 credits
3 studio hours
This course is an introduction to the guitar for beginners. It covers fundamental guitar skills such as music reading, accompaniment and repertoire development. Coursework integrates general music theory with basic fretboard technique.

MUS-141 Class Guitar 2
3 credits
3 studio hours
Prerequisite: MUS-140
This course builds upon the skills covered in Class Guitar 1. Students explore various methods for lead and rhythm guitar. Coursework integrates general music theory with basic fretboard technique.

MUS-142 American Popular Music
3 credits
3 class hours
This course surveys American popular music from 19th-century folk songs to the present day. It addresses the forms, styles, performance practices and socio-cultural aspects of various genres of American popular music. Lectures are designed to synthesize popular music with American culture through analytical listening and source study.

MUS-143 Guitar 1
3 credits
3 studio hours
Prerequisite: MUS-137
This course builds upon the skills covered in Class Guitar 1. Students explore various methods for lead and rhythm guitar. Coursework integrates general music theory with basic fretboard technique.

MUS-144 American Popular Music
3 credits
3 class hours
This course surveys American popular music from 19th-century folk songs to the present day. It addresses the forms, styles, performance practices and socio-cultural aspects of various genres of American popular music. Lectures are designed to synthesize popular music with American culture through analytical listening and source study.
console, signal processing and mixing. Instruction is combined with practical application in a recording studio.

MUS-171 Audio Recording 2
3 credits/1.5 lecture & 1.5 studio hours
Prerequisites: MUS-170
This course builds upon the recording principles and techniques developed in MUS-170, Audio Recording 1. It covers advanced signal processing, mixing and mastering techniques. Instruction is combined with practical application in both live and studio recording environments.

MUS-172 The Business of Music
3 credits/3 lecture hours
This course provides an overview of the business issues encountered in the music industry. It covers music publishing, marketing and distribution; royalties, copyrights and licensing; recording contracts and artist representation; and entrepreneurship. Coursework includes discussion of the various career opportunities within the music industry.

MUS-205 and MUS-206 (see MUS-105)
MUS-213 & MUS-214 (see MUS-113)
MUS-215 & MUS-216 (see MUS-115)
MUS-221 Class Piano 1
3 credits/3 studio hours
This course is an introduction to the piano for beginners. It covers fundamental concepts and skills of piano playing including playing technique, music reading, scales, chords and repertoire development. Coursework integrates general music theory with basic piano keyboard technique.

MUS-222 Class Piano 2
3 credits/3 studio hours
Prerequisite: MUS-221
This course builds upon the piano skills and concepts covered in Class Piano 1. It covers major and minor scales, chord inversions, dominant seventh chords and cadences. Coursework integrates these music theory concepts with piano keyboard technique.

MUS-223 Class Piano 3
3 credits/3 studio hours
Prerequisite: MUS-222
This course builds upon the piano skills and concepts covered in Class Piano 2. It covers additional types of minor scales, seventh chords and transposition. Coursework integrates these music theory concepts with piano keyboard technique.

MUS-224 Class Piano 4
3 credits/3 studio hours
Prerequisite: MUS-223
This course builds upon the piano skills and concepts covered in Class Piano 3. It covers diatonic modes, extended chords, melody harmonization and improvisation. Coursework integrates these music theory concepts with piano keyboard technique.

MUS-226 and MUS-227 (see MUS-126)
MUS-228 Music Theory and Analysis 3
3 credits/3 class hours
Prerequisite: MUS-129
Corequisite: MUS-237 (recommended)
This course builds upon the written music theory skills developed in Music Theory and Analysis 2. It covers chromatic elements found in music from the common practice period of Western music history. Coursework includes the study of tonizations, modulations, sequences, modal mixture and other chromatic chords.

MUS-229 Music Theory and Analysis 4
3 credits/3 class hours
Prerequisite: MUS-228
Corequisite: MUS-238 (recommended)
This course builds upon the written music theory skills developed in Music Theory and Analysis 3. It covers a variety of techniques for analyzing music from the Baroque era to the present. The motifs, phrases, themes and large-scale structures of compositions are analyzed with a focus on how all of these elements relate to each other and to the composition as a whole.

MUS-230 Class Voice 3
3 credits/3 studio hours
Prerequisite: MUS-131
This course builds upon the singing skills developed in Class Voice 2. Students further refine their vocal techniques through rehearsal and performance of classical and musical theatre songs. In addition, this course addresses vocal techniques from various other styles, including jazz, pop, folk and country. Lectures and activities include exercises designed to address vocal techniques specific to particular musical styles; solo and ensemble rehearsals; and vocal performances representing various musical genres.

MUS-231 Class Voice 4
3 credits/3 studio hours
Prerequisite: MUS-230
This course builds upon the singing skills developed in Class Voice 3. Students further refine their vocal techniques through rehearsal and performance of songs representing various musical styles, including classical, musical theatre, jazz, pop, folk and country. In addition, this course addresses issues pertaining to repertoire selection, and the differences between solo and ensemble singing. Lectures and activities include exercises designed to address vocal techniques specific to particular solo and ensemble settings; student selection of songs; and rehearsals and performances of solo and ensemble repertoire representing various musical genres.

MUS-237 Musicianship Skills 3
2 credits/2 class hours
Prerequisite: MUS-138
Corequisite: MUS-228 (recommended)
This course builds upon the principles and techniques developed in MUS-228, Music Theory and Analysis 3. It covers chromatic elements, diatonic modes, non-diatonic scales and more advanced rhythmical techniques such as syncopation, mixed meter and borrowed division of the beat. Aural identification of large scale musical forms is included as well.

MUS-253 History of Jazz
3 credits/3 class hours
This course surveys Jazz from its inception until present day. Topics include composers, performance practice and instrumental technique. Lectures synthesize jazz history with American culture through source study, analytical listening and research.

MUS-270 Electronic and Computer Music
3 credits/1.5 lecture & 1.5 studio hours
Prerequisites: MUS-119
This course builds upon the principles and techniques developed in MUS-119, Introduction to Music Technology. It covers advanced music production skills involving sequencing, editing, signal processing, mixing and sampling. Instruction is combined with practical application on a digital audio workstation.

MUS-271 Music and Audio in Media
3 credits/1.5 lecture & 1.5 studio hours
Prerequisites: MUS-119
This course provides an overview of the various components of current multimedia production. It covers editing, importing, embedding and synchronizing audio and video to create integrated multimedia products. Instruction is combined with practical application on a digital audio workstation.

MUS-272 Live Sound Reinforcement
3 credits/1.5 lecture & 1.5 studio hours
This course provides an overview of the equipment and techniques used in live concert sound reinforcement. It covers the operation and interconnectivity of individual sound system components, including microphones, consoles, amplifiers, speakers and monitors. Instruction is combined with practical application in a variety of live sound scenarios.

NUCLEAR MEDICINE TECHNOLOGY (NMT)
NMT-101 Introduction to Nuclear Medicine Technology
2 credits/2 class hours
This is an overview of the nuclear medicine technology career and curriculum.

NMT-102 Clinical Nuclear Medicine Technology 1
3 credits/3 lecture hours
Prerequisites: BIO-161 & NMT-101
Corequisite: BIO-162
This course is the first of a two-semester course designed to follow a didactic approach to clinical nuclear medicine technology. A considerable number of class hours are allotted to the review of concepts in anatomy, physiology, pathology and
radiopharmaceuticals as they relate to the clinical procedures outlined in the main topics.

NMT-150 Applied Nuclear Medicine Technology 1
4 credits/4 class hours
This is a course in types of radiation and their effects on the human body. The student studies the amounts of radiation from various sources and receives safety instructions.

NMT-151 Applied Nuclear Medicine Technology 2
5 credits/4 lecture & 3 lab hours
Applied Nuclear Medicine Technology 2 is designed to follow a didactic approach to clinical nuclear medicine technology. A considerable number of class hours are allotted to the review of concepts in anatomy, physiology, pathology and radio-pharmaceuticals as they relate to the clinical procedures outlined in the main topics. This course will provide the student with practical knowledge essential to the acquisition of skills in performing nuclear medicine examinations.

NMT-160 Introduction to Applied Nuclear Medicine Practicum
2 credits/8 clinical hours
This course offers practical experience in the techniques of nuclear medicine technology in three clinical practicums at a hospital nuclear medicine facility. During the three practicums, the student spends several days a week in a hospital observing the ongoing examinations and procedures at a nuclear medicine facility.

NMT-161 Applied Nuclear Medicine Practicum
3 credits/24 clinical hours
This course offers practical experience with the fundamental techniques of nuclear medicine technology. The second clinical practicum provides more experience in the ongoing activities of a nuclear medicine facility.

NMT-201 Clinical Nuclear Medicine Technology 2
3 credits/3 lecture & 64 clinical hours
Prerequisites: BIO-161, BIO-162 & NMT-102
This course is the second of a two-semester course designed to follow a didactic approach to clinical nuclear medicine technology & also to provide the student with practical knowledge essential to the acquisition of skills in performing nuclear medicine examination.

NMT-202 Nuclear Medicine Clinical Practice 1
3 credits/24 clinical hours
This is an introduction to the clinical aspects of nuclear medicine technology. The student learns the procedures and instrumentation of a nuclear medicine facility.

NMT-203 Nuclear Medicine Laboratory Procedures
2 credits/2 lecture & 3 lab hours
Prerequisites: NMT-102, NMT-151 & NMT-201
This course presents the fundamental concepts of radiopharmaceutical production including basic radiochemistry, including pyrogenicity and sterility testing, quality control procedures, radionuclide production and generator systems, mechanisms of radiopharmaceutical localization and design.

NMT-204 Nuclear Medical Clinical Practice 2
4 credits/32 clinical hours
During this practicum, the student spends more time in the hospital nuclear medicine unit.

NMT-205 Nuclear Medicine Externship
5 credits/40 clinical hours
The student performs medical examinations while increasing skills and self-confidence. The student works full-time in the nuclear medicine facility.

NMT-206 Nuclear Medicine Instrumentation
3 credits/3 lecture hours
This is a course that develops greater skills in operating, calibrating and performing routine maintenance quality control on gamma cameras, well counters, gas-filled detectors and PET cameras.

NMT-207 Nuclear Medicine Seminar
2 credits/2 class hours
This course presents current literature and trends in nuclear medicine methods and equipment. The course includes guest lecturers, field trips and student presentations on selected topics.

NMT-270 Fundamentals of Molecular Imaging with PET
3 credits/3 lecture hours
This course will introduce the student to Positron Emission Tomography Imaging. This modality produces high energy, 3-D computer-reconstructed images measuring and determining the function or physiology in a specific organ, tumor or other metabolically active site.

NUR-100 Foundations and Health Promotion Concepts for Nursing Practice
6 credits/2.5 lecture, 2.5 lab & 8 clinical hours
Prerequisite: Admission to the Nursing program
This foundational course introduces the concept-based curriculum that builds upon safe and effective care, health promotion and maintenance and psychosocial and physiological integrity. The course includes didactic instruction as well as simulated laboratory and clinical experiences.

NUR-110 Health Assessment Concepts for Nursing Practice
2 credits/1 lecture & 3 lab hours
Prerequisite: Admission to the Nursing program
This course emphasizes holistic assessment of an adult including head-to-toe assessment skills, interviewing techniques and diagnostic data analysis through didactic instruction and simulated lab experiences.

NUR-120 Basic Health Concepts for Nursing Practice
6 credits/2.5 lecture, 2.5 lab & 8 clinical hours
Prerequisites: BIO-161, MAT-106 or MAT-108, NUR-110, NUR-120, PSY-107
This course is designed to build upon the foundational spheres of the individual, healthcare delivery systems and nursing. The emphasis is on caring for the older adult client during health and illness through didactic, simulated laboratory and clinical experiences.

NUR-130 Evidence Based Nursing Drug Therapy
3 credits/3 lecture hours
Prerequisite: Admission to the Nursing program or permission of the instructor
This didactic course covers the nurse’s role in safe medication drug administration. It utilizes an evidence based approach to patient teaching, assessment of adverse effects, evaluation of medication effectiveness and avoidance of medication errors.

NUR-200 Licensed Practical Nurse (LPN) Transition Course
3 credits/3 lecture, 2 lab & 4 clinical hours
Prerequisite: Current licensure as a licensed practical nurse in the Commonwealth of Pennsylvania. Satisfactory completion of competence exam in evidence based drug therapy. All required educational courses up to the level of entry with a final grade of C or better in the physical/natural and behavioral sciences.
This course is designed for the licensed practical nurse. It provides theoretical knowledge and practical experience which assists the student in making the transition from the practical to the professional nurse role. This course emphasizes clinical judgment and caring, health promotion and illness prevention and the role of the professional nurse. Principles of communication and use of health care technology will also be addressed.

NUR-210 Professional Nursing Issues
2 credits/2 lecture hours
Prerequisites: NUR-130 & NUR-140
This didactic course explores concepts of professional behaviors and issues that impact nursing in the current and future health care delivery system. The emphasis is on group learning through discussion of legal and ethical issues, professional responsibilities and accountability and evidence based practice research.

NUR-220 Adult Health Concepts for Nursing Practice
4 credits/3.5 lecture, 1.5 lab & 12 clinical hours
Prerequisites: BIO-162, BIO-175, NUR-130 & NUR-140
This course is comprised of two major components. The first component addresses the psychosocial concepts of patients experiencing stressful events and acute and chronic mental illness. The second component addresses care of patients with cancer and other cellular alterations. Both components include didactic, simulation laboratory and clinical experiences.

NUR-230 Family Health Concepts for Nursing Practice
4 credits/5 lecture, 2 lab & 8 clinical hours
Prerequisites: BIO-162, BIO-175, NUR-130 & NUR-140
This course covers care practices for women, infants, children and adolescents. The course explores the expanding family during health and illness through didactic, simulated laboratory and clinical experiences.
NUR-240 Complex Health Concepts for Nursing Practice (10 weeks)
7 credits/4.5 lecture, 2 lab & 16 clinical hours
Prerequisites: NUR-220 & NUR-230
This course focuses on caring for adults with complex, acute and chronic health problems through didactic instruction, simulated laboratory and clinical experiences.

NUR-250 Leadership and Management Concepts in Healthcare
Delivery (5 weeks)
3 credits/24 clinical hours
Prerequisites: NUR-240
This capstone course is designed to integrate previous concepts through an in-depth clinical experience. The emphasis is placed on the transition from the student role to that of the professional nurse. The focus is on coordination and supervision of patient care utilizing leadership and management concepts. This course includes an NCLEX review that requires an additional fee.

OCCUPATIONAL THERAPY ASSISTANT (OTA)
OTA-101 Introduction to Occupational Therapy
5 credits/3 lecture & 4 lab hours
Prerequisites: Acceptance into the OTA program
This is an introduction to occupational therapy and the role of the occupational therapy assistant in health care. Topics include history and philosophy, theories of practice, definition of the profession, disability groups treated, treatment settings, terminology used and modalities employed.

OTA-102 Occupational Therapy in Pediatrics
5 credits/3 lecture & 4 lab hours
Prerequisites: OTA-101 & BIO-161
Corequisite: OTA-112
This is an introduction to pathological and behavioral conditions which inhibit normal development, current diagnostic and treatment methods used in clinical situations and the role that occupational therapy plays in this process.

OTA-112 Occupational Therapy Fieldwork 1 Pediatrics
1 credit/8 clinical hours
Prerequisite: OTA-101
Corequisite: OTA-102
This is a course to provide experiences in directed observation and participation in pediatric settings. This course is graded on a pass/fail basis.

OTA-201 Occupational Therapy in Physical Disabilities.
5 credits/3 lecture & 4 lab hours
Prerequisites: BIO-162, OTA-102 & PSY-108
Corequisite: OTA-211
This course is an introduction to the etiology, diagnoses, clinical conditions and methods of treatment used with people who have suffered physical disability. Emphasis is on methods of evaluation and treatment used in occupational therapy and on assisting the physically impaired to become as independent as possible within their own environment.

OTA-202 Occupational Therapy in Mental Health
5 credits/3 lecture & 4 lab hours
Prerequisites: BIO-162, OTA-102, PSY-108 & PSY-208
Corequisite: OTA-212
This course is an introduction to the role of occupational therapy in mental health settings. Emphasis is on the use of goal-directed activity in the evaluation, remediation and prevention of psycho-social dysfunction.

OTA-203 Occupational Therapy in Aging Populations
3 credits/3 class hours
Prerequisites: BIO-162, OTA-102, OTA-201 & PSY-108
Corequisite: OTA-213
This course is an overview of the aging process, emphasizing occupational therapy evaluation and treatment of the physical and psycho-social function of older populations.

OTA-204 Occupational Therapy/Professional Issues
2 credits/2 class hours
Prerequisite: OTA-102 & OTA-201
Corequisites: OTA-202 & OTA-203
This is an introduction to the professional issues and concerns of occupational therapy. Topics include organization of healthcare institutions, community healthcare agencies, ethics, licensure, malpractice and continuing education.

OTA-205 Contemporary Practice Issues in Occupational Therapy
1 credit/1 class hour
Prerequisites: OTA-101 & OTA-102 or current certification as an OTA
This course is designed as an elective to enhance the OTA's knowledge of specialty and/or innovative areas of practice in occupational therapy. The role of the occupational therapy assistant will be emphasized.

OTA-206 Contemporary Practice Issues in Occupational Therapy
2 credits/2 class hours
Prerequisites: OTA-101 & OTA-102 or current certification as an OTA
This course is designed as an elective to enhance the OTA's knowledge of specialty and/or innovative areas of practice in occupational therapy. The role of the occupational therapy assistant will be emphasized.

OTA-211 Occupational Therapy Fieldwork 1 Physical Disabilities.
1 credit/8 clinical hours
Prerequisites: BIO-162, OTA-102 & PSY-108
Corequisite: OTA-201
This course provides experiences in directed observation and participation in physical disabilities settings. This course is graded on a pass/fail basis.

OTA-212 Occupational Therapy Fieldwork 1/ Mental Health
1 credit/8 clinical hours
Prerequisites: BIO-162, OTA-102, OTA-201 & PSY-108
Corequisite: OTA-202
This course provides experiences in directed observation and participation in mental health settings. This course is graded on a pass/fail basis.

OTA-213 Occupational Therapy Fieldwork 1 Aging Populations
1 credit/8 clinical hours
Prerequisites: BIO-162, OTA-102 & PSY-108
Corequisite: OTA-203
This is a course to provide experiences in the use of therapeutic activity programs with aging populations. This course is graded on a pass/fail basis.

OTA-221 Occupational Therapy Fieldwork 2A
5 credits/5 days per week for 8 weeks
Prerequisites: Success completion of all academic & Level 1 fieldwork requirements in the OTA program
These two eight-week, full-time fieldwork experiences take place in diverse practice settings, supervised by an occupational therapy practitioner. The focus for these courses will be on professional development and competency of the occupational therapy assistant for practice. These courses are graded on a pass/fail basis. Occupational Therapy Fieldwork 2A must be successfully completed before beginning Occupational Therapy Fieldwork 2B.

PARALEGAL (PAL)
PAL-101 Legal Research and Writing
3 credits/3 class hours
This is an introduction to legal research. Students learn to use legal research tools such as indexes, digests, encyclopedias, treatises, annotated reports, restatements and law reviews. The West key number system and Shepard's citations are taught. In addition, students learn how to do cite and proof checking of legal citations in briefs and other documents.

PAL-102 Paralegal Orientation
1 credit/1 class hour
This is a course designed to provide the paralegal students with an overview of the profession, curriculum, required competencies and ethics.

PAL-105 Family Law
3 credits/3 class hours
This is an analysis of the Pennsylvania Divorce Code and the problems of parties involved in separation and divorce. Emphasis is on preparation of divorce complaints, separation support and custody agreements.

PAL-111 Litigation 1
3 credits/3 class hours
This is an introduction to the differences between civil and criminal litigation with an emphasis on civil litigation. The student learns the rules which govern the lawsuit, the way legal principles are developed from prior court decisions and types of relief a court can give to a person. The student learns the variety of state and federal courts and their scope of jurisdiction. Emphasis is on the Federal Rules of Civil Procedure and the Federal Judicial Code.

PAL-112 Litigation 2
3 credits/3 class hours
Prerequisite: PAL-111
This is an introduction to the broad outlines of law in negligence and other tort law, contract law, corporation and shareholder actions and property law.
PAL-121 Estates and Trusts 1
3 credits/3 class hours
This is an introduction to trusts set up during a person's lifetime and trusts and estates set up at a person's death.

PAL-122 Estates and Trusts 2
3 credits/3 class hours
Prerequisite: PAL-121
Students learn to prepare and file papers for appointing a decedent's representative under a variety of local laws. Topics include discovery and valuing of estate assets, preparation of an inventory of assets and payment of a decedent's debts. Students keep records of estate transactions to ensure that all work is accurate and performed on time.

PAL-135 Employee Benefits
3 credits/3 class hours
This course introduces students to the blend of legal theory and practical legal skills that comprise employment law. The student will study the employment relationship from responding to advertisements for employment, interviewing, pre-employment testing, contracts of hire, employment compensation and benefits, employment evaluations through termination of employment. Issues of employment discrimination, equal pay, wage laws and the Family Medical Leave Act will be discussed.

PAL-201 Advanced Legal Research and Writing
3 credits/3 class hours
Prerequisite: PAL-101
Students are trained to prepare research and analyze search in memoranda and briefs.

PAL-205 Consumer Protection Law
3 credits/3 lecture hours
Prerequisite: PAL-101
This course trains legal assistants under the supervision of practicing attorneys to assist attorneys in helping firm clients overcome violations of federal and state consumer protection laws and the rules and regulations of federal and state administrative agencies designed to specifically protect consumers from illegal business practices.

PAL-209 Environmental Law
3 credits/3 lecture hours
Prerequisite: PAL-101
This course is an introduction to the Environmental Amendment to the Pennsylvania Constitution and its administrative agency the Department of Environmental Resources and their interactions with federal law and the Environmental Protection Agency. The student will acquire a working knowledge of how regulations ensure compliance with laws that require clean streams, sewage facilities, wetlands, water resources, air pollution control, solid waste management, hazardous sites cleanup, storage tanks and other spill prevention, mining regulation, oil and gas regulation and protections from radiation and other hazardous situations.

PARAMEDIC (PAM)

PAM-101 Foundations of Paramedic Practice
4 credits/4 lecture hours
Prerequisites: Acceptance into PAM program; BIO-110 or BIO-151
Corequisites: BIO-161, PAM-102 & PAM-112
This course introduces the student to emergency medical care at the advanced life support level. Topics include the history of Emergency Medical Services (EMS) and the EMS system, the roles, responsibilities, professionalism and well-being of the EMS provider, and the medical, legal and ethical considerations specific to paramedic care. Course will also involve patient assessment, life-span development and EMS operations topics.

PAM-102 Airway Management and Pharmacology
5 credits/5 lecture & 2 lab hours
Prerequisites: Acceptance into PAM program; BIO-110 or BIO-151
Corequisites: BIO-161, PAM-102 & PAM-112
This course provides instruction and lab application of techniques and equipment for airway management and pharmacologic interventions used by the paramedic. Students will learn to select and use various airway management equipment as required by the patient's conditions and general pharmacology principles and specific medications indicated by paramedic treatment protocols.

PAM-103 Cardiology and Pulmonology
5 credits/4 lecture & 2 lab hours
Prerequisites: BIO-161, PAM-101, PAM-102 & PAM-112
Corequisites: BIO-162, PAM-104, PAM-105 & PAM-116
This course covers cardiology and pulmonology for the paramedic involving interpretation of cardiac rhythms, treatment protocols and assessment and intervention of respiratory deficiencies. Emphasis is placed on identifying EKG rhythms and using patient assessment information.

PAM-104 Shock and Trauma
4 credits/3 lecture & 2 lab hours
Prerequisites: BIO-161, PAM-101, PAM-102 & PAM-112
Corequisites: BIO-162, PAM-103, PAM-105 & PAM-116
This course covers shock conditions and traumatic injuries. Topics will include the various types of shock and pathophysiology of each, treatment interventions for shock and the various types of traumatic injuries a paramedic may encounter.

PAM-105 Special Patient Populations
3 credits/3 lecture hours
Prerequisites: BIO-161, PAM-101, PAM-102 & PAM-112
Corequisites: BIO-162, PAM-103, PAM-104 & PAM-116
This course encompasses pathophysiology and knowledge of psychosocial needs to address special patient populations. Topics include treatment of pregnant, neonatal, pediatric, geriatric, developmentally delayed and other patient groups. Course will also address awareness of cultural diversity and delivery of culturally-competent care.

PAM-112 Paramedic Clinical 1
1 credit/8 clinical hours per week for eight weeks
Prerequisites: Acceptance into PAM program; BIO-110 or BIO-151
Corequisites: BIO-161, PAM-101 & PAM-102
This course is a clinical rotation which will involve hospital and field application of skills and techniques learned in the classroom. Students will complete required patient contacts and track interventions. Students are responsible for providing and paying for transportation to all clinical sites as well as all other related costs. This course is graded on a pass/fail basis.

PAM-116 Paramedic Clinical 2
2 credits/8 clinical hours per week
Prerequisites: BIO-161, PAM-101, PAM-102 & PAM-112
Corequisites: BIO-162, PAM-103, PAM-104 & PAM-105
This course is a clinical rotation which will involve hospital and field application of skills and techniques learned in the classroom and laboratory. Students will complete required patient contacts and track interventions. Students are responsible for providing and paying for transportation to all clinical sites as well as all other related costs. This course is graded on a pass/fail basis.

PAM-201 Medical Emergencies
5 credits/4 lecture & 2 lab hours
Prerequisites: BIO-162, PAM-103, PAM-104, PAM-105 & PAM-116
Corequisites: PAM-202, PAM-213 & PAM-214
This course covers pathophysiology and psychosocial needs to assess and treat medical emergencies.

PAM-202 Integrated Paramedic Concepts
4 credits/3 lecture, 2 lab & 8 clinical hours per week
Prerequisites: BIO-162, PAM-103, PAM-104, PAM-105 & PAM-116
Corequisites: PAM-201, PAM-213 & PAM-214
This course will integrate paramedic program information and skills in accordance with the National Registry of EMTs psychomotor and didactic testing.

PAM-213 Paramedic Clinical 3
1 credit/8 clinical hours per week for eight weeks
Prerequisites: BIO-162, PAM-103, PAM-104, PAM-105 & PAM-116
Corequisites: PAM-201, PAM-202 & PAM-214
This course is a clinical rotation which will involve hospital and field application of skills and techniques learned in the classroom. Students will complete required patient contacts and track interventions. Students are responsible for providing and paying for transportation to all clinical sites as well as all other related costs. This course is graded on a pass/fail basis.

PAM-214 Paramedic Field Externship
4 credits/32 clinical hours per week for eight weeks
Prerequisites: BIO-162, PAM-103, PAM-104, PAM-105 & PAM-116
Corequisites: PAM-201, PAM-202 & PAM-213
This course incorporates all paramedic program knowledge, skills and affective techniques into a comprehensive field externship. Each student will be assigned to an EMS service and will perform as a team leader under supervision of a specified preceptor. Students will complete required patient contacts and track interventions. Students are responsible for providing and paying for transportation to all clinical sites as well as all other related costs. This course is graded on a pass/fail basis.
PHLEBOTOMY (PHB)
PHB-101 Clinical Phlebotomy
4 credits/4 class hours
Prerequisite: Application and acceptance into the Phlebotomist program
Corequisites: PHL-101 & PHL-201
This course provides the student with knowledge, skills and behaviors required for competency as a phlebotomist. Areas of concentration include a survey of the anatomy and physiology of veins used for phlebotomy, basic skills and responsibilities of the phlebotomist, analytical tests, color coded vacuum tubes used for specimens, collection of body fluid specimens, the National Committee for Clinical Laboratory Standards (NCCLS) order of draw, the infection cycle and infection control.

PHB-102 Venipuncture
1 credit/5 lecture & 1.5 practicum hours
Prerequisite: RN, LPN or graduate nurse
This course is designed to provide the student with instruction in the proper technique for performing venipuncture.

PHB-111 Clinical Phlebotomy Laboratory
1 credit/3 lab hours
Corequisites: PHB-101 & PHB-211
This laboratory course provides the knowledge, skills and behaviors required for competency as a phlebotomist. Areas of concentration include venipuncture techniques, skin puncture techniques, prevention of complications when drawing blood, the infection cycle and standard precautions. Additional hours of practice time under the direct supervision of an instructor are provided.

PHB-201 Clinical Phlebotomy Practicum
3 credits/160 practicum hours
Prerequisites: ALH-106, PHB-101. PHB-111 & permission of instructor
This course is a supervised, non-paid 160-hour practicum experience at a hospital, blood drawing station or doctor's office. Additional experience and training in phlebotomy are provided to develop knowledge, skills and behaviors learned in the program. The practicum is offered weekdays during the day. It is graded pass/fail. Prior to the practicum current Cardiopulmonary Resuscitation (CPR) certification, Pennsylvania Child Abuse History Clearance and State Police Criminal Record Check (ACT 33/34) and a physical examination are required.

PHB-211 Clinical Phlebotomy Seminar
3 credits/3 class hours
Prerequisites: PHB-101 & PHB-111
This course is an introduction to the role of the phlebotomist as a member of the healthcare team. Areas of concentration include professionalism, personal qualifications, quality control, effective communication skills, medical law and ethics, and the job search.

PHILOSOPHY (PHL)
PHL-101 Introduction to Philosophy
3 credits/3 class hours
This course is a study of basic philosophical problems such as the existence of God, the immortality of the soul, knowledge, the mind-body problem, ethics in society, subjectivism, objectivism and pragmatism, political problems arising from philosophical ideas and the theory of beauty.

PHL-103 Logic
3 credits/3 class hours
This course is a non-mathematical approach to methods for everyday reasoning. Application to daily life is stressed. Topics covered include analysis of statements; valid deductions, logical connections, syllogisms, their analysis and application; generalizing, classification and analogies; conditional arguments and common fallacies; and an introduction to symbolic logic.

PHL-105 Philosophy of Science
3 credits/3 class hours
This is a course that examines problems of nature that have been identified as science. Emphasis is on those unresolved problems. Is science the study of nature or our perception of it? How can we determine which are true and which are false?

PHL-111 Religions of the World
3 credits/3 class hours
This is a description of the origins, development and manifestations of major world religions. Their similarities and differences are emphasized.

PHL-155 Ethics
3 credits/3 class hours
This course is a study of selected topics from classical and contemporary ethics. It examines the principles of moral evaluation and reasoning, factual judgment and responsibility.

PHL-157 Existentialism
3 credits/3 class hours
This course is a study of philosophical questions arising from human existence: the nature of truth, freedom, responsibility, individuality and relationships with others. The writings of Kierkegaard, Nietzsche and other existentialists are required reading.

PHL-160 Ethics in Business
3 credits/3 class hours
This is a Philosophy course in applied ethics that seeks to expose students to moral philosophy, ethics theories/traditions; and to enable them to apply those theories to decision making in the business world.

PHL-205 Medical Ethics and Law
3 credits/3 class hours
This course is an ethics seminar. Basic ethical concepts are introduced followed by problems in medical care such as professional responsibility and patient relationships. Ethical and legal issues are examined and laws having a bearing upon medical care are discussed.

PHYSICAL SCIENCE (PHS)
PHS-101 Earth Science
3 credits/2 lecture & 2 lab hours
This is a course which investigates the interrelationships of processes that occur on and within the earth. Concepts of physical science, ecology and geology are used to study environmental principles and issues of the atmosphere, hydrosphere, lithosphere and ecosphere.

PHS-102 Physical Science
3 credits/3 class hours
Prerequisite: MAT-090
This is an introduction to the fundamentals of physical science, including physics, chemistry, astronomy, meteorology and geology. A knowledge of basic mathematics is required.

PHS-107 Introductory Astronomy
3 credits/3 class hours
This is a descriptive introduction to astronomy. Major topics of study include: the celestial sphere and the night sky, gravity and the dynamics of celestial bodies, telescopes and the nature of light, our moon, the planets and the sun, stars and their final outcomes (white dwarfs, supernovae, pulsars and black holes), the Milky Way and other galaxies, the origins and fate of the universe, other solar systems and possibility of extraterrestrial life.

PHS-108 Introduction to Weather
3 credits/3 class hours
This is a survey for both science and non-science majors on the basic concepts of meteorology. Topics include temperature, pressure, wind, humidity, cloud formation, precipitation, storms, weather maps and forecasting and climatic patterns.

PHS-161 Physical Science for the Industries
3 credits/3 class hours
Prerequisite: MAT-080 or a score of 52 or higher on the college placement test for mathematics
This is a basic course in the fundamentals of matter, its form and properties. Matter is studied in terms of energy, power and its changing environment. Additional topics include concepts of chemistry and their application to industrial usage.

PHARMACY TECHNICIAN (PHT)
PHT-100 Introduction to Pharmacy Practice
4 credits/4 class hours
Prerequisite: Acceptance into the Pharmacy Technician (PHT) program
This course introduces students to the practice of pharmacy. Topics will include an overview of the profession, practice sites, drug distribution systems, technician responsibilities, quality assurance and quality improvement, drug information systems, effective communication and pharmaceutical calculations. There are required on-site visits to hospitals, homecare and retail pharmacies.

PHT-101 Pharmacology 1 for Pharmacy Technicians
3 credits/3 class hours
Corequisite: BIO-103
This course introduces students to current concepts in pharmacology. Topics include basic drug actions, indications for drug therapy, toxicity, side effects and safe therapeutic and dosage ranges. Drugs affecting the autonomic and central nervous system, pain relief and cardiac medications are discussed.

PHT-102 Pharmacology 2 for Pharmacy Technicians
3 credits/3 class hours
Prerequisite: PHT-101
This course is a continuation of Pharmacology 1 for Pharmacy Technicians (PHT-101). Topics include pharmacology of the vascular and renal systems, gastro-intestinal tract and endocrine system. Chemotherapy of cancer and the pharmacology of infectious disease are discussed.
PHT-103 Pharmacy Practice 1  
3 credits/2 class & 3 lab hours  
Prerequisites: CIT-100, PHT-100 & PHT-101  
This course encompasses the collection and organization of information for patient care, drug use review and departmental management. The role of the technician in the purchasing, inventory and billing of pharmaceuticals, devices and supplies is also explored. Additionally, the student learns prescription assessment and practices various means of cart fill and exchange.

PHT-104 Pharmacy Product Preparation 1  
3 credits/2 class & 3 lab hours  
Prerequisites: PHT-100 & PHT-101  
Corequisites: PHT-102, PHT-103 & PHT-105  
This course covers the preparation of non-compounded products for distribution. This includes an understanding of the role of the technician and the pharmacist in this job responsibility. The skills of drug preparation, including retrieval from inventory, profiling, calculations, measuring and safety precautions are taught. In addition, students learn to label drug products, supply the correct supplemental patient information, store products safely, apply quality assurance measures and abide by the laws, regulations and standards which affect preparing such drugs for dispensing.

PHT-105 Pharmacy Product Preparation 2  
3 credits/2 class & 3 lab hours  
Prerequisites: PHT-100 & PHT-101  
Corequisites: PHT-102, PHT-103 & PHT-104  
This course prepares students to compound both non-sterile and sterile products. This includes calculating the appropriate amount of each ingredient and using the correct compounding techniques. These activities will be done while applying corresponding techniques, applying corresponding quality assurance procedures and performing activities in accordance with the laws, regulations and standards that govern the preparation of sterile and non-sterile products.

PHT-106 Pharmacy Product Preparation 3  
2 credits/1 class & 3 lab hours  
Prerequisites: PHT-103, PHT-104 & PHT-105  
This course introduces students to the preparation of specialized parenteral products. Included are home infusions, chemotherapy and miscellaneous specialized products such as monoclonal antibodies. The use of corresponding quality assurance processes and application of laws, regulations and standards, that govern the preparation of the drug products are discussed.

PHT-201 Pharmacy Technician Externship  
6 credits/8 clinical hours per day/5 days a week for 8 weeks  
Prerequisite: Grade C or better in all PHT courses.  
This course provides students with on the job experience in a hospital and retail pharmacy under the supervision of a licensed pharmacist. The student learns to function as a Pharmacy Technician.

PHT-202 Pharmacy Law  
2 credits/2 class hours  
Prerequisite: PHT-101  
This course will explore the laws and current issues that can impact the practice of pharmacy. It will allow the pharmacy technician student to understand the parameters of safe practice.

PHT-203 Pharmacy Seminar  
2 credits/2 class hours  
Prerequisite: Completion of semester 1 & 2 coursework in the Pharmacy Technician (PHT) program  
This course deals with issues that impact on the attitudes, values, beliefs and practices of a successful pharmacy technician. Some of the topics examined include personal qualities appropriate to the pharmacy profession, the obligation to remain current with advances in therapy, developing effective work relationships, problem-solving, workflow management and the job search process.

PHYSICS (PHY)  
PHY-100 Basic Physics  
4 credits/3 lecture & 2 lab hours  
Prerequisite: MAT-100  
This is a course for students with little or no high school preparation in physics. Students in programs that require college-level physics should take this course first if they have no previous physics courses. Topics include methods of measurement, problem-solving techniques and the physical concepts of motion, forces, work and energy, electricity, waves and optics.

PHY-113 Technical Physics 1  
3 credits/2 lecture & 2 lab hours  
Prerequisite: MAT-114  
This is a course for students majoring in the engineering technologies. Topics may include force, work, rate, momentum, resistance, power, energy, force transformers, energy converters, transducers, vibrations and waves, time constants, hydrostatics and hydrodynamics and radiation. Physical concepts are developed through applications of the four principal energy forms (mechanical, fluidal, electrical and thermal). Everyday applications are examined in the laboratory.

PHY-114 Technical Physics 2  
3 credits/2 lecture & 2 lab hours  
Prerequisite: PHY-113  
This is a continuation of PHY-113. Emphasis is on technical applications of physical concepts developed through the application of the four energy forms. Everyday applications are examined in the laboratory.

PHY-123 Physics for Health Sciences/Respiratory Therapy  
4 credits/3 lecture & 2 lab hours  
Corequisite: MAT-108  
This is a course that examines those laws and principles of physics dealing with motion, forces, fluids and electricity/magnetism that have relevance to respiratory therapy and other health-science professions. Major topics of study include: measurement units, conversions and experimental errors, forces, Newton’s laws of motion, the characteristics of liquids and gases, the flow of fluids under various conditions, the effects of heat and temperature on gases and liquids and the basics of electricity and magnetism.

PHY-125 Applied Nuclear Physics  
4 credits/3 lecture & 2 lab hours  
Corequisite: MAT-108  
This course is for students in nuclear medicine technology or radiation therapy technology. Physical principles used in radiation safety, radiation therapy and radioscopie diagnosis are studied. Topics include the atoms, radiation counting, radioactive decay, half-life, units of radioactivity, properties of alpha, beta and gamma radiation and its production, laws and modes of decay, nuclines, radiation interaction with matter, absorption and shielding of radioactivity and nuclear detection devices. The laboratory includes experience with types of nuclear radiation detectors.

PHY-126 Radiation Physics and Protection  
4 credits/3 lecture & 2 lab hours  
Prerequisites: PHY-125 & MAT-108  
This is a course in the principles of radiation protection. Basic philosophies and concepts are discussed in the context of radiation therapy and nuclear medicine. Emphasized is the safe use of radioactive sources, accelerators, X-ray machines and radionuclides.

PHY-127 Physics for Health Science/Ultrasoundography  
3 credits/3 class hours  
Prerequisites: PHY-100 or equivalent & acceptance into the DMS program  
This is a course in the physics of ultrasound for the student of diagnostic medical sonography. Included is the physics necessary to understand the operation of ultrasound instrumentation.

PHY-128 Physics for Health Science/Radiography  
3 credits/3 class hours  
Prerequisites: PHY-100 or equivalent & acceptance into the Radiologic Technology program  
This is a course in the physics of X-ray and radiation physics. Topics include the production of X-rays, X-ray tube design, basic electrical circuitry of X-ray equipment and the interaction of X-rays with matter.

PHY-141 Physics 1  
4 credits/3 lecture & 3 lab hours  
Prerequisite: MAT-108  
This is a physics course taught on an algebraic level. Mechanics and heat are studied. Topics include vectors, kinematics, Newton’s laws, static equilibrium, work and energy, rotational kinematics, rotational dynamics, simple harmonic motion, heat and thermodynamics.

PHY-142 Physics 2  
4 credits/3 lecture & 3 lab hours  
Prerequisite: PHY-141  
This is a continuation of PHY-141. Electricity, light and modern physics are studied. Topics include charge, electric fields, electric potential difference, basic circuits, magnetism, waves, geometrical optics and atomic physics.

PHY-221 Physics for Science and Engineering 1  
4 credits/3 lecture & 3 lab hours  
Prerequisite: PHY-141 or equivalent high school course completed within the past five years  
Corequisite: MAT-201  
This is a calculus-based mechanics physics course that emphasizes problem-solving techniques. Major topics of study include: vectors, one and two-dimensional kinematics, circular motion, forces and Newton’s laws, work, energy and its conservation, collisions, linear momentum and its conservation, rotational kinematics and dynamics, angular momentum and its conservation, static equilibrium, simple harmonic motion and gravity.
PHY-222 Physics for Science and Engineering 2
4 credits/3 lecture & 3 lab hours
Prerequisite: PHY-221
Corequisite: MAT-202
This is a calculus-based physics course that stresses experimental and problem-solving techniques. Electricity and magnetism are studied. Topics include Coulomb’s Law, electric fields, Gauss’ Law, capacitors and dielectrics, Kirchhoff’s Rules, DC circuits, Ohm’s Law, Kirchhoff’s Rule, electromotive force, electromotive force (EMF), Kirchhoff’s laws, AC circuits, and Kirchhoff’s laws.

PHY-223 Physics for Science and Engineering 3
4 credits/3 lecture & 3 lab hours
Prerequisite: PHY-222
Corequisite: MAT-250
This is a calculus-based physics course that stresses experimental and problem-solving techniques. Heat, thermodynamics, waves, geometrical and physical optics and atomic structure are studied. Topics include temperature, thermal expansion of solids, ideal gases, kinetic theory, heat transfer and calorimetry, the first and second law of thermodynamics, transverse and longitudinal wave motion, superposition of waves, synthesis of complex wave forms, electromagnetic radiation, law of reflection, law of refraction, imaging, interference, diffraction, polarization, atomic and nuclear physics.

PHY-224 Modern Physics
3 credits/3 lecture hours
Prerequisite: PHY-223
Corequisite: MAT-252
This is a course in modern physics dealing with relativity, quantum mechanics and atomic structure. Major topics of study include: special and general relativity, the radiation laws, matter waves, atomic structure, Schrödinger’s equation in one dimension and three dimensions, tunneling, electron spin and multi-electron atoms and the periodic table.

PLUMBING TECHNOLOGY (PLT)

PLT-100 Introduction to the Plumbing Profession
1 credit/1 lecture hour
This course introduces students to the plumbing trade and teaches basic plumbing skills. Students will recognize the opportunities and commitments involved in a plumbing career.

PLT-101 Plumbing Skills 1
4 credits/4 class hours
Prerequisite: PLT-100
This course introduces students to residential plumbing tools, materials and fittings in both a classroom and laboratory setting. Students will learn safe usage of power tools to perform basic plumbing tasks. Conservation methods will be introduced which promote a green environment.

PLT-102 Plumbing Measuring and Calculating
2 credits/2 class hours
This course provides students with opportunities to learn, apply and practice measuring and calculating skills as they apply to plumbing materials and methods.

PLT-103 Plumbing 1
2 credits/1 lecture & 3 lab hours
This course is designed to provide beginning plumbing students with a fundamental knowledge of the use and care of tools necessary for the performance of trade responsibility. Special emphasis is given to the proper procedures employed in producing a safe and healthy work environment. Laboratory sessions in soldering and brazing are conducted.

PLT-105 Introduction to Plumbing Code
2 credits/2 lecture hours
Prerequisite: PLT-103
This course describes drainage and distribution systems designed and built for state, county and local codes and regulations. Emphasis is placed on water supply, drainage using Article XV of the current plumbing code and Leadership in Energy and Environmental Design (LEED) concepts.

PLT-106 Plumbing Blueprint Reading
3 credits/3 class hours
Students will learn to interpret and communicate plumbing designs on construction blueprints. Topics include sketching, abbreviations, symbols and illustrated views of piping systems.

PLT-115 Mathematics for Plumbing
3 credits/3 class hours
This course provides the foundations of mathematics applied to the plumbing trade. Students will review computational skills and the application of analytical solutions to problems. Additionally, a presentation of practical geometry dealing with pipe measurements, volumes and capacities of contained fluids and problems related to hydraulics and pneumatics will be provided.

PLT-121 Plumbing Drafting/Blueprint Reading 1
3 credits/2 lecture & 3 lab hours
This course deals with the interpretation of technical drawings, isometric drawings, and building plans. Students interpret three-view, sectional, schematic, exploded and isometric drawings. Leadership in Energy and Environmental Design (LEED) concepts will be discussed.

PLT-145 Plumbing Code 2
2 credits/2 lecture hours
Prerequisite: PLT-104
This course will present the principles for supplying safe, potable water to residential, commercial and institutional buildings, according to local plumbing codes. The principles and code requirements for safe removal of sewage, waste and storm water will be covered with emphasis on the use of the code book, drawing interpretation and application. Green applications and practices will be described.

PLT-202 Plumbing Skills 3
4 credits/4 class hours
Prerequisite: PLT-201
This course introduces students to code requirements for sizing a drain waste and vent (DWV) system in a classroom and laboratory setting. Topics include residential venting types and DWV installation. Conservation methods and practices are introduced to promote a green environment.

PLT-205 Plumbing 4
6 credits/3 lecture & 7 lab hours
Prerequisite: PLT-204
This course delineates the installation of plumbing fixtures and code requirements for gas supply systems. Additionally, students will discuss job preparation methods and Leadership in Energy and Environmental Design (LEED) concepts.

PLT-206 Plumbing Code 3
2 credits/2 lecture hours
Prerequisite: PLT-145
This course will prepare students for the code exam. Students will apply theory through hands-on activities and will review the concepts of Plumbing Code 1 and Plumbing Code 2. Conservation materials and methods will be discussed.

PLT-222 Mechanical CAD for Plumbers
3 credits/2 lecture & 3 lab hours
Prerequisite: PLT-121
The course will prepare apprentices to supervise complete plumbing installations using commercial plumbing drawings. Students will prepare all appropriate documentation for the installations. Leadership in Energy and Environmental Design (LEED) methods will be discussed.

PLT-224 Estimating
2 credits/2 lecture hours
This course provides instruction in estimating personal needs, unit costs, quantity and take-offs within the mechanical trade. Concepts of cost projection, analysis, concept estimating, direct and indirect costs and overhead are discussed. Additionally, refrigerant, recovery instruction and certification are addressed. Cost analysis of green materials and methods are also reviewed.
POL-101 Introduction to Political Science
3 credits/3 class hours
This course provides students with a general introduction to politics and governance by studying the basic theories and terminology of political science. To this end, the term is broken up into four distinct sections that correspond with four of the major sub-fields within the discipline. The areas of emphasis include political philosophy, comparative institutions, international relations and American politics. While studying each sub-field, students will be asked to consider current political events. Students will recognize the importance of academic terms and concepts once they are observed against the backdrop of "real word" political events.

POL-103 American Government
3 credits/3 class hours
This course investigates the development and evolution of the American political system. Students will be introduced to the unique structure, functions and problems of the national government with the federal system. Close attention is given to the nature of and the controversies emerging from the interaction between political institutions. This includes analysis of the following concepts and topics: federalism, separation of power, check and balances, Bill of Rights, democracy, civil liberties, civil rights and political parties.

POL-110 State and Local Government
3 credits/3 class hours
This course focuses on the structure, function and policies of state and local governments in the United States. Special attention is given to the origins and evolution of the American system of Federalism. The relationships among national, state and local governments in the area of education, welfare, criminal justice, economic development and environmental protection are also examined.

POL-115 The American Constitution
3 credits/3 class hours
This course provides instruction in estimating personal needs, unit costs, quantity and take-offs within the mechanical trade. Concepts of cost projection, analysis, concept estimating, direct and indirect costs and overhead are discussed. Additionally, refrigerant, recovery instruction and certification are addressed. Cost analysis of green materials and methods are also reviewed.

POL-201 Modern Political Thought
3 credits/3 class hours
This course provides an analysis of major western political thinkers from the Renaissance to the present. The relationship of ideas to politics is emphasized but additional topics make this a history of modern ideas as well. Prominence is given to the major political thinkers from the following intellectual traditions: liberalism, communism, conservatism, fascism and democratic theory.

POL-204 Comparative Politics
3 credits/3 class hours
This course provides theoretical and empirical tools to help students understand comparative politics. The course aims to illustrate the rich diversity of political life, to show available institutional alternatives, to explain differences in processes and policy outcomes and to communicate to students the importance of global political and economic changes. Students will explore three different types of States: established democracies, developing democracies and non-democracies through country case studies from Americas, Africa, Middle East, Europe and Asia. The comparative aspect of the course involves searching for similarities and differences among different case studies in order to formulate generalizations about politics.

POL-206 International Relations
3 credits/3 class hours
The objective of this course is to introduce students to the concepts and theories within the field of international relations. Focus will be given to examining the major contending theories of international behavior and understanding the major actors within the international political system. This course will also examine the possibilities and challenges facing the international community as the countervailing forces of globalization and ethnic nationalism shape the international political landscape. Sharp focus on US foreign policy will round out the conclusion of the course.

PSY-101 Introduction to Psychology
3 credits/3 class hours
This is a course that provides the student with an understanding of how the scientific method is applied to the study of human behavior. Topics include the structure and function of the nervous system, foundations of learning, intelligence, social behavior, personality, feeling and emotion, motivation, developmental patterns and the measurement of behavior.

PSY-106 Psychology of African Americans
3 credits/3 class hours
This course presents the psychological principles shaping the personality of African Americans. The course includes a critique of the applicability of theories and measures across societal and cultural groups such as “traditional” statistics, racial myths, discriminatory thinking and behavior. Analysis of attitudes and behaviors which develop in non-prejudiced and prejudicial socio-economic, educational and political systems and ways to counteract them are reviewed. This course emphasizes proactive African-American leadership and the lifestyle of individual African Americans and their community.

This course is a survey of psychological assumptions in the shaping of the female personality across societal and cultural groups. Experimental research is examined. Emphasized are attitude, aptitude, self-concept formation, gender role-learning, the physiological and psychopathological bases of personality. Examination of the interaction of institutional, philanthropic, social, economic, educational, political, legal and religious effects on attitudes, pathology and behavior is included.

PSY-113 Psychology of Death and Dying
3 credits/3 class hours
This is a course in Thanatology, the study of death and dying. The course will cover American attitudes toward death, biological and psychological definitions of death, crisis and grief, the psychosocial impact of terminal illness, contemporary funeral and burial rituals, ethical issues related to death and dying, the dynamics of suicide, prevention and intervention, the psychosocial management of dying patients and relatives, children, adolescents and death, old age and death and issues of loss and grief for the bereaved.

PSY-115 Stress Management
1 credit/1 class hour
This is a course designed to develop stress management skills through the use of techniques for mental and physical wellness. Aspects of a healthy lifestyle include proper nutrition and diet, brain chemistry for well-being and the importance of exercise for physical wellness.
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PSY-116 Organizational Psychology
3 credits/3 class hours
This course is designed for students in the technologies. It is a course in psychological theories and principles to improve supervisor and employee performance. Emphasis is on developing organizational behaviors that enhance employee satisfaction and produce profitable results in business, social institutions and governmental agencies.

PSY-150 Psychology of Intervention
3 credits/3 class hours
This is a course in the therapeutic techniques used to prevent, manage and diffuse crisis situations. Theoretical background is also provided. Focus is on passive resistance.

PSY-201 Educational Psychology
3 credits/3 class hours
Prerequisite: PSY-101
This is a course on learning in an educational setting. Topics include theories of learning and teaching, the effects of digital methodologies, nature and development of the child, adolescent and adult learner, creativity, individual difference, standardized testing and classroom and on-line interaction.

PSY-202 Social Psychology
3 credits/3 class hours
Prerequisite: PSY-101
This is a study of individuals in their social and cultural settings. Perception and judgment of social events, the socialization process, attitudes, values, social interaction, the individual in the group and the influences of culture on the development of personality are investigated.

PSY-203 Psychology of Adjustment
3 credits/3 class hours
Prerequisite: PSY-101
This course is a study of the personality dynamics and affective behavior of the normal individual. Emphasis is on various personality theories and their application. Discussed are facets of interpersonal relationships and factors relating to frustration, conflict, anxiety and guilt, individual differences, the deterioration of adjustment, prevention and therapy.

PSY-204 Adolescent Psychology
3 credits/3 class hours
Prerequisite: PSY-101
This course is a study of the physical, emotional, moral, mental and social development of adolescents. Emphasis is on the personal use of information in adolescent experiences such as school, career, peers and family relationships.

PSY-208 Abnormal Psychology
3 credits/3 class hours
Prerequisite: PSY-101
This is a course in the psychological and physiological dynamics behind mental illnesses. Various psychological theories are integrated and provide a comprehensive framework for understanding mental illness.

PSY-210 Child Psychology
3 credits/3 class hours
Prerequisite: PSY-101
This course is a study of the child's physical/biological, cognitive and psycho-social growth under a variety of environmental conditions. Topics include: theories of development, physical/biological development, cognitive development and theories of personality formation, normal and abnormal development.

PSY-211 Applied Psychology: Current Issues in Psychology
3 credits/3 class hours
Prerequisite: PSY-101
This course is an application of psychological principles and techniques to current problems and areas of human behavior such as education, vocational guidance, human engineering and management of personal problems.

PSY-212 Psychology of Developmental Disabilities
3 credits/3 class hours
Prerequisite: PSY-101
This is a course that reviews the effects physical and mental challenges/disabilities have on the individual, family, education, employment situation and public accommodations. Coping skills, professional issues and federal laws dealing with disabling conditions such as the Individuals with Disabilities Education Act, Rehabilitation Act of 1973 and American with Disabilities Act are included. Emphasis is on research and support techniques for people with disabilities, their families, schools, employers and public accommodations. Ethical issues are also considered. This course is highly recommended for education majors.

PSY-214 Psychology of Adulthood
3 credits/3 class hours
Prerequisite: PSY-101
This course is a study of physical, cognitive, emotional and social issues from young adulthood to the last years. Topics include significant adult life crises, coping strategies, marital status, vocational choice, the family and sexuality.

PSY-216 Psychology in the Movies
3 credits/3 lecture hours
Prerequisite: PSY-101
This course will provide an overview of various forms of mental illness, discussion of which will be complemented by the use of full-length movies. Symptoms and treatments of mental disorders will be discussed and compared with their portrayal in the movies.

PSY-230 Counseling the Addict
3 credits/3 class hours
Prerequisites: PSY-101 & SOC-117
Corequisite: SOC-118
This course provides an in-depth look at counseling techniques as these may be most effectively brought to bear on the addictive disorders. Students will take the theory and knowledge of such topics as case management, intervention techniques, assessment, etc. and apply them in field situations in a practicum, which is to be taken concomitantly.

PSY-270 Statistics for Behavioral and Social Sciences
4 credits/4 lecture hours
Prerequisites: PSY-101 or ANT-101 or SOC-101 & (MAT-108 or MAT-111) & PSY-270
This is a course in scientific research methodology of the behavioral sciences covering descriptive, correlational, quasi-experimental, experimental, single IV, basic factorial and single case designs. The scientific method is used to study group and individual attitudes and behavior. Topics include research ethics, establishing construct plus internal and external validity, sampling techniques, research error, control of variables and data analysis by statistical methods. Students also study methods of conducting a literature review, generating ideas and hypotheses, collecting, grouping, analyzing and reporting research findings, experience running labs and debriefing "live" subjects.

Physical Therapist Assistant (PTA)

PTA-101 Introduction to Physical Therapy
4 credits/3 lecture & 2 lab hours
Prerequisites: Application & acceptance into PTA program & BIO-151 or BIO-161 or BIO-162
Corequisites: BIO-160 & BIO-161
This is an introductory course on physical therapy and the roles of the physical therapist and physical therapist assistant in the modern healthcare team. Topics include history, philosophy, theories of practice, definition of the profession, professional ethics, medical records, terminology, common disability groups treated, psychosocial aspects of physical disability, patient rights and approaches to interacting with patients and their families. The laboratory portion of this course will include bandaging, wheelchair design and mobility, ambulation aides, assistive devices, basic patient transfers utilizing proper body mechanics, patient positioning, vital signs and architectural barriers encountered by handicapped persons.

PTA-102 Physical Therapy Principles and Procedures 1
4 credits/3 lecture & 2 lab hours
Prerequisite: PTA-101
Corequisites: PTA-103 & PTA-112
Utilizing various teaching methods, including lab and lecture, this course provides an in-depth study of modalities and special techniques pertaining to the role of a physical therapist assistant. Specifically, the modalities portion of this course includes an extensive study of theory, setup, appropriate application, clean-up, indications, contradictions, precautions and safety procedures for modalities utilized by physical therapist assistants. These include moist heat, cryotherapy, ultrasound, whirlpool, paraffin bath, intermittent venous compression, cervical/pelvic traction, infrared, ultraviolet, electric stimulation and fluidotherapy. Special techniques that are taught include burn management, wound care, pulmonary hygiene, bandaging, postural assessment, therapeutic and transverse friction massage.
PTA-103 Physical Therapy Principles and Procedures 2
4 credits/3 lecture & 2 lab hours
Prerequisites: PTA-101, BIO-160 & BIO-161
Corequisites: PTA-102 & PTA-112
This course provides the physical therapist assistant student with an understanding of diagnoses and the physical therapy treatment methods used with people experiencing orthopedic and other problems that directly affect range of motion, strength, coordination and endurance. Emphasis will be placed on treatment concepts of orthopedic rehabilitation and therapeutic exercise.

PTA-112C Introduction to Physical Therapy Clinical Education
1 credit/4 clinical hours per week for 10 weeks & 1 lecture hour per week for 2 weeks
Prerequisites: BIO-161 & PTA-101
Corequisites: PTA-102 & PTA-103
This course provides the student with an introductory experience to physical therapy clinical education. The lecture portion of this course introduces the student to the roles and functions in physical therapy and responsibilities and relationships of physical therapy personnel. The clinical portion of this course provides the student with an opportunity to participate in physical therapist-directed activities commensurate with education level and experience. The faculty makes clinical education assignments, and students are responsible for their own transportation, parking and meals. This course is graded on a pass/fail basis. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

PTA-201 Physical Therapy Principles and Procedures 3
5 credits/3 lecture & 4 lab hours
Prerequisites: BIO-162 PTA-102, PTA-103 & PTA-112
Corequisites: PTA-202 & PTA-211
This is an advanced study of physical therapy modality procedures for transcutaneous electrical nerve stimulation (TENS), biofeedback, individual muscle and low volt electrical stimulation. Included is an in-depth study of the physical therapy management of spinal cord injuries, head trauma, hemiplegia, neuromuscular disease and geriatric and pediatric patients. The role of physical therapy in the health-care arena is emphasized.

PTA-202 Physical Therapy Professional Issues Seminar
2 credits/2 lecture hours
Prerequisites: PTA-102, PTA-103 & PTA-112
Corequisites: PTA-201 & PTA-211
This course is designed to provide the student with information concerning professional issues and concerns relevant to the practice of physical therapy. Emphasis will be placed on the organization of healthcare institutions and community healthcare agencies. Major concerns of the profession are presented and include ethics, licensure, malpractice and continuing education. It also provides the student with knowledge and skills essential in performing departmental tasks such as budgets, third party reimbursement and quality assurance. Areas covered in personnel and professional skills include time management, job interviewing, resume writing, effective communication and problem solving styles.

PTA-203 Speciality Topics in Physical Therapy
3 credits/2 lecture & 2 lab hours
Prerequisites: PTA-102, PTA-103 & Basic Life Support (BLS) healthcare provider certification (American Heart Association or American Red Cross)
Corequisites: PTA-201, PTA-202 & PTA-211
This course is designed to explore contemporary physical therapy topics and physical therapy practice settings. The course emphasis is placed on enhancing the Physical Therapist Assistant student’s knowledge and skills in the prevention and treatment of injuries and conditions encountered in various physical therapy practice settings. Students receive training in the cognitive and skills evaluations required for Basic Life Support for Healthcare Providers Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) delivery and First Aid.

PTA-211C Physical Therapy Clinical Education 1
2 credits/7.5 clinical hours per week for 10 weeks & 2.5 lecture hours per week for two weeks
Prerequisites: PTA-102, PTA-103 & PTA-112
Corequisites: PTA-201, PTA-202 & PTA-203
This course provides the student with experiences to apply, integrate and perform learned clinical skills on patients under the supervision of a licensed Physical Therapist in a physical therapy clinical environment. The lecture portion of this course includes content designed to prepare the student to meet performance expectations and develop competency in the provision of selected components of intervention and in components of data collection techniques as directed in the plan of care developed by the Physical Therapist. The clinical portion of this course provides the student with an opportunity to participate in physical therapist directed activities commensurate with education level and experience. The faculty makes clinical education assignments, and students are responsible for their own transportation, parking and meals. This course is graded on a pass/fail basis. This course requires a per credit health career fee; check the tuition and fee schedule for the current rate.

PTA-212C Physical Therapy Clinical Education 2
5 credits/37.5 clinical hours per week for 8 weeks
Prerequisites: Successful completion of all academic & clinical requirements
This clinical course is a full-time clinical education experience in an acute care setting, eight weeks in length and supervised by a licensed physical therapist. Clinical Education 2 provides in-depth experience in and responsibility for delivery of physical therapy services to a diverse client population. The faculty makes clinical education assignments and students are responsible for their own transportation, parking and meals. This course is graded on a pass/fail basis.

PTA-213C Physical Therapy Clinical Education 3
5 credits/37.5 clinical hours per week for 8 weeks
Prerequisite: PTA-212
This clinical course is a full-time clinical education experience in a specialized clinical setting, eight weeks in length and supervised by a licensed Physical Therapist. Clinical Education 3 provides in-depth experience in and responsibility for delivery of physical therapy services to a specific client population, providing the student with an opportunity to explore an area of interest. The faculty makes clinical education assignments which are subject to availability. Students are responsible for their own transportation, parking and meals. This course is graded on a pass/fail basis.

PTA-215 Physical Therapy Professional Exploration
2 credits/Internet Course
Prerequisites: PTA-201, PTA-202, PTA-203 & PTA-211
Corequisites: PTA-212 & PTA-213
The purpose of this course is to provide students with the opportunity to develop a project that will allow them to explore physical therapy specialty areas such as clinical practice, education and research. This course will allow the students to plan and create their exploratory project and share their project with their peers. Examples of the exploratory project may be an in-service, presentation, written report or electronic media such as a website. The topic for the project should be chosen in consultation with clinical and/or academic faculty.

RADIOLOGIC TECHNOLOGY (RAD)

RAD-107 Radiologic Technology 1
4 credits/3 lecture & 2 lab hours
Prerequisite: Acceptance into RAD program
Corequisite: BIO-161
This course is an introduction to the profession of radiologic theory. Included are the basic principles of radiation protection for the patient and radiographer, the production and control of the X-ray beam to achieve photographic results, the basic techniques of body manipulation to demonstrate the anatomy of medical interest and the language of medicine relevant to radiologic technology.

RAD-108 Radiologic Technology Clinical 1
4 credits/16 clinical hours per week
Prerequisites: BIO-161 & RAD-107
Corequisite: RAD-157
This course is an application of the basic skills and concepts of radiation protection, positioning and radiographic technique, under the direct supervision of the radiologist, clinical coordinator, clinical instructor and staff technologist. Students become familiar with various types of radiographic and fluoroscopic equipment and apply concepts learned in the first term courses. Interactive skills and knowledge of the hospital/health team are expanded. Students develop professional ethics with patients and members of the health team. Upon completion of this course students are oriented to the assigned clinical affiliation. This course is graded pass/fail basis.

RAD-157 Radiologic Technology 2
4 credits/3 class & 2 lab hours
Prerequisites: BIO-162 & RAD-107
Corequisites: BIO-162 & RAD-108
This course is an expansion on radiologic theory. The student will be introduced to more complex tasks associated with controlling image characteristics, theory and application of radiographic accessories, more complex positioning of the skeleton, radiography of the nonosseous systems and complimentary imaging modalities.
SECTION 19  :  COURSE DESCRIPTIONS

RAD-158 Radiologic Technology Clinical 2
4 credits/8 clinical hours per day/5 days a week for six weeks.
Prerequisites: BIO-162, RAD-108 & RAD-157
This course provides the student with clinical experience, knowledge and practice in radiographic positioning with emphasis on the more complex procedures associated with skull and thorax.

RAD-158 Radiologic Technology 4
3 credits/6 clinical hours
Prerequisites: BIO-162, RAD-157 & RAD-158
Corequisite: RES-115
This course is an introduction to specialized radiographic procedures of non-skeletal areas and the biological effects of exposure to ionizing radiation. It also includes a review of basic radiation cell physiology and chemistry that influence somatic and genetic responses from ionized tissue.

RAD-207 Radiologic Technology 3
4 credits/4 class hours
Prerequisites: BIO-162, PHY-100, RAD-157 & RAD-158
Corequisite: PHY-128 & RAD-208
This course is a continuation of the practical application of respiratory care practitioner must demonstrate to be eligible to apply for the American Registry of Radiologic Technologist Examination in Radiography.

RAD-208 Radiologic Technology Clinical 3
4 credits/16 clinical hours per week
Prerequisites: BIO-162, RAD-157 & RAD-158
Corequisite: RAD-207
This course expands on the knowledge and practice of radiographic and fluoroscopic procedures, under direct supervision. Competency levels skills will have increased and performance of radiographic procedures will be conducted more proficiently with identification of pathology, disease and disorders.

RAD-217 Radiologic Technology 4
4 credits/4 class hours
Prerequisites: RAD-207 & RAD-208
Corequisite: RAD-218
This course includes a review of radiographic pathology, an introduction to optional, supplementary imaging modalities and a review of the required functions of the radiologic technologist in preparing for the American Registry of Radiologic Technologists examination in Radiography.

RAD-218 Radiologic Technology Clinical 4
8 credits/32 clinical hours per week
Prerequisites: RAD-207 & RAD-208
Corequisite: RAD-217
The course is a continuation of the application and practice of the full spectrum of radiographic and fluoroscopic procedures. These are performed with direct supervision progressing to indirect supervision. This course is graded on a pass/fail basis.

RAD-258 Radiologic Technology Clinical 5
4 credits/8 clinical hours per day/5 days a week for six weeks
Prerequisites: All academic & clinical program requirements
This course provides a continued opportunity for the student to perform all routine procedures and gain experience in special techniques. The student rotates through specialty areas to observe practice in pediatrics, ultrasound, angiography and special computerized imaging studies. This course is graded on a pass/fail basis. A pass grade is a requirement to be eligible to apply for the American Registry of Radiologic Technologist Examination in Radiography.

ROBOTIC TECHNOLOGY (RBT)

RBT-225 Robotics Control Systems
4 credits/3 lecture & 2 lab hours
Prerequisites: EET-103 & SET-105
This course offers an introduction to robotics, including motive power elements, computer control, safety, work cells and maintenance. A history and classification of robots is included. Programming, calculation of robotic motion, electric and mechanical principles are studied in the lab.

RBT-230 Automated Equipment
3 credits/2 lecture & 2 lab hours
Prerequisite: RBT-225
This course presents a survey of the types of equipment used in robotics and automation. Devices such as motors, servo-motors, conveyors, sensors, mechanical linkages and end-of-arm tooling are studied for operation and troubleshooting.

RBT-235 Programmable Logic Controllers
4 credits/3 lecture & 2 lab hours
This course provides a working knowledge of programmable logic controllers. Topics include terminology, basic and advanced relay logic programming, connection and control of input/ output devices. Emphasis is placed on interfacing, operating and programming a wide range of robotic and industrial automation devices.

RBT-238 Advanced Programmable Logic Controls
3 credits/2 lecture & 2 lab hours
Prerequisite: RBT-235
This course will enhance the study of programmable logic controllers and their communication between multiple PLCs. Students will study serial communications and Internet techniques applied to programmable logic controls. Students will code, test and revise programs and develop human-machine interfaces (HMI).

RESPIRATORY THERAPY (RES)

RES-111 Respiratory Care Equipment 1
4 credits/3 class & 3 lab hours
Prerequisites: BIO-115, CHM-109 or CHM-110 & CHM-111 & MAT-108
Corequisites: PHY-123 & RES-113
This is a course relating the equipment used in respiratory therapy to the pathological condition of patients.

RES-112 Respiratory Equipment 2
4 credits/3 class & 3 lab hours
Prerequisites: RES-111 & PHY-123
Corequisites: BIO-209 & RES-114
This is a continuation of RES-111 Respiratory Care Equipment 1. Emphasis is placed on mechanical ventilators and the proper care of patients on mechanical ventilation.

RES-113 Respiratory Therapy 1
4 credits/3 class & 3 lab hours
Prerequisites: BIO-115, CHM-109 or CHM-110 & CHM-111 & MAT-108
Corequisites: PHY-123 & RES-111
This is a course relating respiratory therapy equipment to the pathological condition of patients.

RES-114 Respiratory Therapy 2
4 credits/3 class & 3 lab hours
Prerequisites: RES-111, RES-113 & PHY-123
Corequisites: BIO-209 & RES-112
This is a continuation of RES-113, Respiratory Therapy 1. Emphasis is placed on special respiratory conditions and the proper care of patients with respiratory diseases.

RES-115 Fundamentals of Clinical Practice
1 credit/1 class hours
Prerequisites: BIO-209 & RES-114
Corequisite: RES-117
This is an introduction to the clinical practice of respiratory therapy.

RES-116 Pulmonary Diagnostic Procedure
2 credits/2 class hours
Prerequisite: RES-115
Corequisite: RES-117
This is a course relating the diagnostic procedures used to the pathological condition of patients.

RES-117 Pulmonary and Related Pathology
4 credits/3 class & 3 lab hours
Prerequisites: BIO-209, RES-112 & RES-114
Corequisites: RES-115 & RES-116
This course is the study of the nature and cause of disease and conditions caused by the disease. Emphasis is placed on recognizing the clinical signs and symptoms of disease and any changes in normal laboratory values.

RES-118 Respiratory Pharmacology
1 credit/1 class hour
Prerequisites: BIO-209, RES-112 & RES-114
Corequisites: RES-115, RES-116 & RES-117
This course is the study of respiratory pharmacology with emphasis on the properties of medications and their effects on the patient. The competencies a respiratory care practitioner must demonstrate to be safe and effective will be stressed.

RES-202 Medical Aspects of Respiratory Therapy
3 credits/3 class hours
Prerequisites: RES-115, RES-116 & RES-117
Corequisite: RES-211
This is a course providing a physician’s insights into medical and surgical topics related to respiratory therapy with an emphasis on MD/therapist communication.

RES-211 Respiratory Therapist Clinical 1
9 credits/3 lab & 28 clinical hours
Prerequisites: RES-115, RES-116 & RES-117
Corequisite: RES-202
This is a clinical externship in which students work under supervision in affiliated institutions and apply therapeutic and diagnostic procedures. Included are critical and general patient care.

RES-212 Respiratory Therapist Clinical 2
12 credits/3 lab & 37 clinical hours
Prerequisites: RES-202 & RES-211
This is a continuation of the practical application of equipment and theory in the hospital. Emphasis is on critical care areas and advanced diagnostic and therapeutic procedures.
REAL ESTATE (RLE)
RLE-101 Real Estate Fundamentals
2 credits/2 class hours & arranged work hours
Corequisite: RLE-102
This course presents the study of the language, principles and laws that govern the business of real estate. Emphasis is placed on the concepts of land, property and rights in realty and title and the means, methods and laws that govern these ideas.

RLE-102 Real Estate Practice
2 credits/2 class hours & arranged work hours
Corequisite: RLE-101
This is an overview of real estate listing and selling procedures. Included is an in-depth study of all types of real estate financing, including FHA, VA, conventional, construction and special mortgages. Cooperatives, condominiums and their types of private and public funding and development techniques are evaluated.

RADIATION THERAPY TECHNOLOGY (RTT)
RTT-101 Radiation Therapy Orientation
2 credits/2 class hours
Prerequisites: College-level algebra, biology & physics
Corequisite: RTT-111
This is an introduction to the principles of radiation therapy. The student learns the duties and responsibilities of a radiation therapist and the types of equipment and procedures used in patient care.

RTT-102 Fundamentals of Radiation Therapy
2 credits/2 class hours
Prerequisites: RTT-101 & RTT-111
Corequisite: RTT-112
This is a course in which the student therapist becomes familiar with all types of radiation therapy equipment, learns the types of treatment employed and learns the use of hand and computer dosimetry in treatment planning.

RTT-111 Radiation Therapy Skills Laboratory
1 credit/3 lab hours
Prerequisites: College-level algebra, biology & physics
Corequisite: RTT-101
This is an introductory lab course in which students learn basic patient care skills and receive hands-on experience with ancillary equipment and immobilization procedures under the direct supervision of a radiation therapist.

RTT-112 Fundamentals of Radiation Therapy Clinical
1 credit/16 clinical hours
Prerequisites: RTT-101 & RTT-111
Corequisite: RTT-102
This is an introductory clinical course in which students observe radiation therapy personnel in their daily treatment routine and receive hands-on experience with treatment equipment necessary to become a competent and qualified radiation therapist. Students are supervised by a certified radiation therapist.

RTT-120 Applied Radiation Therapy 1
4 credits/40 clinical hours
Prerequisites: RTT-101, RTT-102, RTT-111 & RTT-112
This course is 10 weeks of practicum in a clinical facility, participating in the duties performed by a radiation therapist. The student observes the initial clinical evaluation of the patient and aids in treatment planning and follow-up. Under supervision, the student positions, plans and treats the patient, calculates and records dosage, checks the patient’s treatment records and observes the patient in a routine follow-up.

RTT-201 Theoretical Radiation Therapy 1
3 credits/3 class hours
Prerequisites: RTT-101, RTT-102, RTT-111, RTT-112 & RTT-120
Corequisite: RTT-201
This is a course in treatment equipment used in radiation therapy. Instruction includes the use, components and maintenance of external beam and brachytherapy equipment. Advanced techniques in treatment planning are introduced.

RTT-202 Radiation Therapy Clinical Practicum 1
4 credits/24 clinical hours
Prerequisites: RTT-101, RTT-102, RTT-111, RTT-112 & RTT-120
Corequisite: RTT-201
This is a course conducted in a clinical facility where under direct supervision, the student gains more advanced training and experience in the operation of radiation therapy equipment.

RTT-203 Radiation Therapy Technology 1
3 credits/3 class hours
Prerequisite: ARRT registry in radiography or BS degree with clinical radiation oncology background
Corequisites: PHY-125 & RTT-204
This course provides a study of oncology, basic radiation therapy physics and treatment planning as well as the operation and maintenance of radiation therapy equipment.

RTT-204 Clinical Radiation Therapy 1
4 credits/24 clinical hours
Prerequisite: ARRT registry in radiography or BS degree with clinical radiation oncology background
Corequisites: PHY-125 & RTT-203
This course will be conducted in a clinical facility where, under direct supervision, the certificate student will gain training and experience in radiation therapy techniques and in the operation of radiation therapy equipment.

RTT-211 Theoretical Radiation Therapy 2
3 credits/3 class hours
Prerequisites: RTT-101, RTT-102, RTT-111, RTT-112, RTT-120, RTT-201 & RTT-202
Corequisite: RTT-212
This is a course in the theory of computer use in treatment planning, assessment and maintenance of simulation and treatment equipment, techniques in image processing and high energy linear accelerators. Emphasis is on advanced computerized treatment planning.

RTT-212 Radiation Therapy Clinical Practicum 2
4 credits/24 clinical hours
Prerequisites: RTT-101, RTT-102, RTT-111, RTT-112, RTT-120, RTT-201 & RTT-202
Corequisite: RTT-211
The student advances in technical competence on treatment units and simulator. The student will be afforded an opportunity to use a treatment-planning computer, image processor and calibration equipment under direct supervision in a clinical facility.

RTT-213 Radiation Therapy Technology 2
3 credits/3 class hours
Prerequisites: RTT-203 & RTT-204
Corequisite: RTT-214
This course is designed to present advanced concepts in radiation therapy technology; extensive time will be spent on radiation therapy dosimetry concepts.

RTT-214 Clinical Radiation Therapy 2
4 credits/24 clinical hours
Prerequisites: RTT-203 & RTT-204
Corequisite: RTT-213
The certificate student advances in technical competence and learns to use a computer, simulator and calibrate equipment under direct supervision in a clinical facility.

RTT-215 Medical Imaging and Simulation
2 credits/2 class hours
Prerequisites: RTT-101, RTT-102, RTT-111, RTT-112, RTT-120, RTT-201 & RTT-202
Corequisites: RTT-211 & RTT-212
This is a course which covers two main components of radiation therapy technology. The first section will provide the student with the opportunity to examine human structure as it appears through medical imaging. The student will be required to recognize and identify anatomical landmarks utilized as reference points in patient positioning and set up. Emphasis is placed on cross-sectional anatomy. The second section of the course will provide the student with the fundamentals of radiographic exposure technique. Processing of images will be discussed as they are related to simulations and treatment planning with a focus on three-dimensional views.

RTT-218 Radiation Oncology
3 credits/3 class hours
Prerequisite: RTT-201 or RTT-203
Corequisites: RTT-211 or RTT-213
This is a course in the study of malignant disease by anatomical systems with emphasis on the staging and grading of tumors, their site of origin and their spread and involvement. Multiple modalities of cancer treatment are explored.

RTT-219 Radiation Seminar
1 credit/1 class hour
Prerequisites: RTT-101, RTT-102, RTT-111 & RTT-201
Corequisites: RTT-211, RTT-215 & RTT-218
This course provides a discussion of current literature and publications, new procedures, new radiation therapy equipment, trends in radiation therapeutic methodology, trends in the healthcare industry (e.g., demographic patterns, managed care). Included are special presentations by guest lecturers and students. Emphasis is placed on resume writing and interviewing skills.

RTT-220 Radiation Therapy Externship
5 credits/32.5 class hours per week for two weeks & 40 clinical hours for eight weeks
Prerequisites: RTT-101, RTT-102, RTT-111, RTT-112, RTT-120, RTT-201, RTT-202, RTT-211 & RTT-212
This course is a combination of classroom lecture/lab and clinical externship for the degree student completing the program in radiation therapy technology. The student will be afforded the opportunity, under direct supervision, to perform the duties and learn the responsibilities of a radiation therapist.
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RTT-221 Radiation Therapy Externship
5 credits/32.5 class hours per week for two weeks & 40 clinical hours for eight weeks
Prerequisites: RTT-203, RTT-204 RTT-213 & RTT-214
This course is a combination of classroom lecture and clinical externship for the certificate student completing the radiation therapy technology program. Under direct supervision, the student will gain knowledge and experience in advanced/complex techniques utilized in cancer treatment.

RUSSIAN LANGUAGE & CULTURE (RUS)

RUS-101 Elementary Russian 1
3 credits/3 class hours
Prerequisite: Eligibility for ENG-100 & DVS-101 or DVS-103
This course is designed to encourage the development of communicative proficiency through an integrated approach that incorporates all four language skills: listening, speaking, reading and writing. Grammatical structures, vocabulary and readings are presented as tools for developing good communications skills. In addition, this course aims to promote culture awareness of the Russian-speaking world.

RUS-102 Elementary Russian 2
3 credits/3 class hours
Prerequisite: Completion of RUS-101 with a grade of C or better
This course builds on the skills acquired in Elementary Russian 1, as students continue to develop their communicative language skills in Russian. In addition, this course aims to promote culture awareness of the Russian-speaking world. It is recommended that students take the next level RUS course (RUS-201) within one academic year of the completion of this course.

RUS-201 Intermediate Russian 1
3 credits/3 class hours
Prerequisite: Completion of RUS-102 with a grade of C or better
This course builds on the skills acquired during the elementary Russian language sequence. It includes a functional review of the basic language structure and grammar, then goes on to introduce more complex structures. The course has a strong cultural component. It is recommended that students take the next level RUS course (RUS-202) within one academic year of the completion of this course.

RUS-202 Intermediate Russian 2
3 credits/3 class hours
Prerequisite: Completion of RUS-201 with a grade of C or better
This course is a continuation of the Intermediate Russian 1 course. Students continue to refine their language abilities, increase grammar comprehension and enhance their vocabulary. All grammatical structures are covered. The course has a very strong cultural component.

STUDENT DEVELOPMENT SERVICES (SDS)

SDS-101 Career Planning
1 credit/1 class hour
This is a course which explores career choice. Students develop clear educational and career goals by assessing their interests, values, personality and skills.

SDS-102 Academic and Personal Development
1 credit/1 class hour
This is a course in the techniques for becoming a successful college student. Coping skills and strategies for transitioning to college are emphasized. The course fosters an awareness of self, the role of self-esteem and confidence in learning and the importance of self-management skills and tools. Links between student needs and campus resources and processes are explored.

SDS-103 Parenting
1 credit/1 class hour
This course will provide students with valuable information on a variety of parenting issues, help to identify and utilize resources and develop skills to assist students who are also parents to be successful in the college environment.

SDS-104 Leadership 1
1 credit/1 class hour
This course is designed to build leadership and human relation skills through both theory and practice. Students will become adept at building, enhancing and/or modifying their individual leadership style within a diverse world. Leadership skills can be applied to the student’s personal, academic, community and professional environments.

SDS-105 Leadership 2
1 credit/1 class hour
The purpose of this course is to help students develop leadership and human relation skills. The concepts of leadership are explored through both theory and practice. Topics include conducting a meeting, group dynamics, theory of power, problem-solving and conflict management, budget and finance management, the hows and whys of stress and group presentation. Leadership skills can be applied to the student’s personal, business and professional life.

SDS-106H Peer Study Service Learning
1 credit/2 practicum hours per week
Prerequisite: Students must be members in good standing in the Honors Program and have earned a final grade of A in a college-level course in the discipline in which they wish to offer supplemental instruction
This course is designed to provide peer study opportunities for students enrolled in developmental courses or in college-level classes in which the instructor has requested peer supplemental instruction. Qualified Honors students will be trained to facilitate supplemental instruction study halls, complete assigned readings, facilitate study halls, interact with other study hall facilitators and the instructor on Blackboard, and complete a final reflection paper.

SDS-107A First Year Experience
3 credits/3 class hours
This course is designed to focus on helping insure the successful transition of students into higher education. Information regarding college resources, supplemental instruction, effective communication within the college environment and other college success strategies will be provided.

SDS-112 The Job Search
1 credit/1 class hour
This is a course which prepares students for the world of work by helping them gain practical job-seeking skills including tapping into the hidden job market and planning a job search strategy. Emphasis is placed on resume writing, job interviewing, career networking, team building and developing positive work habits.

SCIENCE & ENGINEERING TECHNOLOGY (SET)

SET-100 Introduction to Engineering Technology
3 credits/3 class hours
This course provides a study of techniques and skills needed for success in the engineering technology field. Concepts of engineering problem solving and communications are presented through hands-on experiences in mechanical, civil and electronic engineering technology.

SET-105 Technical Computing
3 credits/2 lecture & 2 lab hours
This course presents applications of computers in engineering and engineering technology fields. Students develop skills in the solution of engineering equations using computer-based analysis programs. The application of Microsoft Office productivity tools to engineering reports, with graphics from multiple sources, will be practiced. The movement of documents, engineering drawings and data electronically through the local area network and the Internet will be covered.

SHEET METAL TECHNOLOGY (SHM)

SHM-103 Basic Sheet Metal Fabrication
4 credits/2 lecture & 4 lab hours
This is a course in fundamentals of sheet metal shop operation. Shop safety and shop operation practices will be covered. Correct operation of sheet metal hand tools, rotary machines, power shear and roll forming machines are included in lab work. Fundamentals of sheet metal layout will be practiced and applied to fabrication scenarios.

SHM-104 Basic Mechanical Drawing
3 credits/1 lecture & 4 lab hours
This is a course in drafting principles and applications to the sheet metal industry. Use of drafting instruments, principles of line types and weights, dimensioning techniques, scaling and drawing layout will be covered. Principles will be applied extensively in 3-view orthographic drawings and shop sketches.

SHM-107 Sheet Metal 2
3 credits/1 lecture & 4 lab hours
This is a course for the intermediate sheet metal applications student. More challenging methods of triangulation, radial line development and seaming will be covered. Students will further develop those basic skills learned in SHM-102 and apply them to more challenging projects.
SHM-108 Advanced Mechanical Drawing
3 credits/1 lecture & 4 lab hours
Prerequisite: SHM-104
This is a course in advanced mechanical drawing and HVAC applications. Students will get instruction on oblique, isometric and perspective drawings. These techniques will be practiced extensively in creating drawings which would be used in design and fabrication of HVAC systems.

SHM-203 Sheet Metal 3
4 credits/2 lecture & 4 lab hours
Prerequisite: SHM-107
This is a course in advanced application of lay out technique and industry equipment. Students will receive extensive lab work in advanced triangulation and parallel line development technique. Focus of application will be on ornamental and architectural sheet metal products and applications.

SHM-204 CAD and HVAC Design
4 credits/2 lecture & 4 lab hours
Prerequisite: MAT-191
This course is synthesis course on design of HVAC systems and creating shop drawings using CAD software. Students will apply skills learned in mechanical drawing and mathematics to create HVAC design drawings which meet design criteria as spelled out in the SMACNA and ASHRAE design manuals.

SHM-207 Problem Solving
5 credits/3 lecture & 4 lab hours
This is a synthesis course in applied problem solving for the sheet metal industry. Standard trade methods will be applied to industry applications in terms of lay out, field measuring and offset calculation. Principles of triangulation will be covered in terms of basic theorems and their application to the industry.

SHM-208 Industrial Metal Fabrication
3 credits/1 lecture & 4 lab hours
Prerequisites: WLD-295, WLD-296 & WLD-297
This is a course in fabrication techniques associated with ferrous and non ferrous metals thicker than .0625. Lay-out of industrial products and fit up techniques will be discussed and practiced. Principles of industrial air and particle movement systems will be discussed and fabricated.

SHM-209 Advanced AutoCAD Applications
3 credits/1 lecture & 4 lab hours
Prerequisite: SHM-204
This course allows the AutoCAD 2007 student to gain additional practice in developing more complex working drawings as related to the sheet metal industry. Using the foundation of SHM-204 CAD & HVAC Design, the student will create complex shop fabrication and field installation drawings utilizing the AutoCAD 3D modeling and classic interface. Microsoft Word and Excel are also used to document schedules and job documents.

SHM-210 Foreman Training
1 credit/1 lecture hour
A foreman is the link between the contractor (employer) and the labor (employee) on a construction project. As such, the foreman is responsible for making sure that the crew efficiently and effectively performs the work according to industry standards and job-specific drawings and specifications. This course is designed to give the student a better understanding of what it takes to be a sheet metal foreman and gives them a solid base of knowledge if they do choose to begin a career as a foreman.

SOCIOLOGY (SOC)
SOC-101 Introduction to Sociology
3 credits/3 class hours
This is an introduction to the science of sociology, including a discussion of sociological theory and method, social structure, culture and socialization. Also emphasized are social stratification, race, ethnicity and gender. Social institutions and their change dynamics are examined.

SOC-113 Understanding Chemical Dependency
3 credits/3 class hours
Prerequisite: Eligible for ENG-100
This is an introductory level course to the field of drug and alcohol studies. Students will acquire a knowledge of the effects and composition of the most frequently abused drugs. Then the study will acquaint the student with the four perspectives currently utilized in the field: the biophysical model, the model from psychology, the spiritual paradigm and the theories of sociology.

SOC-118 Drug and Alcohol Clinical Practicum
3 credits/1 class & 2 practicum hours
Prerequisite: SOC-117
Corequisite: PSY-230
This course is a drug and alcohol clinical practicum which affords the student the ability to practice what they have learned in class. Students are assigned to work in any of a number of clinical settings depending on their inclinations and scheduling exigencies. Field work is complemented by lectures in ethics and HIV/AIDS and other blood-borne infections.

SOC-160 Introduction to Women’s Studies
3 credits/3 class hours
This course provides an overview of the field of Women’s Studies to include historical to current work in: research, socialization, education, work, families, diversity and differences, language, culture, politics, laws, religion and medical/biological issues.

SOC-201 Sociology of the Family
3 credits/3 class hours
Prerequisite: SOC-101
This course is a study of the family and its institutional aspects. Empirical science is applied to childhood development, courtship, marriage, parenthood, bereavement and divorce. Cultural, class, religious, ethnic and racial differences are analyzed.

SOC-203 Sociology of the Family
3 credits/3 class hours
Prerequisite: SOC-101
This course is a study of the family and its institutional aspects. Empirical science is applied to childhood development, courtship, marriage, parenthood, bereavement and divorce. Cultural, class, religious, ethnic and racial differences are analyzed.

SOC-208 Urban Sociology
3 credits/3 class hours
Prerequisite: SOC-101
This course is a broad survey of the origins and development of urban, suburban and metropolitan settlements, with particular emphasis on the emergence and transformation of US cities. Urban, suburban and metropolitan social problems and public policy issues are covered.

SOC-210 The Sociology of Sexual Behavior
3 credits/3 class hours
This course is a study of sex in its varied social contexts. The course emphasizes the values, bases and constraints of sex in contemporary society, contrasting them with the traditional perspective. Topics include cross-cultural comparisons, sexual scripts and human sexual response, growing up sexually, love and sex, sex in committed and non-committed contexts, sexual variations and sex and the law. Students examine their own attitudes and values about sexuality in the post-sexual revolution social environment.

SOC-211 Racial and Ethnic Minorities
3 credits/3 class hours
This course will investigate the construction of the social categories of race and ethnicity. Discussion will revolve around the history, process and effects of these constructions. A major focus will be on interracial and interethnic relations in the United States.

SOC-212 Social Problems
3 credits/3 class hours
Prerequisite: SOC-101
This course is a study of problems of inequality, problems of the global setting, problems of the life cycle, problems caused by violating social norms and other related issues. Discussed are underlying processes, the interpretation of statistics and social policies that address these social problems.

SOC-213 Sociology of Health and Illness
3 credits/3 class hours
This course will identify issues of health and the healthcare system of the United States. Topics of rising healthcare costs, the under and uninsured will be presented. Cultural concepts of illness and suffering as they relate to societal structure will be presented.

SOC-216 Sociology of Deviance
3 credits/3 class hours
Prerequisites: SOC-101 & ENG-101
In this course, students gain the ability to analyze a variety of deviant behaviors from sociological, critical and cross-cultural perspectives. Deviant behavior is any activity or action that attracts widespread social disapproval. Topics include but are not limited to homicide, rape, family violence, mental disorders, unconventional sexuality, drug use, suicide, physical disability and appearance, unconventional behavior and freedom of expression.
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STATIONARY OPERATING ENGINEER (SOE)

SOE-101 Electricity 1
3 credits/3 class hours
This is an introductory, comprehensive course that provides training for electrical principles, practices and maintenance in residential, commercial and industrial applications. Students develop the vocabulary, skills and familiarity needed to effectively manage electrical systems in large and small facilities.

SOE-102 HVAC 1
3 credits/2 class & 2 lab hours
This introductory course provides training in the principles, practices and design of HVACR systems. The course also provides opportunities for hands-on training. Topics covered in the course include safety practices, tools and equipment and types of motors.

SOE-103 Plumbing 1
3 credits/3 class hours
This course provides an introduction to the various components of plumbing design and basic installation utilized in industrial/commercial settings. Topics include the study of tools, materials, fixtures and practices commonly used in the plumbing trade.

SOE-110 HVAC 2
3 credits/2 class hour & 2 lab hours
Prerequisite: SOE-102
This course is a continuation of the introduction to HVACR 1 and provides additional training in the principles, practices, applications, maintenance, troubleshooting and design of HVACR systems. The course also provides opportunities for hands-on training. Topics covered in the course include refrigeration, tubing and evaporators.

SOE-111 Electricity 2
3 credits/3 class hours
Prerequisite: SOE-101
This course is a continuation of Electricity 1 and is designed to provide training in the more advanced areas of electrical principles, practices and maintenance in residential, commercial and industrial applications. The training includes more advanced applications using the tools, materials, fixtures and practices of circuits, transformers and electric control devices commonly used in the electrical trade.

SOE-114 High Pressure Steam Boilers
3 credits/3 class hours
Prerequisite: SOE-101
This course provides training for the skills needed to operate high pressure boilers and related equipment in a safe and efficient manner. Topics covered include steam boiler types, relevant industry codes, meters and emergency procedures in boiler operation.

SOE-201 Industrial Maintenance 1
3 credits/3 class hours
Prerequisites: SOE-101 & SOE-102 or one year's experience in maintenance or related field
This course is a comprehensive introduction to fundamental maintenance and troubleshooting principles, procedures and practices in a system format. Systems include electrical, refrigeration, boiler, HVAC, mechanical, fluid power, welding, programmable controllers and preventive maintenance.

SOE-202 Industrial Electric 1
3 credits/3 class hours
Prerequisites: SOE-101 & SOE-111
This is a comprehensive introductory course that covers the study of industrial electrical principles, practices and their applications in an industrial/commercial setting. Topics covered during the course include the language of electricity, alternating current, wiring applications and DC currents.

SOE-203 HVAC 3
3 credits/2 class & 2 lab hours
Prerequisite: SOE-110
This course provides an advanced presentation and hands-on training in the principles, practices, application, installation, maintenance, repair, design and troubleshooting procedures for HVACR technicians. The emphasis is on industrial and commercial applications. Topics include all weather systems, indoor air quality and domestic refrigeration.

SOE-204 Direct Digital Control 1
3 credits/3 class hours
Prerequisites: SOE-101 & SOE-111 or 1 year electrical or related control experience
This is an introductory course that provides training in the fundamental principles of direct digital/programmable logic controllers. In the course, students will cover DDC and PLC procedures, installations and controllers in a system format.

SOE-205 Chief Engineer Leadership Training
2 credits/2 class hours
A chief stationary engineer provides leadership to the employees responsible for maintaining business/industry facilities. This course is designed to provide the training needed for the roles as facility technical advisors, managers or planners.

SOE-210 Industrial Maintenance 2
3 credits/3 class hours
Prerequisite: SOE-201
This course is a continuation of Industrial Maintenance 1 and provides advanced training for fundamental maintenance and troubleshooting principles, procedures and practices in a system format. Systems include electrical, refrigeration, boiler, HVAC, mechanical, fluid power, welding, programmable controllers and preventive maintenance.

SOE-211 Industrial Electric 2
3 credits/3 class hours
Prerequisite: SOE-202
This advanced course is a continuation of Industrial Electric 1 and covers advanced electric principles, practices and their application in an industrial/commercial setting. Special emphasis is on troubleshooting and high voltage distribution systems.

SOE-212 HVAC 4
3 credits/2 class & 2 lab hours
Prerequisite: SOE-203
This course is a continuation of HVACR 3 and provides additional advanced presentation and hands-on training in the principles, practices, application, installation maintenance, repair, design and troubleshooting procedures for HVACR technicians. The emphasis is on industrial and commercial applications. Topics include chilled water air conditioning systems, heat pumps and cooling towers and pumps.

SOE-214 Direct Digital Control 2
3 credits/3 class hours
Prerequisite: SOE-204
This course is a continuation of Direct Digital Control 1 and is designed to provide training in the more advanced areas of DDC and PLC principles, practices and maintenance in residential, commercial and industrial applications. The training includes more advanced principles, use of DDC and PLC procedures, installations and controllers in a system format.

SOCIAL WORK TECHNOLOGY (SOW)

SOW-101 Introduction to Social Work
3 credits/3 class hours
Prerequisite: Eligible for ENG-100
This course provides a survey of American social work including its historical roots, its major processes (social casework, social group work and community organization) and its settings. Special attention is paid to the role of the social worker in the alleviation of community problems. Coursework in this area provides students with the knowledge and values of social work at the introductory level.

SOW-103 Introduction to Case Management
3 credits/3 class hours
This course is an overview of both the theory and practice of case management and addresses both community and individual practice. It is intended for the entry-level case manager and focuses on how to track and manage a caseload.

SOW-106 Interviewing Skills
3 credits/3 class hours
This is a course to help beginning practitioners in human services learn to be better listeners in order to understand problems expressed by clients. Treatment methods are explored. The use of taped material, closed circuit television and role playing methods are taught.
This course describes how fieldwork and servant leadership is an essential component of professional development for anyone pursuing a career in social work. The focus of this course is to provide the student with an introduction to the many aspects of practice within the social work profession, as well as to provide “hands-on” experience in the community setting. All students will be required to complete 100 hours of service. Students must have three current clearances: FBI Fingerprint Clearance (ACT 114), Pennsylvania State Police Criminal History Clearance (ACT 34) and Pennsylvania Department of Public Welfare Child Abuse History Clearance (ACT 151). Students must also meet the local requirements of their field or community placement.

Agencies are selected on the basis of the quality of their professional practice, their dedication to addressing social work issues and their interest in social work education.

**SOW-120 Child Welfare**
3 credits/3 class hours

Historical and legal bases for services to children, both institutional and non-institutional are examined. Problems, standards and practices are considered together with the agencies, resident treatment facilities, juvenile courts and protective agencies which implement services.

**SOW-125 Introduction to Social Welfare**
3 credits/3 class hours
Prerequisite: Eligible for ENG-100

This course acquaints students with the historical development of social welfare and social welfare policy. It provides students with a national and global perspective, which enables them to better understand social welfare systems, concepts and programs.

**SOW-130 Community Resources**
3 credits/3 class hours

This course provides a review of voluntary and governmental policies and services at local, state and federal levels. Social legislation providing resources is related to the community service institutions, the groups served and service used.

**SOW-150 Cultural Competence and Diverse Populations**
3 credits/3 class hours
Prerequisite: Eligible for ENG-100

This course will provide students with the knowledge, values and skills of culturally-competent social work at the foundational level. Emphasis on advocacy, strengths and well-being of diverse individuals, families, groups, organizations and communities will be explored.

**SOW-210 Human Behavior in the Social Environment**
3 credits/3 class hours
Prerequisite: Eligible for ENG-100

This course provides a conceptual framework for knowledge of human behavior and the social environment with a focus on individuals throughout the life span. Special attention to biological, psychological, social, spiritual and cultural systems will be examined.

**SPANISH LANGUAGE & CULTURE (SPA)**

**SPA-101 Elementary Spanish 1**
3 credits/3 class hours
Prerequisite: Eligible for ENG-100 & DVS-101 or DVS-103

This course is designed to encourage the development of communicative proficiency through an integrated approach that incorporates all four language skills: listening, speaking, reading and writing. Grammatical structures, vocabulary and readings are presented as tools for developing good communications skills. In addition, this course aims to promote culture awareness of the Spanish-speaking world.

**SPA-102 Elementary Spanish 2**
3 credits/3 class hours
Prerequisite: Completion of SPA-101 with a grade of C or better

This course builds on the skills acquired in Elementary Spanish 1, as students continue to develop their communicative language skills in Spanish. In addition, this course aims to promote culture awareness of the Spanish-speaking world. It is recommended that students take the next level SPA course (SPA-201) within one academic year of the completion of this course.

**SPA-201 Intermediate Spanish 1**
3 credits/3 class hours
Prerequisite: Completion of SPA-102 with a grade of C or better

The course builds on the skills acquired during the elementary Spanish language sequence. It includes a functional review of the basic language structure and grammar, then goes on to introduce more complex structures. The course has a strong cultural component. It is recommended that students take the next level SPA course (SPA-202) within one academic year of the completion of this course.

**SPA-202 Intermediate Spanish 2**
3 credits/3 class hours
Prerequisite: Completion of SPA-201 with a grade of C or better

This course is a continuation of the Intermediate Spanish 1. Students continue to refine their language abilities, increase grammar comprehension and enhance their vocabulary. All grammatical structures are covered. The course has a very strong cultural component. It is recommended that students take the next level SPA course (SPA-207) or (SPA-210) within one academic year of the completion of this course.

**SPA-207 Spanish Grammar and Composition**
3 credits/3 class hours
Prerequisite: Completion of SPA-202 with a grade of C or better

This course reviews Spanish grammar and is designed to aid the students in vocabulary building, improving their knowledge of idiomatic usage and their ability to translate from English to Spanish. In addition, the students will learn to compose formal documents pertinent to everyday life and the workplace. Emphasis will also be placed on proper use of grammar while speaking in the classroom.

**SPA-210 Spanish Conversation**
3 credits/3 class hours
Prerequisite: Completion of SPA-201 with a grade of C or better

This course enhances conversational abilities and the development of oral proficiency in Spanish. Although the emphasis is on speaking and listening skills, reading and writing assignments are also an important part of the course. Certain grammar points are reviewed, but communicative competence is not assessed solely by grammatical competence. This course helps students to improve their conversational abilities, pronunciation and increases their vocabulary through readings, films and other authentic materials.

**SPEECH (SPH)**

**SPH-102 Voice and Speech**
3 credits/3 class hours
Prerequisite: Eligibility for ENG-100

This is a course which helps students improve their speech through the elimination of faulty voice and articulation habits. Attention is given to such skills as volume, pitch, resonance, rate, phrasing, pronunciation and articulation. Tape recordings are used to analyze problems and note progress.

**SPH-105 Discussion**
3 credits/3 class hours
Prerequisite: Eligibility for ENG-101

This course provides a study of the techniques involved in effective group discussion. The functions of both the leader and participant are analyzed and then applied. Primary emphasis is given to decision-making and information sharing in small groups with special attention to large-group discussion.

**SPH-106 Interpersonal Communication Skills for the Workplace**
3 credits/3 class hours
Prerequisite: ENG-100

This course examines communication knowledge and skills with an emphasis on identification and application of the skills needed to successfully communicate on a personal level, in the workplace and among different cultures.

**SPH-202 Oral Interpretation**
3 credits/3 class hours
Prerequisite: Eligibility for ENG-101

This is a study of the art of interpreting literature including voice training, analysis of material and elements of expressive action. The student is given opportunities for practice in the analysis and oral presentation of prose, poetry and drama.
# Structural Ironworking Technology (STI)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit/Lecture</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STI-115</td>
<td>Ironworker Rigging 1</td>
<td>1 credit/1 class hour</td>
<td>This course provides an introduction to rigging. Emphasis will be placed on the history of rigging, fiber line, knot tying and basic choker hitches.</td>
</tr>
<tr>
<td>STI-116</td>
<td>Ironworker Reinforcing 1.1</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to provide the first year apprentice with a basic understanding of reinforced concrete including it’s history, manufacturing, safety, marking, structural forms and different bar size identification. This course will include the installation and typing of reinforcing bars.</td>
</tr>
<tr>
<td>STI-117</td>
<td>Ironworker Reinforcing 1.2</td>
<td>1 credit/1 lecture hour</td>
<td>This course is a continuation of Reinforcing 1.1. It presents more in-depth study of reinforced concrete and detailed blueprints.</td>
</tr>
<tr>
<td>STI-120</td>
<td>Ornamental Ironworking 1.1</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to provide the first year apprentice with the basic concepts and knowledge of the tools utilized in performing ornamental ironwork.</td>
</tr>
<tr>
<td>STI-121</td>
<td>Ornamental Ironworking 1.2</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to instill in the first year apprentice the importance of proper layout techniques in both fabrication and erection and the need for precision in measuring and utilizing power tools. Also included are basic blueprint reading and proper techniques for constructing curtain wall and window wall.</td>
</tr>
<tr>
<td>STI-124</td>
<td>Ironworker Safety Union 1.1</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to orient the first year apprentice in the basic safety regulations of the construction industry, the proper attitude and work ethic expected and the basic knots used in the construction field. An OSHA 10-hour card will be issued at the culmination of the course.</td>
</tr>
<tr>
<td>STI-125</td>
<td>Ironworker Safety 1.2</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to provide training to safely erect and use various scaffolding on the job site. Also included in this course is shields safety training which is a requirement for working in the US steel plants.</td>
</tr>
<tr>
<td>STI-126</td>
<td>Structural Ironworking 1.1</td>
<td>1 credit/1 lecture hour</td>
<td>This course provides an introduction to the basic elements of structural steel assembly. Emphasis will be placed upon the basic tools and their safe use. OSHA Subpart R safety training is also included in this course.</td>
</tr>
<tr>
<td>STI-127</td>
<td>Structural Ironworking 1.2</td>
<td>1 credit/1 lecture hour</td>
<td>Prerequisite: STI-126 This course provides an introduction to the bolting and the installation of perimeter safety cable on structural steel. Emphasis will be placed upon the safe practices involved in the detailing of structural steel. An introduction to blueprint reading is also included in this course.</td>
</tr>
<tr>
<td>STI-128</td>
<td>Structural Ironworking 1.3</td>
<td>1 credit/1 lecture hour</td>
<td>Prerequisite: STI-127 This course expands on the installation and erection of structural steel. Emphasis will be placed upon the installation of steel decking and the plumbing of structural steel. Crane identification, applications and hand signals will also be discussed.</td>
</tr>
<tr>
<td>STI-220</td>
<td>Ironworker Rigging 2</td>
<td>1 credit/1 lecture hour</td>
<td>This course offers advanced rigging techniques. Emphasis will be placed on wire rope, slings and common rigging hardware.</td>
</tr>
<tr>
<td>STI-222</td>
<td>Ornamental Ironworking 2.1</td>
<td>2 credits/1 lecture &amp; 1 lab hour</td>
<td>This course is designed to teach the second year apprentice the basics of sealants and their applications. Also included in this course is the proper set-up and utilization of a leveling instrument in construction.</td>
</tr>
<tr>
<td>STI-223</td>
<td>Ironworker Safety/Union Agreement 2.1</td>
<td>3 credits/2 lecture &amp; 1 lab hour</td>
<td>This course is designed to review the various union documents that govern the union. This course is also designed to certify the apprentice in first aid/CPR and user/driver qualification for various hydraulic lifts used in the construction field.</td>
</tr>
<tr>
<td>STI-224</td>
<td>Ironwork Reinforcing 2- Unbonded Post-tensioning</td>
<td>3 credits/2 lecture and 1 lab hour</td>
<td>This course is designed to instruct the apprentice in the proper care, installation and stressing of unbonded post-tensioning systems. The student will also prepare for Level One Post-tension Certification.</td>
</tr>
<tr>
<td>STI-225</td>
<td>Structural Ironworking 2.1</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to teach the installation and detailing of pre-engineered metal buildings.</td>
</tr>
<tr>
<td>STI-226</td>
<td>Structural Ironworking 2.2</td>
<td>1 credit/1 lecture hour</td>
<td>Prerequisite: STI-225 This course is designed to expand upon detailing of structural steel. It also provides more in-depth training in the reading and utilization of structural blueprints.</td>
</tr>
<tr>
<td>STI-227</td>
<td>Structural Ironworking 2.3</td>
<td>1 credit/1 lecture hour</td>
<td>Prerequisite: STI-226 This course is designed to give the ironworking student a greater understanding of cranes. Emphasis will be placed upon understanding a crane’s capacity and reading crane charts. How to size a crane and work with boom lengths will also be covered.</td>
</tr>
<tr>
<td>STI-301</td>
<td>Ornamental Ironworking 3.1</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to familiarize the apprentice with transits and theodolites used in doing layout on construction projects.</td>
</tr>
<tr>
<td>STI-302</td>
<td>Ornamental Ironworking 3.2</td>
<td>1 credit/1 lecture hour</td>
<td>Prerequisite: STI-301 This course is designed to familiarize the apprentice with different curtain wall and window wall manufacturers in the market place and provide tactile experience in fabricating a small “mock-up.”</td>
</tr>
<tr>
<td>STI-303</td>
<td>Ironworker Safety 3.1</td>
<td>3 credits/3 lecture hours</td>
<td>This course is designed to fulfill the necessary requirements for OSHA 30-hour certification. This course also includes the necessary training for MSHA certification. Scaffold erector cards will be issued at the conclusion of this course.</td>
</tr>
<tr>
<td>STI-304</td>
<td>Structural Ironworking 3.1</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to provide the first year apprentice a complete understanding of reading and interpreting blueprints used in the ironworking industry. Students will work with architectural, structural and detail blueprints.</td>
</tr>
<tr>
<td>STI-306</td>
<td>Structural Ironworking 3.2</td>
<td>1 credit/1 lecture hour</td>
<td>Prerequisite: STI-304 This course is designed to teach the finer points of setting up and supervising a structural steel erection job.</td>
</tr>
<tr>
<td>STI-307</td>
<td>Structural Ironworking 3.3</td>
<td>1 credit/1 lecture hour</td>
<td>Prerequisite: STI-306 This course is designed to prepare students to erect and detail pre-cast concrete products.</td>
</tr>
<tr>
<td>STI-308</td>
<td>Ironworker Rigging 3</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to give the ironworker a more in-depth approach to solving complicated rigging problems. Emphasis will be placed on computing volume and weights of materials and the use of unconventional rigging components. A qualified riggers card will be issued upon completion of this course.</td>
</tr>
<tr>
<td>STI-309</td>
<td>Ironworker Reinforcing 3.1</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to instruct the proper layout, design and installation of reinforcing steel for concrete. The course also includes reading and interpretation reinforcing placement and drawings.</td>
</tr>
<tr>
<td>STI-310</td>
<td>Ironworker Reinforcing 3.2</td>
<td>1 credit/1 lecture hour</td>
<td>Prerequisite: STI-309 This course is designed to instruct the proper layout, design and installation of post-tensioning tendons for concrete. The course also includes reading and interpreting of post-tensioning placement and support drawings.</td>
</tr>
<tr>
<td>STI-311</td>
<td>Ironworker Foreman Training Supervision</td>
<td>1 credit/1 lecture hour</td>
<td>This course is designed to prepare the apprentice for a leadership position as a foreman. Students will learn the roles and responsibilities of being a foreman. They will learn how to create an effective work team, communicate effectively, apply problem solving skills, document and maintain records; plan and schedule work and implement a safety program.</td>
</tr>
</tbody>
</table>
Surgical Technology (SUR)

SUR-110 Surgical and Central Service Technology 1
5 credits/4 class & 2 lab hours
Prerequisite: Acceptance into the Central Services Technology (CST) or Surgical Technology (SUR) programs.
This course is designed to acquaint the student with the Operating Room and Central Service. The student is introduced to the environment, the history of surgery, legal and ethical responsibilities of the health care professional, professionalism and human relationships, computers, robotics and physics as they relate to surgery and Central Service. Emphasis is placed on asepsis, infection control, basic instrumentation, sterilization, disinfection and basic patient care skills.

SUR-120 Surgical Technology 2
6 credits/4 class & 4 lab hours
Prerequisite: SUR-110
This course is designed to build on the theoretical foundation of SUR-110 Surgical and Central Service Technology 1 with emphasis on nomenclature, the application of the principles of aseptic technique, wound healing, wound closure materials and surgical drains. The student will be introduced to radiographic procedures and techniques as well as principles and application of electrosurgical generators and lasers. The student will learn how to integrate the surgical supplies and equipment as they relate to opening and closing an abdominal incision as well as minimally invasive surgery.

SUR-230 Surgical Technology 3
7 credits/6 class & 2 lab hours
Prerequisite: SUR-120
Corequisite: SUR-221
This course continues the theoretical foundation of SUR-110 Surgical and Central Service Technology 1 and SUR-120 Surgical Technology 2. The student is introduced to the specialty areas of surgery and the application of basic scientific knowledge to specific surgical procedures. Specialty areas include general surgery, gynecology, orthopedics, peripheral vascular, cardiac, thoracic, genitourinary, endoscopic and laser surgery. This course will also introduce the student to the pharmacology of surgically related drugs and anesthetic agents, including the calculation of dosages and the effects of drugs and anesthetic agents on the human body.

SUR-231 Surgical Technology Clinical 1
6 credits/8 clinical hours per day/3 days a week
Prerequisite: SUR-120
Corequisite: SUR-230
This course allows a student to transfer and apply theoretical knowledge to the clinical setting. Students receive concentrated exposure to surgical procedures.

SUR-240 Surgical Technology 4
6 credits/6 class & 2 lab hours
Prerequisite: SUR-230
Corequisite: SUR-241
This course expands on the theoretical foundations of SUR-110 Surgical and Central Service Technology 1, SUR-120 Surgical Technology 2 and SUR-230 Surgical Technology 3. Emphasis is placed on complex surgical procedures, utilization of surgical microscopes, care and handling of microsurgical instruments, advanced patient care concepts, preparation for all types of hazards and employability skills. Specialty areas include ophthalmology, otolaryngology and oral surgery, neurosurgery, plastic and reconstructive surgery, pediatric surgery, advanced patient care concepts and procedures involving organ procurement and transplant, surgical oncology, trauma surgery and patients with special needs. Employability skills and all-hazards preparation are also addressed in this course.

SUR-241 Surgical Technology Clinical 2
6 credits/8 clinical hours per day/3 days a week
Prerequisite: SUR-231
Corequisite: SUR-240
This course allows a student to transfer and apply theoretical knowledge to the clinical setting and develop the sophisticated skills required for specialty surgical procedures.

Theatre (THE)

THE-101 Introduction to Theatre (see also Dance (DAN))
3 credits/3 class hours
Prerequisite: Eligibility for ENG-101
This course is a comprehensive study of theatre from many perspectives: theatrical, artistic and historical. Emphasis is on plays, playwrights and a critical analysis of theatre, past and present.

THE-104 Modern Drama
3 credits/3 class hours
This course is a study of plays which illustrate the effect of modern psychology on the development of drama in the 20th century. Dramatic realism and naturalism, expressionism, surrealism and absurdism are examined. The course includes a survey of dominant contemporary trends in theatre.

THE-108 Acting 1
3 credits/3 class hours
This course introduces the inexperienced student to acting. Goals are to survey and understand tools (voice, body and mind) and an actor must use in a performance. Practice is provided in the technical skills of movement, sensory perceptions, motivation, voice and diction. Practical application occurs through presentation of monologues in classroom.

THE-109 Acting 2
3 credits/3 class hours
Prerequisite: THE-108 or permission of instructor
This course is a continuation of the skills and knowledge developed in Acting 1. Emphasis is upon selecting appropriate monologues within the modern theatre repertory. Students will learn and rehearse scenes and present final performances to audience.

THE-116 Physical Approaches to Acting 1
3 credits/1 lecture & 2 studio hours
This course will explore the craft of acting through a physical approach that emphasizes imagination, awareness of one’s self and a connection to the world (be it real, or the world of the play) through one’s senses. Through individual and ensemble exercises, the students will work toward a sense of ease, readiness, support, balance and awareness in their physical and vocal production. Students will work toward clarity and expressiveness in their acting, while also exploring the integration of movement and vocal production.

THE-117 Theatre Production 1
3 credits/3 class & 2 studio hours
In this course, all phases of producing a theatrical event are studied through the application of skills to performance. The course explores the relationship between actors, producers and technicians while including the concepts of music, publicity and stage management. Students participate in the production of one or more plays scheduled for performance during the term.

THE-118 Theatre Production 2
3 credits/3 class & 2 studio hours
In this course students explore further all phases of producing theatrical performances. Basic construction methods are practiced. Fundamental concepts in lighting, sound design, scenic design and painting are explored.

THE-119 Introduction to Stage Direction
3 credits/3 class hours
This course is a study in applied and directed stage movement. Students learn to arrange actors on stage for visual clarity and dramatic effect. Techniques of script analysis, rhythmic phrasing and effective group planning are examined. This course is intended for teachers, counselors and other group leaders as well as for actors and directors in the theatre.

THE-121 Technical Theatre 1
3 credits/3 class & 1 studio hours
This is an introduction to the theoretical elements of technical theatre. Lighting, design, sound reinforcement, stage rigging, scenic construction and painting techniques will be covered. Students will have the opportunity to apply their skills in various productions.

THE-122 Technical Theatre 2
3 credits/3 class & 1 studio hours
Prerequisite: THE-121
In this course students will refine the skills learned in Technical Theatre 1. Computer lighting and sound control will be introduced. Advanced scenic construction techniques will be presented as well as the duties and responsibilities of theatre personnel.

THE-130 Acting Practicum 1
3 credits/3 class & 3 studio hours
This is a course designed to introduce the beginning acting student to a rehearsal and performance sequence. It includes training the actor to understand voice, body and mind as it relates to character and the play. Significant participation in the rehearsal process will lead to confidence and quality in performance. A term performance will be required.

THE-154 Introduction to Cinema
3 credits/3 class hours
This course is a critical survey of the motion pictures. The focus is on the literary, technical, social and cultural development of film. A historical and technical text is combined with critical, in-depth analysis of films.

THE-155 Improvisation
3 credits/3 class hours
This course is a practical introduction to the principles of improving dramatic scenes from a simple situation premise. Course material includes a variety of theatre games through which students gain experience in role-playing, psycho-drama and skit-making. Course material is intended for general
THE-210 Acting for Television
3 credits/3 class hours
This course provides an introduction to television and film acting techniques. Actor relationship to the camera and other technical information is discussed. Exercises, monologues and scenes are developed and videotaped for personal record.

THE-216 Film Worker 1
3 credits/2 class & 1 studio hours
This course is designed to introduce the student to several categories of tasks in the film making process. The course will focus on: film construction, film scenic painting, set dressing and art decoration, wardrobe and costume construction. Each component will be defined and developed.

THE-219 Physical Approaches to Acting 2
3 credits/1 class & 2 studio hours
Prerequisite: THE-218
This course is a continuation of THE-116, Physical Approaches to Acting 1, and explores the craft of acting through physical approaches that emphasize finding inspiration and connection to the world of the play through one’s imagination, awareness of one’s self and one’s senses. Through individual and ensemble exercises the student will work toward a sense of ease, readiness, support, balance and awareness in their physical and vocal production. Returning students will work toward further clarity and expressiveness in their work, in addition to increased specificity in choices and articulation of their processes.

THE-221 Introduction to Lighting Design
3 credits/3 class hours
Prerequisite: THE-220
This course will provide students with the skills necessary to work as a lighting designer, lighting technician or master electrician in a professional theatre.

THE-222 Stage Make-up
3 credits/1 class & 2 studio hours
Prerequisite: THE-221
This course focuses on the principles of corrective and character make-up with intensive practical application in a laboratory setting. Practical experience in application is gained through the semester’s stage production.

THE-223 Stage Management
3 credits/3 class & 1 lab hour
Prerequisite: THE-117
This course is an introduction to Stage Management. Each student will have the opportunity to stage manage their own short production, concentrating on the crucial organizational aspects of this theatrical component.

THE-226 Film worker 2
3 credits/2 class & 1 studio hours
This course is designed to introduce the student to several categories of tasks in the film making process. This course will focus on: becoming a film grip, becoming a film electrician, craft services, locations and scouting, sound mixing and video assist, becoming a production assistant. Each component will be defined and developed.

TOURISM MANAGEMENT (TRV)
TRV-101 Introduction to Travel and Tourism
3 credits/3 class hours
This course provides an introduction to the concepts, methods and practices of leisure, recreation and tourism studies. It also provides an overview of the travel and tourism industry.

TRV-102 Cruises and Tours Marketing and Sales
3 credits/3 class hours
This course provides an overview of cruise and tour products. Students learn how to identify clients, overcome objections and meet the traveler’s needs in a professional manner. The course serves as a guide for students who wish to obtain positions in the tour and cruise industry.

TRV-103 Destinations Geography 1:
US, Canada and Mexico
3 credits/3 class hours
This course provides students with an overview of the major areas of North America’s most frequented leisure and business destinations. Emphasis is on geographical location, topography, climate, language, culture, tourist attractions, points of interest, airport locations and internal transportation systems of the popular North American destinations such as New York City, Los Angeles, Hawaii, Ontario, the Pacific Southwest, the National Parks, Walt Disney World and Cancun.

TRV-104 Destinations Geography 2:
South America, Central America, Caribbean, Asia and South Pacific
3 credits/3 class hours
This course provides students with an overview of South America, Central America, the Caribbean, Asia and South Pacific’s most frequented leisure and business destinations. Emphasis is on geographical location, topography, climate, language, culture, tourist attractions, points of interest, airport location and internal transportation systems of the popular destinations such as the Panama Canal, Rio de Janeiro, Hong Kong, Tokyo, Fiji and Australia.

TRV-224 Events, Meetings and Convention Services
3 credits/3 class hours
This course provides students with an overview of conventions and meetings markets and group business sales strategies. It defines the scope and segmentation of the convention group business market and prepares students to fulfill convention meeting contracts.

TRANSPORTATION SECURITY ADMINISTRATION (TSA)
TSA-101 Introduction to Homeland Security
3 credits/3 lecture hours
This course will introduce students to the vocabulary and import components of homeland security. The importance of agencies associated with Homeland Security and their interrelated duties and relationships will be reviewed. The course will examine historical events and state, national and international laws that impact Homeland Security.

TSA-102 Intelligence Analysis and Security Management
3 credits/3 lecture hours
This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.

TSA-103 Transportation and Border Security
3 credits/3 lecture hours
This course provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course will review the time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rails lines, pipelines and buses. Exploration of technological solutions employed to enhance security of borders and transportation systems will be discussed. Students will be required to discuss the legal, economic, political and cultural concerns and impacts associated with transportation and border security. The course provides students with a knowledge-level understanding of the variety of challenges inherent in transportation and border security.

WELDING TECHNOLOGY (WLD)
WLD-101 Welding Fundamentals
3 credits/2 lecture & 2 lab hours
This is a course on theory and safety procedures. Students develop competency in the following Shielded metal-arc welding procedures: stringer beads, butt welds and T-joints in the flat and horizontal positions. Students become familiar with oxy-fuel flame cutting equipment and its application.

WLD-102 Advanced Welding
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-101
This is a course on out-of-position shielded metal-arc welding with emphasis on proper heats, electrode selections and AC/DC currents. Welding positions include horizontal, vertical and overhead.

WLD-103 Welding Safety and Applications
1 credit/1 class hour
This course is designed to give the student an overview of the oxy-fuel cutting, welding, braze welding and the GMAW (gas metal arc welding) processes. Safety and theory will be explained and hands-on welding techniques will be taught in the welding lab.

WLD-107 Blueprint Reading for Welders
3 credits/1 lecture & 3 lab hours
This course is designed to assist students in the development of skills necessary to interpret sketches and prints common to the metal working field. The course will begin with simple drafting concepts and sketching techniques and cover the metal structural shapes used by welders, auxiliary views, detailed views, projections, sections, detail and assembly.
drawings. American Welding Society standard welding symbols will be taught, as well as basic math, which will include decimals and fractions.

**WLD-180 Ironworker Welding 1.1**
1 credit/1 lecture hour
This course is designed to introduce the apprentice ironworker to electric arc welding and oxygen-fuel flame cutting. Emphasis will be placed upon safety procedures and proper equipment set up and usage. Some basic arc welding and torch cutting will be performed.

**WLD-181 Ironworker Welding 1.2**
1 credit/1 lecture hour
Prerequisite: WLD-180
This course is a continuation of electric arc welding and oxygen-fuel flame cutting. Emphasis will be placed upon safety procedures and proper equipment set up and usage. Additional basic arc welding and torch cutting will be performed.

**WLD-182 Ironworker Welding 1.3**
1 credit/1 lecture hour
Prerequisite: WLD-181
This course is a continuation of electric arc welding and oxygen-fuel flame cutting. Emphasis will be placed upon electrode groups and classifications.

**WLD-184 Ironworker Welding 1.4**
1 credit/1 lecture hour
Prerequisite: WLD-182
This course is designed to enhance the apprentice ironworker’s welding skills. Emphasis will be placed upon arc length, travel speed, starts and stops.

**WLD-196 Welding for Plumbers 1**
3 credits/3 lecture & 2 lab hours
This welding course is designed to provide basic welding skills for the plumbing industry. The course includes theory and safety procedures in oxyacetylene cutting, soldering and brazing of copper tubing.

**WLD-201 Preparation for Welding Certification**
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-102
This is an advanced course in shielded metal arc welding procedures to prepare for industrial certification. This includes welding single-vee groove weld butt joints with backing strips in the flat, horizontal and vertical positions, following the American Welding Society (AWS) code specifications. Testing materials and fee for AWS certification are added to this course.

**WLD-202 MIG and TIG Processes**
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-201
This is a course on the theory and application of gas metal-arc welding (GMAW), flux-cored arc welding (FCAW) and gas tungsten arc welding (GTAW) processes.

**WLD-208 Advanced Drawing and Reading for Fabrication**
3 credits/3 lecture hours
Prerequisites: WLD-107 & MAT-191
This course prepares students for fitting and fabrication detail work within the welding shop. Students will learn to apply their blueprint reading skills in structural and plate layout. Additionally, students will utilize triangulation and centerline interpretation from shop drawings.

**WLD-211 Welding Inspection**
3 credits/2 lecture & 2 lab hours
This is a course in the more popular methods of non-destructive testing applied to a variety of metal shapes. Existing non-destructive testing installations and equipment are discussed. Non-destructive test principles are explored in the following methods: liquid penetrants and magnetic particle inspection, X-ray radiology, ultrasonics and eddy current in action.

**WLD-217 MIG Flux Core Certification**
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-202
This is an advanced course in MIG flux core arc welding procedures to prepare for industry certification. This includes flux core arc welding of single-v-groove weld-butt joints and backing strips in the flat, horizontal and vertical positions in compliance with the American Welding Society (AWS) code specifications. Testing materials and fee for AWS certification are added to this course.

**WLD-221 Brazing and Welding**
3 credits/2 lecture & 2 lab hours
This is a course for students of technical programs. Covered are soldering and brazing of copper and steel, cutting and welding of steel using oxyacetylene and electric arc welding of plate and sheet metal. Theory and safety of the above processes will be taught.

**WLD-222 Pipe Welding 1—Basic**
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-201
This course provides students with knowledge and skills to effectively begin basic techniques of uphill shielded metal-arc welding (SMAW) for pipe. Uphill welding is generally used on thick-wall pipe. Students will practice their basic skills on metal plates before transitioning to 6” diameter pipe. The American Society of Mechanical Engineers (ASME) and American Welding Society (AWS) code specifications will be followed.

**WLD-223 Pipe Welding 2—Advanced**
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-222
This course provided students with knowledge and skills to prepare for American Society of Mechanical Engineers (ASME) and American Welding Society (AWS) pipe welding certification in uphill shielded metal-arc welding (SMAW) for 6” diameter, schedule 80 pipe in the 6G (45 degree) fixed position. Testing materials and fee for AWS certification are added to this course.

**WLD-224 Pipe Welding 3—Downhill**
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-223
This course provides students with knowledge and skills to prepare for the American Petroleum Institute (API) downhill shielded metal-arc pipe welding process and certification. This process is employed by the Marcellus Shale industry to connect natural gas cross country transmission pipelines. Students will also be introduced to the branch tee takeoff, which includes laying out, cutting and welding. The testing fee for the downhill shielded metal-arc pipe welding certification is added to the tuition for this course.

**WLD-285 Ironworker Welding 2.1**
1 credit/1 lecture hour
This course is designed to teach the apprentice ironworker how to troubleshoot a welding problem. Emphasis will be placed on improving overall weld quality. Types of weld joints will also be discussed.

**WLD-287 Ironworker Welding 2.2**
1 credit/1 lecture hour
Prerequisite: WLD-285
This course is designed to provide training needs to certify a welder in Shielded Metal Arc Welding. Emphasis will be placed on complex weld symbols and welding stainless steel. The student will also field fabricate a finished beam from a detail drawing. This course provides training in the remaining components of SMAW courses.

**WLD-289 Ironworker Welding 2.4**
1 credit/1 lecture hour
This course is designed to introduce the student to flux-cored automatic welding, FCAW. Emphasis will be placed on the basic principles of FCAW and the safety hazards associated with FCAW. Fluxing off welds and demolition cutting with oxy-fuel cutting torches will also be demonstrated.

**WLD-295 GMAW and Welding Fundamentals**
3 credits/2 lecture & 2 lab hours
This is a sheet metal apprentice course in the welding of sheet metal 12 gauge and lighter. The course will cover welding safety, basic maintenance and operation of cutting torches and GMAW equipment. Students will practice welding fundamentals taught in both flame cutting and multiple position welds on black iron in the GMAW process.

**WLD-296 SMAW and Applied Fundamentals**
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-295
Corequisite: MAT-191
This is a sheet metal apprentice course in SMAW applications to light gauge carbon steels. Students will learn the fundamentals of the SMAW process and applications for the sheetmetal industry. Instruction will cover inspection and maintenance of equipment, as well as minor repairs. Extensive practice of SMAW welding is included.

**WLD-297 GTAW Processes**
3 credits/2 lecture & 2 lab hours
Prerequisite: WLD-296
Corequisite: WLD-295
This Sheet Metal Apprentice course is an application of the GMAW welding process as it applies to the industrial, food service and ornamental metal industries. Students will perform work on both aluminum and stainless steel. Work will focus on...
on applying basic welding skills to applications which require much more discipline and advanced technique.

**WLD-298 Industrial Metal Applications**
4 credits/2 lecture & 4 lab hours  
Prerequisite: WLD-297  
Corequisite: WLD-296  
This is a sheet metal apprentice course in welding techniques associated with ferrous and non-ferrous metals thicker than .0625". Use of advanced techniques for both GMAW and SMAW welding processes will be covered. AWS welding procedures and certification testing procedures will be explained and practiced.

**WLD-380 Ironworker Welding 3.1**
1 credit/1 lecture hour  
Prerequisite: WLD-289  
This course is designed to present a better understanding of additional components of flux-cored automatic welding, FCAW. Emphasis will be placed on deposition rates, shielding gases and welding in the 3G and 4G positions.

**WLD-381 Ironworker Welding 3.2**
1 credit/1 lecture hour  
Prerequisite: WLD-380  
This course is designed to provide understanding of advanced components of flux-cored automatic welding, FCAW. Emphasis will be placed on electrode groups and classifications. Students will take an AWS D1.1/1.5 welder certification test in FCAW.

**WLD-382 Ironworker Welding 3.3**
1 credit/1 lecture hour  
Prerequisite: WLD-380  
This course is designed to present the student with components of carbon arc-gouging and cutting. Emphasis will be placed on set-up, electrodes and rod manipulation. Destructive and non-destructive weld testing will also be discussed.
CCAC Administrative Offices

Office of the Provost/Executive Vice President for Academic & Student Affairs
Provost/Executive Vice President for Academic & Student Affairs ................... Stuart Blacklaw, PhD
Administrative Assistant ................ Heather Murphy
............................... & Suzanne McHenry

Grant Project Development
Director ......................... Carol Yoannone, EdD
Grants Development Coordinator .............. Kathy Weir
Grant Resource Associate ................ Natasha Walton

Financial Aid
Executive Director ........... Jamie Hightower-Poindexter

Frieda G. Shapira Center for Learning through Service
Assistant Vice President ................... Richard Adams
Perkins Grant Director ............. Norman Downey
Keys Program Coordinator ........... Linda Rohrbaugh
Student Support Specialist . Sheryl Curtis & Barbara Kaleugher

Information Technology Services
Chief Information Officer .......... Diane Jacobs (Interim)
Systems Analysis & ERP Support Manager . Alan Bickerton
Lead Systems Analyst ................ Deborah Barb
Lead Developer & Database Administrator
......................................... Jason Lander (Interim)
......................................... Gary Bercik & Ashley Dignon
Application Development & Integrator ...... Mark Spano
......................................... & Joseph Strayer
Operation Center Manager ........... Georgeann Cochran
Customer Support Training Manager .... Stacy Silvis
Application Analyst Trainer ........... Ross Donehue
Service Desk Analyst ................... Kathy Hillen, Thomas Clark
......................................... & Nancy Seman
Lead Senior Network Engineer .......... Steve Witsch
Sr. Network Engineer ............ Rajendra Pal
Network Engineer III ............. Brandon Poyner, Thomas Streiff
......................................... & Robert Winners
Network Engineer II ..... Byarr Meekins & Jonathan Dolny
Network Engineer I ................... James Pifko
Field Operations Director .......... Michael O’Brien
Assistant Director ................. Megan Rice
User Support Analyst ........... Daniel Russell, Travis McClellan,
......................................... Wayne Krivoniak, Timorhy Myers & C. Scott Hopkins
Computer Hardware/Software Tech ........ Dominic Grasso,
......................................... Emily Birch, Gary Fisher & Thomas DeLong

Learning Outcomes & Achieving the Dream
Director ......................... Mary Kate Quinlan

Nursing
Dean ........................... Kathy L. Mayle
Nursing Education Data & Adjunct Faculty Administrator
......................................... Devon George

Online Learning
Director ..................... Dwight Bishop, EdD
Instructional Technologist ........... Justin Busch
Online Support Specialist ............ Tawanda Wright

Registrar
Registrar ........................... Diane Jacobs, EdD

Planning & Institutional Research
Assistant Vice President ............ Kevin Smay
Planning & Research Assistant Director . Giovanni Garofalo
Analyst ............................... Lucy Wang

Title III Grant
Coordinator of Learning Commons ........ Ria Buford

Veterans Services
Director ......................... vacant
Assistant Director ............... Kelly Steffler
Student Success Facilitator .......... Priscilla Robertson
......................................... & Sharmyn Straughters

Office of the Vice President for Workforce Development
Vice President
Vice President ........................ Theresa Bryant
Administrative Assistant ............ Patricia Burnett
Assistant Vice President & Dean Workforce Development
............................. Debra Killmeyer

Business & Community Operations
Director ........................... Jennifer Cowans
Operations Coordinator ............ Cynthia Safran

Community Training & Development
College Director .................... Mary Jo Guercio, EdD
Human Services Coordinator .......... Beth Ison
Training Coordinator ............... Susan Kennedy
Project Manager .................. Sylvia Elsayed
Instructional Designer ............. Paul Blackford

Project Manager
Project Manager .................... Anne Tanski
Public Safety Assistant Director .... Richard Hilinski

Community Education
Director ........................... Elizabeth Sommers
Office of Vice President for Finance
Vice President Finance
Vice President Finance ........................ Joyce Breckenridge
Administrative Assistant ...................... Shelly Hawkins-Lee

Finance & Controller
Assistant Controller .......................... Lori McKinney
Accounting Director .......................... Constance Dyer
Accounts Payable Supervisor ...................... Arlene O’Leary
Restricted Funds Accountant ...................... Lori Rossick
Payroll Director .............................. Jill Schutz
Bursar .................................. Kenneth Bush
Senior Staff Accountant .......................... Joe Miller
Budget Coordinator/Analyst ...................... John Forney

Purchasing, Contracts & Auxiliary Enterprises Management
Purchasing Director .............................. Michael Cvetic
Contracts Director .............................. Karen Hoskinson

Enterprise Risk Management
Manager .................................. Mark Guerriero

Safety & Security
Director .............................. Edward Bogats

CCAC Educational Foundation
Chief Executive Officer
Chief Executive Officer ........................ Rose Ann DiCola
Major & Planned Gifts Director ........................ vacant

Development Director
Development Director .............................. Jodi Beemer
Foundation Relations Coordinator &
Executive Assistant to the Board ...................... Cara Huey
Alumni Affairs Coordinator ........................ Rocco Pacella

Office of Institutional Diversity & Inclusion (OIDI)
Special Assistant to the President for Diversity & Inclusion
Special Assistant to the President for Diversity & Inclusion ........................ Clyde Pickett
Civil Rights Compliance Officer ...................... Sumana Misra-Zets
Civil Rights Investigator ........................ Alisha Lynn Carter
Senior Secretary .............................. Bev Fury

Office of Vice President for Human Resources
Vice President
Vice President .............................. Kimberly Manigault
Human Resources Assistant ........................ Susan Ingold
Human Resources Director ........................ Michael Swartzendruber
Faculty Staff Development Director ...................... Valery Keibler
Human Resources Administrator ...................... Shakia Robinson
Human Resources Specialist ........................ Kathy D’Imperio
Senior Administrative Clerk ........................ April Cole

Facilities Management
Chief Facilities Officer
Chief Facilities Officer ........................ James C. Messer
Assistant Director .............................. Raymond Marks
Energy Manager ........................ Elaine Sadowski
Operations Manager ........................ Richard Schlegel

Public Relations & Marketing
Executive Director .............................. Elizabeth Johnston
Marketing Manager ........................ Jason Price
Graphic Designer ........................ Nicholas Jaramillo
Web Content Manager ........................ Amanda Lawson
Web Producer ........................ Jennifer Scott

College Auditor
College Auditor .............................. Daniel M. Carr

Governmental & External Affairs
Governmental & External Affairs Executive Director ........................ Nancilee Burzachechi, JD, CFRE

Strategic College Initiatives
Strategic College Initiatives Executive Director ........................ Mary Frances Archey, EdD

Vice President & College Counsel
Vice President & College Counsel ........................ Anthony L. DiTommaso, Esq.
### ALLEGHENY CAMPUS

**President**  
President ................. Evon Washington Walters, EdD  
Administrative Assistant ............... Judy Collins

**Academic Affairs**  
Academic Affairs Dean ............... Michael J. Self, PhD

**Associate Dean**  
Associate Dean ....................... Richard Betters  
On-site Director ....................... Betsy Rozen

**Administration**  
Administration Dean .................. Janet Christensen  
Student Accounts Coordinator ........ .Mary Mullin  
Business Affairs Assistant Director ... Mary Henderson  
Office Services Manager ............. Maureen Farrell  
Physical Plant Supervisor ............ Richard Warren  
Housekeeping Supervisor ............. Richard Graham

**Safety & Security**  
Safety & Security Director ............. Edward Bogats  
Assistant Director ................... David Grimes

**Special Projects**  
Special Projects Director .............. Susan Gall (Interim)  
Student Success Coach .......... Miles Hines, Talisa Reed  
........................................ & Ginger Underwood

**Student Development**  
Student Development Dean ............ Roslynne Wilson, EdD  
Assistant Dean of Student Development  
........................................ Jane Greenwood (Interim)

**Admissions**  
Admissions Director .................. Kristin Spiker

**Student Recruiter**  
Student Recruiter ..................... Theodore Ketchum

**Counseling Services (AFT) (see page 225)**

**Financial Aid**  
Financial Aid Director ................. Kevin A. Totty  
Financial Aid Specialist ............ Jessica Rahim  
International Students Director ........ Kristin Spiker

**Job Placement & Career Services Director**  
Job Placement & Career Services Director .......... Robert Knetz  
Employment Specialist ............. Anthony Wieckowski  
Registration & Advisement Director .......... Lucille Adkins  
Specialized Programs Director ........ Darla Coleman  
Student Life Director ............ Christine McQuaide (Interim)  
Student Development Specialist ........ Gaina Miklusko  
........................................ & Robert Keslar

**Supportive Services for Students with Disabilities**  
Director ............... Christopher Richardson (Interim)  
Student Support Specialist ........ Gary Looker  
Vocational Education Director ........ Jennifer Amrhein  
Career Support Specialist ............ Nancy Wareham

**Homewood-Brushton Center**  
Assistant Dean ................ Vladimir St. Surin (Interim)

### BOYCE CAMPUS

**President**  
President ....................... The Honorable Charles J. Martoni, PhD  
Administrative Assistant ............... Janet Teti

**Academic Affairs**  
Academic Affairs Dean .................. Richard Allison

**Associate Dean**  
Associate Dean ....................... Tomi Waters

**Administration**  
Administration Dean .................. Nancy Jenkins  
Student Accounts/Business Assistant Coordinator  
........................................ Catherine Brock  
Physical Plant Supervisor ............. Jil DeShong  
Housekeeping Supervisor ............. Edmund Uniatowski

**Safety & Security**  
Safety & Security Director ............ W. Joseph Hixson

**Student Development**  
Student Development Dean .......... Yvonne Burns  
Admissions Director ................. Elizabeth Strenkowski, PhD

**Counseling Services (AFT) (see page 225)**

**Financial Aid**  
Financial Aid Director ................. Nancy Keilly  
Financial Aid Specialist ............. Christine Carr

**Job Placement & Career Services**  
Job Placement & Career Services Director ........ Pamela Nichols  
Employment Specialist ............. Carol Johnson

**Registration & Advisement**  
Registration & Advisement Director ........ Quiana Golphin

**Student Life**  
Student Life Director ............ Frank Kaufman  
Student Development Specialist ........ David Devenzio  
........................................ & Linda Neubauer  
Student Success Coach ............. Ashley Clark & Marshall Ellison

**Supportive Services for Students with Disabilities**  
Supportive Services for Students with Disabilities Director  
........................................ Patricia Florentine  
Student Support Specialist ............. Edward Adams

**Vocational Education**  
Vocational Education Director ........ Darlene Billeck

**Braddock Hills Center**  
Assistant Dean ..................... Gyndolyn Bradford  
MOST Project Director .............. Cathy Hester
NORTH CAMPUS

President
President .................. Gretchen Mullin-Sawicki, PhD
Administrative Assistant .................. Joan Follen

Academic Affairs Dean
Academic Affairs Dean ..................... Jeff Thomas

Associate Dean
Associate Dean ...................... David Young
Career & Technical Education Director .... Laurel Westrom

Administration Dean
Administration Dean ...................... John Boehm
Physical Plant Supervisor .................. Kenneth Weber
Housekeeping Supervisor .................. Aaron Kotys

Safety & Security
Safety & Security Director .................. David Schwab

Student Development
Dean of Student Development ........ Mary Lou Kennedy

Admissions Director
Admissions Director ..................... Rhena McCaskill
Student Recruiter ....................... James Bender
Career & Technical Education Director .... Laurel Westrom
Nursing Admissions Coordinator .......... Amber Reed

Counseling Services (AFT) (see page 225)

Financial Aid Director
Financial Aid Director ..................... Jynhae Tyler

Financial Aid Specialist
Financial Aid Specialist ..................... Jordan Gass

Job Placement & Career Services
Job Placement & Career Services Director ............ Michelle Talbert-Horsey

Registration & Advisement
Registration & Advisement Director ........ Susan McCleary

Student Life
Student Life Director .................. Antoinette (Nina) Mulé Lyons
Student Development Specialist ........ Charles Bell
Student Success Coach ............. Molly Christy & Sean Thomas

Supportive Services for Students with Disabilities
Supportive Services for Students with Disabilities Director .......... Della Pappas
Student Support Specialist ................ Theresa Smochko

West Hills Center
Assistant Dean ...................... Ronald Logreco
West Hills Center Director ............ Derek Fischer

SOUTH CAMPUS

President
President .................. Charlene Newkirk, JD
Administrative Assistant .................. Kimberly Borza

Academic Affairs Dean
Academic Affairs Dean .................... Brenda Trettel, EdD

Associate Dean
Associate Dean ...................... Barbara Evans, EdD

Administration Dean
Administration Dean ............. Sharon Mills
Student Accounts/Business Assistant Coordinator
.................................................. Patricia Martler
Physical Plant Supervisor ............... vacant
Housekeeping Supervisor ............... Brian Richards

Safety & Security
Safety & Security Director ............... William Hixson

Student Development
Dean of Student Development ......... Tara Zirkel
Career & Technical Education Director .... Pamela Kennedy

Counseling Services (AFT) (see page 225)

Financial Aid
Financial Aid Director ..................... Kyle Mosley
Financial Aid Specialist ..................... Kelly Yurkovich

Job Placement & Career Services
Employment Specialist .................. Jennifer Holbert
Registration & Advisement Director .... Tiffany Evans, PhD

Student Life
Student Life Director .................. Antonio Quartersman
Student Development Specialist ........ Ronald Rocco
.................................................. Mark Craven & Michelle Thomas

Supportive Services for Students with Disabilities
Supportive Services for Students with Disabilities Director .......... Carissa Monaco

Washington County Center
Assistant Dean ...................... Justin Tatar

For contact information for the college’s regular full-time and part-time employees, go to ccac.edu/Directory
Faculty & Support Staff

COUNSELING SERVICES

Toni Taylor Carney, Professor & Counselor (1978)
BS, University of Pittsburgh
MEd, University of Pittsburgh
Boyce Campus

Megan Crane, Counselor (2015)
MS, Holy Family University
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Lenore Hiller, Assistant Professor & Counselor (1997)
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Fanny Liu, Professor & Counselor (2000)
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MA, University of Pittsburgh
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Daniel Maddox, Assistant Professor & Counselor (2008)
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Patrick McKenna, Professor & Counselor (2002)
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LIBRARY & LEARNING RESOURCES

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MLS, University of Pittsburgh
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Graphics, Office of College Services

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TEACHING FACULTY

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Diploma, Pennsylvania School of Muscle Therapy
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CPA, Commonwealth of Pennsylvania
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MOT, Texas Woman's University
DOT, Chatham University
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MS, Dalian Institute of Chemical Physics
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MSN, University of Pittsburgh
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Elizabeth Claytor, Associate Professor (2010)
BA, Chatham College
MA, Carnegie Mellon University
English, North Campus
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degrees and Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maxine Coleman</td>
<td>Associate Professor (2013)</td>
<td>Diploma, Mercy Hospital School of Nursing, BS, University of Pittsburgh, MA, University of Pittsburgh, MBA, Old Dominion University, MSN, University of Phoenix, Nursing, Allegheny Campus</td>
</tr>
<tr>
<td>Richard Coleman</td>
<td>Associate Professor (2013)</td>
<td>BS, University of Pittsburgh, MA, University of Pittsburgh, MEd, Duquesne University, Mathematics, Allegheny Campus</td>
</tr>
<tr>
<td>Kelli Collette</td>
<td>Associate Professor (2013)</td>
<td>AS, Robert Morris University, BSEd, Slippery Rock University, Radiation Therapy, Allegheny Campus</td>
</tr>
<tr>
<td>Janet Colville</td>
<td>RN, Professor (1982)</td>
<td>BSN, University of Pittsburgh, MSN, La Roche College, Nursing, Allegheny Campus</td>
</tr>
<tr>
<td>Rocco Comisso</td>
<td>Professor (1988)</td>
<td>BA, California University of Pennsylvania, MS, California University of Pennsylvania, Biology, South Campus</td>
</tr>
<tr>
<td>Sara Conroy</td>
<td>Instructor (2012)</td>
<td>BSBA, University of Pittsburgh, MS, Robert Morris University, Business &amp; Accounting, South Campus</td>
</tr>
<tr>
<td>Deborah G. Conway</td>
<td>Professor (2002)</td>
<td>BA, Duquesne University, MSW, University of Pittsburgh, PhD, University of Pittsburgh, Social Work/Early Education &amp; Child Development, South Campus</td>
</tr>
<tr>
<td>Scott Cornish</td>
<td>Associate Professor (2008)</td>
<td>BFA, Edinboro University, MFA, West Virginia University, Art, South Campus</td>
</tr>
<tr>
<td>Robert Coppala</td>
<td>Instructor (2014)</td>
<td>ASN, CCAC, BSN, Waynesburg University, MSN, University of Alabama, Nursing, South</td>
</tr>
<tr>
<td>Jane Cougahanour</td>
<td>MT, ASCP Professor (1976)</td>
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</tr>
<tr>
<td>Marie Dailey</td>
<td>Instructor (2013)</td>
<td>BS, John Carroll University, MS, John Carroll University, Mathematics, Allegheny Campus</td>
</tr>
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<td>Associate Professor (2013)</td>
<td>BS, Mercyhurst University, MA, University of Pittsburgh, Biology, Allegheny Campus</td>
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<td>Gregory B. Davis</td>
<td>MT ASCP, AMT, Professor (1973)</td>
<td>BS, California University of Pennsylvania, MS, Duquesne University, Biology, Allegheny Campus</td>
</tr>
<tr>
<td>Joseph DeBlasio</td>
<td>Professor (1968)</td>
<td>BS, California University of Pennsylvania, MA, West Virginia University, PhD, University of Pittsburgh, Mathematics, Allegheny Campus</td>
</tr>
<tr>
<td>Joseph Delphia</td>
<td>Instructor (2008)</td>
<td>BS, Miami University, BFA, Miami University, Art, Allegheny Campus</td>
</tr>
<tr>
<td>Anna DelVitto</td>
<td>Professor (1990)</td>
<td>BS, University of Pittsburgh, MS, Wichita State University, Mathematics, North Campus</td>
</tr>
<tr>
<td>Lisa DiMaria</td>
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<td>BSED, Duquesne University, MSED, Duquesne University, Developmental Studies, Allegheny Campus</td>
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<tr>
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<td>AA, Community College of Allegheny County, BS, University of Pittsburgh, MAEd, West Virginia University, MFA, Edinboro University of Pennsylvania, Art, Boyce Campus</td>
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<tr>
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<td>BS, California University of Pennsylvania, MEd, University of Pittsburgh, Mathematics, North Campus</td>
</tr>
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<td>Joyceann Ditka</td>
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<td>BS, Edinboro State University, MA, University of Pittsburgh, English/Speech, North Campus</td>
</tr>
<tr>
<td>Steve Dodin</td>
<td>Professor (1982)</td>
<td>BA, Queen’s College, MSEq, Pennsylvania Department of Education, Physics, Allegheny Campus</td>
</tr>
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<td>Assistant Professor (2013)</td>
<td>AA, CCAC, BFA, Carnegie Mellon University, MMU, Carnegie Mellon University, Music, Allegheny Campus</td>
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</tbody>
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BSN- Penn State University
MSN, Waynesburg University
Nursing, North Campus

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BS, Marquette University
MS, University of Pittsburgh
Mathematics, North Campus

Joseph Dvorak, Professor (2000)
BA, Robert Morris University
MBA, University of Pittsburgh
Computer & Information Technology, Boyce Campus

John Dziak, Assistant Professor (1972)
BA, Washington & Jefferson College
MS, Duquesne University
Biology, Allegheny Campus

Beth Edson, Associate Professor
BA, La Roche College
Diagnostic Medical Sonography, Boyce Campus

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BSN, University of Pittsburgh
MSN, Waynesburg University
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BA, Indiana University of Pennsylvania
MSW, University of Pittsburgh
Social Work, Allegheny Campus

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BS, Yeshiva College
MA, Hunter College
Biology, Allegheny Campus

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BA, Bryn Mawr College
MED, Penn State University
Developmental Studies, South Campus

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BS, John Carroll University
MSBE, University of Pittsburgh
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Mathematics, Allegheny Campus

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MA, University of Pittsburgh
Communication Arts, South Campus

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MEd, California University of Pennsylvania
Engineering Technologies, South Campus

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BSN, Pennsylvania State University
MSN, University of Pittsburgh
Nursing, South Campus

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Diploma, Dean Institute of Technology
Heating & Air Conditioning, North Campus

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BS, University of Botswana
MS, New Mexico State University
MAT, University of Texas
Mathematics, South Campus

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BS, University of Pittsburgh
MSOL, Geneva College
MSIT, Carnegie Mellon University
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MA, Duquesne University
English, North Campus

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BA, California Polytechnic State University/San Luis Obispo
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Developmental Studies, Boyce Campus

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BSN, Carlow University
MSN, University of Pittsburgh
Nursing, Boyce Campus

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Welding, North Campus

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MS, John Carroll University
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BA, Allegheny College
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Education, Allegheny Campus

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MA, Duquesne University
English, South Campus

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BS, Robert Morris University
MBA, Robert Morris University
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BSBA, Robert Morris University
MSEd, Robert Morris University
MA, West Virginia University
EdD, Indiana University of Pennsylvania
Computer & Information Technology, South Campus

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BS, Indiana University of Pennsylvania
MA, University of Pittsburgh
PhD, University of Pittsburgh
English, North Campus
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BA, Bucknell University
MS, University of Pittsburgh
Computer & Information Technology, South Campus

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BSEd, California University of Pennsylvania
MSEd, Duquesne University
RN, Presbyterian-University Hospital
Allied Health, South Campus

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BS, University of Pittsburgh
MEd, University of Pittsburgh
Mathematics, Boyce Campus

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Chemistry, South

Lori Guzikowski, Professor (2003)
BSN, Indiana University of Pennsylvania
MSN, University of Pennsylvania
Nursing, Boyce Campus

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BS, Robert Morris University
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Business Accounting, North & Boyce Campus

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BA, Hampton University
MFA, University of Pittsburgh
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BSN, University of Pittsburgh
MNEd, University of Pittsburgh
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BS, University of Pittsburgh
MS, Indiana University, Bloomington, Indiana
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Psychology/Sociology, South Campus

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BS, Duquesne University
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BA, Wabash College
MA, Ball State University
PhD, University of Aberdeen
History, Boyce Campus

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BS, University of New Hampshire
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BA, St. Mary’s College
MBA, DePaul University
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AS, Mt. Aloysius
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MEd, Duquesne University
Court Reporting, Allegheny Campus

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BA, Sri Satya Sai Institute of Higher Learning
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MA, University of Hyderabad
MPhil, Jawaharlal Nehru University
PhD, Jawaharlal Nehru University
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BSN, Waynesburg University
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RTR, Montefiore Hospital
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General Motors Training Center, Parkway Vo-Tech
Automotive Engineering, North Campus

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Automotive, North Campus

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Biology, Allegheny Campus

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Radiologic Technology, Boyce Campus

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PhD, Duquesne University  
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MA, Minnesota State University, Mankato  
PhD, Boston College  
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Respiratory Therapy, Allegheny Campus

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MS, Carlow University  
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BS, Bowling Green State University  
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MS, Clarion University  
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MSEd, Northwestern University  
MFA, Chatham University  
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MFA, University of Pittsburgh  
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Automotive, North Campus

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MEd, University of Pittsburgh  
Dance/Theatre, South Campus

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Vocational Education, North Campus

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MA, Western Michigan University  
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BA, Gannon College  
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Philosophy, Boyce Campus

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Associate Professor (1979)  
BS, Geneva College  
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ARRT Certified Radiologic Technologist
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BS, Clarion University of Pennsylvania
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Developmental Studies, South Campus

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BS, University of Bombay
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MSIE, University of Pittsburgh
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JD, Duquesne University
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MS, Duquesne University
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Paralegal Certification, Pennsylvania State University
Criminal Justice, South Campus

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MA, Indiana University of Pennsylvania
MEd, Westminster College
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Augustine Obiaku, Professor (2002)
BS, Gregorio Araneta University Foundation
MBA, Manuel L. Quezon University
PhD, Manuel L. Quezon University
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BA, University of Pittsburgh
MS, Youngstown State University
Criminal Justice, North Campus

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BS, Indiana University of Pennsylvania
MSIS, University of Pittsburgh
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Rodger O’Toole, Professor (1972)
BA, University of Dayton
MA, University of Pittsburgh
PhD, University of Pittsburgh
Speech, Boyce Campus

Patricia Paul, Professor (1993)
RN, Sharon General Hospital
BSN, Pennsylvania State University
MSN, University of Pittsburgh
DNP, Carlow University
Nursing, South Campus
Walter Pauli Jr., Professor (1997)
BS, Rochester Institute of Technology
MS, University of Pittsburgh
MBA, Santa Clara University
Computer & Information Technology, Boyce Campus

Maureen Pavlik, RN, Professor (1991)
BSN, University of Pittsburgh
MSN, University of Pittsburgh
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Timothy Pavlik, Professor (1977)
BA, Allegheny College
MS, Indiana University of Pennsylvania
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BSN, Carlow University
MSN, University of Pittsburgh
Nursing, Boyce Campus

Theresa Pickut, Professor (1987)
RN, McKeensport Hospital School of Nursing
BSN, LaRoche College
BSEd, California University of Pennsylvania
MSN, University of Pittsburgh
Nursing, South Campus

Juanita Plaskon, Professor (2001)
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PhD, University of Pittsburgh
Biology, Boyce Campus

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BS, Lucknow University of India
MS, University of Illinois
PhD, Kent State University
Physics, Boyce Campus

Charles Poetain, Professor (1990)
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Mathematics, Allegheny Campus

Mary J. Popojas, Professor (2006)
BSN, Pennsylvania State University
MSN, University of Pittsburgh
Nursing, South Campus

Ralph Proctor, Professor (2001)
BS, University of Pittsburgh
PhD, University of Pittsburgh
Ethnic & Diversity Studies, Allegheny Campus

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BS, Kent State University
MA, University of Pittsburgh
PhD, University of Pittsburgh
Psychology, Allegheny Campus

Linda C. Radzvin, RN, CRNP, Professor (1991)
RN, St. Francis Medical Center
BS, California University of Pennsylvania
BSN, Carlow University
MEd, University of Pittsburgh
MSN, West Virginia University
PhD, Duquesne University
Surgical Technology, Boyce Campus

John Reynolds, Associate Professor (2010)
BA, Mercer University
MA, University of Reading, Berkshire
MAT, Georgia College
English, Boyce Campus

Kate Ritchey, Instructor (2012)
MS, Clemson University
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BSW, Jackson State University
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Social Work, South Campus

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BSN, Widener University
MSN, Syracuse University
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BS, West Liberty University
MEd, University of Pittsburgh
Biology, Boyce Campus

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BS, University of Pittsburgh
MS, Carnegie Mellon University
MSNE, Carnegie Mellon University
Engineering Technologies, South Campus
Tammy Sawmelle, Associate Professor (2013)
BSN, Pennsylvania State University
MSN, Duquesne University
Nursing, South Campus

Brenda Schneider, Professor (2007)
BSN, Duquesne University
MSN, Waynesburg College
Nursing, North Campus

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AA, Shoreline Community College
BS, University of Pittsburgh
MA, University of Wisconsin-Madison
Mathematics, North Campus

William Serafin, CPA, Professor (1977)
BS, California University of Pennsylvania
MBA, Duquesne University
Accounting, South Campus

Rebecca Shaheen, RN, Professor (1982)
BSN, Indiana University of Pennsylvania
MSN, Indiana University of Pennsylvania
DNP, Waynesburg University
Nursing, Boyce Campus

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BA, Indiana University of Pennsylvania
MA, California University of Pennsylvania
Criminal Justice, South Allegheny Campus

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BA, Maryville College
MA, St. Louis University
English, Boyce Campus

William Shay, Professor (1968)
BS, University of Pittsburgh
MA, Michigan State University
Physical Education, Allegheny Campus

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BS, Aquinas College
MS, Washington State University
Mathematics, Allegheny Campus

Carrie Slagle, Professor (2007)
BSN, Indiana University of Pennsylvania
MSN, University of Phoenix
Nursing, Boyce Campus

David Sluss, Professor (2005)
BS, University of Akron
MA, University of Pittsburgh
Mathematics, Allegheny Campus

Donald Smith, Professor (2002)
AS, Community College of Allegheny County
BS, Otterbein College
MEd, University of Pittsburgh
Computer & Information Technology, Allegheny Campus

Juel Smith, Associate Professor (2012)
BS, Carlow University
Biology, Boyce Campus

Mary Jane Smith, RN-BC, Professor (1968)
BSN, University of Michigan
MA, University of Pittsburgh
Nursing, Allegheny Campus

Patricia Smutko, Professor (2003)
BSN, Slippery Rock University
MSN, LaRoche College
Nursing, Allegheny Campus

Laurie Sprankle, Professor (2007)
BA, Pennsylvania State University
MA, Pennsylvania State University
Political Science/History, South Campus

Richard Stec, CPA, Professor (1977)
BS, University of Pittsburgh
MS, Duquesne University
JD, Duquesne University
Accounting, North Campus

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BS, Pennsylvania State University
MEd, University of Pittsburgh
Developmental Studies, Allegheny Campus

Michael Sullivan, Professor (1985)
AS, Community College of Allegheny County
BA, Robert Morris University
MS, Robert Morris University
Computer & Information Technology, North Campus

Jonathan Summer, Associate Professor (2006)
BS, University of Pittsburgh
MS, University of Nevada
Mathematics, Boyce Campus

Paula Susi, Professor (2008)
BSN, University of Pittsburgh
MSN, Waynesburg University
Nursing, North Campus

Stephanie Swindle, Associate Professor (2010)
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MS, Indiana University of Pennsylvania
Mathematics, North Campus

Cynthia Syskowski, Professor (2005)
AA, Northern Virginia Community College
BA, Chatham University
MEd, Carlow University
Early Education & Child Development, North Campus
Linda Tessmer, Instructor (1999)
AA, American River College
Vocational Education, North Campus

Susan Thornton, Professor (2007)
BSN, University of Texas
MSN, University of Texas
Nursing, South Campus

Rosalena Thorpe, RN, Professor (1981)
BSN, Columbia University
MA, Columbia University Teachers’ College
MEd, Columbia University Teachers’ College
PhD, University of Pittsburgh
Nursing, Allegheny Campus

Elizabeth Throesch, Associate Professor (2013)
BA, University of Texas at Austin
MA, University of Southampton, UK
PhD, University of Leeds, UK
English North Campus

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BS, Allegheny College
MA, University of Pittsburgh
Mathematics, South Campus

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AA, Community College of Allegheny County
BA, University of Pittsburgh
MFA, University of Pittsburgh
English, Boyce Campus

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BS, Indiana University of Pennsylvania
Respiratory Therapy, Allegheny Campus

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BS, Indiana University of Pennsylvania
MS, Indiana University of Pennsylvania
PhD, Pennsylvania State University
Health & Physical Education, Boyce Campus

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BA, Wittenberg University
MA, University of Pittsburgh
English, Allegheny Campus

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AA, Community College of Allegheny County
BA, Carnegie Mellon University
Physical Education, Allegheny Campus

Luis Ulloa, Associate Professor (2008)
MS, University of Pittsburgh
MS, Indiana University of Pennsylvania
Mathematics, Allegheny Campus

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BSN, Palacky University
MSN, Palacky University
Nursing, Allegheny Campus

Elizabeth Vargo, RD, LDN, Professor (1987)
BS, Mercyhurst College
MS, University of Pittsburgh
Dietetics, Allegheny Campus

Joalice Vecchio, Professor (2005)
BA, Seton Hill University
BSN LaRoche College
MSN, LaRoche College
Nursing, South Campus

Veena Venugopal, Instructor (2014)
BS, University of Calicut
MS, Duquesne University
MS, University of Calicut
Mathematics, South

Gregory Wagner, Professor (1991)
BA, Duquesne University
MAT, Duquesne University
BSIS, University of Pittsburgh
MSIS, University of Pittsburgh
Computer & Information Technology, Boyce Campus

Kathleen Wallace, Associate Professor (2008)
MS, Duquesne University
Biology, Boyce Campus

Ping Wang, Professor (2002)
BA, Xi’an International Studies University
MA, Xi’an International Studies University
MA, Cleveland State University
MCIS, Cleveland State University
PhD, Nova Southeastern University
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Mathematics, North Campus

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Chrysler Corporation Training Center
Automotive Engineering, North Campus

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Mathematics, Boyce Campus

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BS, Indiana University of Pennsylvania
MS, Pennsylvania State University
PhD, Iowa State University
Foodservice, Lodging & Recreation Management, Boyce Campus
Stephen Wells, Professor (2002)
AS, Community College of Allegheny County
BA, Duquesne University
MA, Duquesne University
PhD, Duquesne University
English, South Campus

Kalina White, Associate Professor (2005)
BA, Earlham College
MS, University of Connecticut
Biology, Allegheny Campus

Thomas Wieloch, Professor (1976)
AS, Worcester Junior College
BS, University of Lowell
MS, University of Massachusetts
Physical Science, North Campus

Patsy Williamson, Professor (1988)
BA, University of Alabama in Birmingham
MA, University of Alabama in Birmingham
English, South Campus

Miriam Wilson, Instructor, (2012)
BS, Messiah College
MS, Framingham State University
Dietetics, Allegheny Campus

Thaddeus Worek, Professor (1982)
BS, University of Pittsburgh
MS, University of Pittsburgh
PhD, University of Pittsburgh
Physics, Allegheny Campus

Lore Wright, Professor (1994)
BS, University of Pittsburgh
BSN, University of Pittsburgh
MSN, University of Pittsburgh
Nursing, Allegheny Campus

Eileen Wrigley, Professor (1976)
BS, University of Pittsburgh
MS, University of Pittsburgh
Computer & Information Technology, South Campus

Melanie Yeschenko, Associate Professor (2005)
BS, Indiana University of Pennsylvania
MEd, California University of Pennsylvania
Early Education & Child Development/Education,
Boyce Campus

Joseph Yoest, Instructor (2012)
BS, Robert Morris University
MA, University of Pittsburgh
Mathematics, South Campus

Carla Young, Professor (1991)
BS, Clarion University
MEd, Clarion University
Developmental Studies, Allegheny Campus

Robert Young, Professor (2006)
BA, Wichita State University
MA, Wichita State University
Sociology, South Campus

William Zahurak, Professor (1970)
BS, Indiana University of Pennsylvania
MBA, University of Pittsburgh
Accounting, Allegheny Campus

Michael Zdilla, Assistant Professor (2013)
BS, University of Pittsburgh
DC, New York Chiropractic College
Biology, South Campus

Eugene Zizka, Professor (1980)
AA, Cuyahoga Community College
BS, The Ohio State University
MS, University of Pittsburgh
PhD, University of Pittsburgh
Physics, Allegheny Campus
Academic Advisor. The CCAC faculty or staff member(s) who will help students develop their educational plan and facilitate their registration each term.

Academic Calendar. The calendar that tells when the academic terms begin and the dates for grades, withdrawal and other important academic deadlines. (see ccac.edu/Academic_Calendars.aspx)

Academic Forgiveness. The process by which students may apply for forgiveness of D and F grades due to an absence of four years from credit study or because they have changed their program of study. The adjusted GPA will be used for determining academic standing to include suspension, probation, good standing, honors and dean’s list. (see the Academic Rules & Regulations, “Academic Forgiveness” section of the catalog for more information.)

Academic Probation. A student who has attempted a minimum of 12 credit hours with a cumulative grade point average below 2.00 and is not suspended is placed on academic probation. (See the Academic Rules & Regulations, “Academic Probation” section of the catalog for more information.)

Academic Progress. The academic rules established by the college to ensure that students are making progress toward the completion of their educational goals.

Academic Suspension. A temporary dismissal from the college for two academic semesters of a student whose GPA falls below acceptable levels (below 2.00) of academic progress. (See the “Academic Probation” section of the catalog for more information.)

Access to Student Records. The policy under which students are allowed to review their records according to college policy. Student access their records through CCAC Central e-Services.

Add &/or Drop. The process of changing schedules after students have completed their registration. Refer to the Academic Calendar for dates during which this can occur.

Administrative Withdrawal. The policy by which the college reserves the right to cancel students’ registrations for just cause, such as non-payment of tuition or disruptive behavior.

Admissions Application. All students must complete the official admissions application. The form is available online or in paper. All students must complete to begin the enrollment process. The application collects basic demographic and academic information on the applicant.

Admissions Process/Procedures. Steps followed by a new or re-admitted student in order to enroll at CCAC as a credit student. These include completing an application, submitting transcripts, applying for financial aid, taking placement tests and seeing an academic advisor. Applicants can complete all steps at one time by participating in an Enrollment Express Day.

Advanced Standing. College credits taken at an accredited college or university, or earned through CLEP, Dantes and AP exams. CCAC also awards advanced standing for specific CTC coursework based on articulation agreements. (See Transfer Credits.)

Alpha-numeric codes. How CCAC courses are identified. Each course receives a six digit code—the first three digits are alphabetic, the second set of three are numeric.

Appointment Central. The online portal allowing CCAC students to schedule an appointment for a variety of services such as placement testing, academic advising, Enrollment Express and other events. (See ccac.edu/appointment-central)

Articulation Agreements. Agreements between institutions (either a high school/area vocational school or future four-year school and CCAC) that allow for the awarding of CCAC credit for prior educational experiences or the transfer of CCAC credits to other schools.

Audit. The process of attending class on a no-academic credit basis. Students pay the same tuition whether they take the class for a grade or not.

Behavioral Intervention Team (BIT). College staff who respond to situations involving dangerous, atypical, threatening or disruptive student behaviors.

Blackboard. CCAC’s course management system used for Internet, hybrid and technology-supported courses. Blackboard is accessed through the Internet; therefore there is no software to install or download to the student’s computer. (see courses.ccac.edu)

Bookstore Charge Authorization. The policy which allows students with pending financial aid or a financial sponsor to obtain books and supplies from the campus bookstore. (see ccac.edu/Bookstores.aspx)

Career & Technology Center (CTC). Technical high schools. CCAC accepts some credit from specific CTC’s. Students should see admissions counselor for additional information.

Career Planning. The availability of a career counselor at each campus to help students select major programs and careers.

CCAC Central. CCAC Central e-Services is an online product where students can apply for admissions to CCAC, search and register for credit classes, view grades and financial information, order transcripts and pay online.

Certificate. CCAC offers a number of certificate programs, requiring less than 60 credits, aimed at preparing students for a specific career.

Changing a Grade. The procedure to have a grade change includes several steps. If a student receives a grade he/she believes to be
incorrect, the student should check first with his/her instructor. Consult the current Student Handbook for additional information.

**Changing a Major Program.** Students must see an advisor and file a change of major program form at the Registration and Advisement office.

**Checksheet.** (See Graduation Checksheet.)

**Class or Course Load.** The number of courses and credits for which students are registered.

**Class Schedule.** The college prints a class schedule each term, listing the credit courses available at each campus and center. The schedule is also available electronically at ccac.edu CCAC Central e-Services.

**CLEP (College Level Examination Program).** The national tests students can take to determine if they should receive advanced standing credits in a number of disciplines. (For more information go to ccac.edu/Advanced-Placement/#College-Level_Examination_Program_-_CLEP)

**Co-curricular Activities.** Activities at CCAC that are designed to complement the classroom.

**Code of Academic Conduct.** CCAC rules and policies regarding appropriate standards of academic integrity for students.

**Code of Behavioral Conduct.** CCAC rules and policies regarding appropriate standards of conduct for students. These standards are embodied within a set of values that include integrity, social justice, diversity, respect, community and responsibility.

**Collaborative Programs.** The Collaborative program with Indiana University of Pennsylvania (IUP) require that students complete designated credits at CCAC then apply to IUP BS in Management. Students accepted into the IUP program may then continue the IUP junior and senior coursework at the Boyce campus.

**Commencement.** A graduation ceremony where students officially receive their degrees, typically held in May or June at the end of the academic year (See graduation).

**Cooperative Education.** On-the-job experiences arranged by the college in a number of programs to give students work experience before graduation.

**Corequisite.** Two or more courses that should be taken at the same time.

**Counseling Services.** The personal counseling, transfer counseling and career counseling services CCAC offers ensure that students are well-informed and well-guided as they make decisions about academics, careers and more. (see ccac.edu/Counseling_Services.aspx)

**Course Outline.** An outline prepared by the instructor in each class. The course outline enhances the information in the syllabus. It describes the expectations in greater detail including weekly assignments and classroom etiquette as well as behavior.

**Credit.** At CCAC, a credit is equivalent to 15 hours of instruction or one hour per week over a 16-week period. A three-credit class would be equivalent to 45 hours, a four-credit class to 60 hours and so on. Hours are prorated for shorter sessions. These hours do not include final examination.

**Credit by Examination.** If a student has experience he/she believes equivalent to a CCAC course, the student may petition to receive credit by examination rather than enrolling in the course. There is a fee for this examination.

**Credits (Earned & Attempted).** Credits earned are those classes that students receive an A through F grade; credits attempted are all classes in which they have enrolled, even though the student may have I, X or W on their transcript.

**CTC.** (See Career & Technology Center.)

**Curriculum.** The name given to a number of courses representing a program of study or the offerings of department of discipline.

**Dean’s List.** The list of students who have high academic achievement. This list is prepared each term.

**Dean of Academic Affairs (Academic Dean).** The dean of Academic Affairs and the associate dean of Academic Affairs are responsible for all academic areas on each campus with the exception of Nursing (which is administered by the college-wide Dean of Nursing). The deans of Academic Affairs have additional college-wide discipline and program responsibilities.

**Dean of Student Development.** The dean of Student Development is responsible for all student services on each campus and respective college centers. Student services range from admissions and financial aid to supportive services for students with disabilities, child development centers and student life. The dean of Student Development is responsible for enforcing the Student Code of Behavioral Conduct. Behavioral Intervention Teams are chaired by the campus dean of Student Development.

**Dean, Online.** (See Online Dean.)

**Degree.** CCAC offers Associate of Arts (AA), Associate of Science (AS) and Associate of Applied Science (AAS) degrees.

**Degree Audit.** Academic Advisors are available to review a Degree Audit with students; this shows progress made by the student to meet the requirements of their current program or a prospective program.

**Developmental Studies courses.** CCAC offers courses in English, mathematics and reading to help students develop the skills necessary to succeed in the college classroom.

**Diploma.** CCAC offers a number of diploma programs, requiring less than 16 credits, aimed at preparing students for a specific career.

**Discipline or Department Elective.** A course offered within a specific discipline (for example, Business or Psychology) which students can elect to take in their major program. These are noted in the program in the catalog.
Dropping a Class. In order to drop a class and not receive a final grade in it, students must report to the Registration and Advisement office within the specific drop period.

Dual Enrollment. With the permission of the student’s parents and school district, a high school student may take CCAC coursework.

e-portfolio. (See Portfolio Review through College Credit Fast Track)

eRefund. Enables students to have certain refunds electronically deposited directly into a checking or savings account.

Educational Plan. A student’s academic advisor will help him/her develop a plan to facilitate educational objectives through classes at CCAC.

Electives. College level courses listed in a degree program that are not specified by title.

Enrollment Express. (see Open House)

Extracurricular Activities. Activities at CCAC that are outside of the classroom. Many of the extracurricular activities can be found in the Student Life section of the web and include clubs, sports and community service.

Faculty Resource Program. This program focuses on students who have completed all developmental courses as required by CCAC’s placement tests or are not required to take any developmental courses, have completed between nine and 30 credits and have at least a 2.00 GPA. It is designed to provide the students with information about their academic status and services provided by the college.

FAFSA. (see Free Application for Federal Student Aid)

Fees. The college collects fees in addition to tuition. These cover extraordinary costs associated with education. Among others, these include a laboratory fee, technology fee and student service fee. (See Tuition & Fees page for more information.)

FERPA. The Family Educational Rights and Privacy Act of 1974 allow students access to their own school records and sets guidelines for the protection of the student record.

Final Examination. Each class taken will have a final examination. This may or may not include a review of the entire term’s work.

Financial Aid. Financial Aid is intended to aid students in reaching their educational goals. Financial aid at CCAC is available in the form of: grants and scholarships, Direct subsidized loans, Direct unsubsidized loans, Direct Parent Plus loans and private alternative loans. Financial aid also includes work-study employment. (see ccac.edu/financial-aid)

Flat Rate Tuition. Tuition charged for students registering for 12 to 18 credits in a semester.

Free Application for Federal Student Aid. The Free Application for Federal Student Aid (known as the FAFSA) is a form that can be prepared annually by current and prospective college students in the United States to determine their eligibility for student financial aid (including the Pell Grant, Federal student loans and Federal Work-Study). (See Financial Aid)

General Equivalency Diploma (GED). The diploma awarded by the Commonwealth of Pennsylvania to those individuals who did not graduate from high school, yet successfully complete a standardized test. The college offers courses to prepare students to take the GED tests, or students can receive a GED after completing 30 credits of college work. (see ccac.edu/GED-information/)

Good Standing. Students are in good standing at the college if they maintain a grade point average (GPA) of 2.00 or higher.

Grade Point Average (GPA). The grade point average is calculated each term and then accumulated over the student’s enrollment at the college. It is based on a 4.00 scale, with an A counted as 4 grade points, a B 3 grade points, etc.

Grades. Grades indicate students’ success in each course. Students receive a grade noting their midterm progress as well as a final grade in each course. Students access their grades via CCAC Central e-Services.

Graduation. In the student’s last term he/she needs to complete an application for graduation available at ccac.edu/advisement-forms/ or in the Registration and Advisement office, so the academic record can be evaluated to determine if the student has met all of the requirements for their program.

Graduation Checksheet. Check sheets detailing the requirements for graduation for academic programs offered at CCAC.

Grants. Type of financial aid awarded based on financial need. The most common grants are awarded by state and federal agencies. (See Financial Aid for more information.)

High School Transcript. Applicants to the college are required to submit a high school transcript. Applicants must contact their high school to authorize the sending of the transcript.

Honors Programs. The Honors Program exists to unite outstanding students and faculty in the pursuit and advancement of academic excellence. For students, CCAC Honors promotes participation in a program of scholastic rigor, service to the college and community, opportunities to attend regional and national Honors conferences and activities to develop leadership skills. Students must apply to the honors program for consideration.

Horizontal Change. Students may change from one section of a course to another section during the registration or add period.
Incomplete. A student has not completed all the required work in a course within the scheduled term. It is the instructor’s option to give an incomplete. The student needs to meet with the instructor and agree on the exact work to be completed and a schedule to complete the work. Work must be completed no later than eight weeks into the next semester. If a “Change of Grade Authorization” is not received, the I grade will automatically be converted to the grade earned or to an F grade.

Independent Study. Independent study experiences are planned by students and their instructors before registration and must be approved by the appropriate academic dean.

Institutional GPA. Grade point average calculated each term, including only college level courses. Developmental course grade points excluded.

Joint Enrollment. CCAC has entered into joint enrollment programs with California University of Pennsylvania. Students who apply and meet the admissions requirements of both institutions will be jointly admitted to both institutions and may take coursework at both institutions leading to both an associate degree and then a bachelor’s degree. Tuition is charged at the rate of the institution offering the course.

Learning Commons. Learning Commons are learner-center engagement spaces where tutoring, faculty interaction and facilitated computer-assisted learning is fostered at each of the college’s four campuses. While focusing on improving the skills and abilities of CCAC’s developmental students in English and reading courses, all CCAC students will have access to the Learning Commons. (See ccac.edu/Learning_Commons.aspx)

Limited Admissions. Admission to the college does not constitute admission to a limited enrollment program. Some programs are limited in enrollment due to clinical sites, employment opportunities, accreditation requirements and other factors. Students may need to complete certain requirements to be eligible to apply to a limited admission/limited enrollment program. (see ccac.edu/limited-enrollment-specialty-programs/)

Loans. Type of financial aid which can be either subsidized or unsubsidized that must be repaid, either six months after graduating or once the student ceases to be enrolled at least half-time. Alternative loans have lender-specific repayment terms. (See Financial Aid for more information.)

Major Program. All students at the college select a major program, whether or not they intend to complete all the requirements of that program. These major programs are detailed in the college catalog and should be selected in consultation with an academic advisor.

Math Café. The Math Café is a walk-in assistance center for students in need of help with mathematics courses. Math Cafés are available at all college campuses, Homewood-Brushton and West Hills Centers. Math Cafe hours of operation are available at ccac.edu/Math_Cafes_Page.aspx

Medical Withdrawal. If a student has a health problem that makes it necessary for him/her to drop out of school, the student can apply for a medical withdrawal.

Midterm Grades. Midterm grades are issued for the 16- and 14-week terms after the eighth week of the 16-week term. This grade does not appear on the transcript and is intended to help students assess their progress in each course.

Military Call to Active Duty. An M grade is posted to the student transcript when a student has elected the withdrawal option Military Call to Active Duty. (see Appendix I)

NetID (Network Identification). A personal, unique identifier assigned to individuals. Students can set up their username and password, which provides access to computers on the college network, e-Services, email, Blackboard, and other college electronic services.

Nondiscrimination Policy. Policy implemented at CCAC that provides procedures for dealing with complaints of discrimination, harassment, bullying, hazing, intimidation, sexual misconduct, stalking and cyber bullying.

Online Dean. Online service designed to provide opportunities for students to communicate with the deans of Student Development, ask questions and receive responses via email.

Online Learning. Online learning describes courses in which the majority of interaction between teacher and student and among students takes place electronically. Electronic communication may take the form of audio, video, email, chat and the Internet.

Online Tutoring (SMARTHEINKING). Up to 10 hours of free online (24/7) tutoring per semester are offered to all CCAC students. This is particularly useful for students who are not able to use the in-house facilities. Students using SMARTHEINKING receive real-time assistance in mathematics, chemistry, bilingual mathematics, physics, organic chemistry, biology, introduction to anatomy and physiology, economics, introductory finance, accounting and statistics. Writing support for all subjects is also provided through the online writing lab.

Open Admissions. CCAC has open admissions, which means that it does not require entrance examinations. Students are admitted on a first-come, first-served basis. The college does require that students take placement tests to make sure students begin their studies where they are most likely to succeed.

Open House. Event held at college campuses that enable a prospective student to meet with CCAC representatives from Admissions, Financial Aid and, Registration & Admisnum. Students can get answers to questions, complete an admissions application, take placement tests, begin the financial aid process and register for classes—all in one place on one day. Preregistration is required. Students can sign up online through Appointment Central or can contact the campus.

Orientation. (See Smart Start Orientation.)
**Outstanding Balance.** Unpaid tuition, fees, parking tickets, fines and balances will prevent students from registering or receiving any other college services until resolving the balance.

**PASSHE.** Pennsylvania System of Higher Education institutions.

**PA TRAC.** PA TRAC creates a seamless transfer and articulation process for students who earn degrees in specific programs and who transfer to PASSHE—Pennsylvania System of Higher Education institutions. CCAC’s programs in Biology, Business, Chemistry, Early Education and Child Development, Physics and Psychology are part of this agreement. In addition to the PASSHE institutions, Carlow University, Lackawanna College, Neumann University and St. Francis University are participating in these agreements.

**Part-time Student.** A part-time student is registered for less than 12 college credits for a term.

**Per-credit Tuition Rate.** Tuition charged to students registering 1 to 11 credits or registering for 19 or more credits in a semester.

**Placement Profile.** A student’s placement profile is made up of his/her placement test scores as well as previous educational and life experiences. This information will assist the academic advisor in designing a successful educational plan with the student.

**Placement Tests.** The college provides placement testing in English, reading and mathematics skills to help students and academic advisors determine if students need help developing the skills necessary to be successful at CCAC. (See ccac.edu/placement-tests/)

**Portfolio (for Prior Learning Assessment) (PLA).** A portfolio is an organized collection of essays and documentation demonstrating the student’s learning through work and life experiences. Through the portfolio, the student demonstrates the knowledge gained through experience equivalent to college coursework. The student must be able to identify and document experiences and learning, based on the learning outcomes stated in the CCAC curriculum. Each portfolio will include: reason for petition; an expanded resume; a personal essay outlining goals, competencies and a learning narrative; and supporting documentation (including letters of verification, copies of certificates, demonstrations, awards, portfolios, etc.) that provides evidence of experience and learning.

**Prerequisite.** Course or skill set a student is required to have before registering for another course.

**Program Areas.** Academic programs are categorized into six areas: Arts and Humanities; Business; Education, Social and Behavior & Human Services (ED, SB&HS); Health; Science, Technology Engineering and Mathematics (STEM); and Trades.

**Program Requirements.** These are listed under the student’s major programs in the college catalog and are the requirements needed to graduate in that program.

**Quality Point Average (QPA).** (See Grade Point Average (GPA).)

**Re-admission.** Students who have not attended CCAC for one year need to reapply to the college. Students may continue in their previous program or select a new program.

**Refunds.** The refunding of money owed to students is by check or credit card and may take as many as three weeks for processing after the start of the term. (Also see eRefund)

**Registration.** The process of enrolling in college classes. Currently registered students are able to use “priority registration” for the next term before registration opens to the public. The effective dates for registration are posted on each campus. Students may register at any campus of the college, no matter which campus they want to attend. Most students can register online. (See ccac.edu/registration-services/)

**Registration and Advisement.** The office on each campus that is responsible for registration, advisement and maintaining the student’s records. (See ccac.edu/academic-advisement/)

**Repeating Classes.** If students have received a D or F in a class, they may elect to repeat it. Students may make four attempts to pass a course. However, the fourth attempt requires permission of the academic dean and will be allowed only under compelling circumstances. All grades earned by students from a single class will remain on their transcript, with the last grade being calculated into the GPA.

**Remote Placement Testing.** Placement testing available to CCAC applicants who live outside the geographic region through Remote ACT/COMPASS testing sites (there are over 550 located throughout the United States). Testing centers typically charge a fee between $20 and $45. The CCAC Counseling Office will help you to determine the appropriate test package and a testing center where you can take the test. For more information go to ccac.edu/Remote_Placement_Tests.aspx

**Removal of Grades From GPA Calculation.** Students may apply for forgiveness of D or F grades due to an absence of four years from credit study or because they have changed their program of study. The adjusted GPA will be used for determining academic standing to include suspension, probation, good standing, honors and dean’s list. (See the Academic Rules & Regulations, “Academic Forgiveness” section of the catalog for more information.)

**Residency (domicile).** CCAC is sponsored by Allegheny County and the Commonwealth of Pennsylvania. Students must prove residency to determine appropriate tuition rates.

* Domicile shall mean a person’s true, fixed and permanent home, to which a person intends to return. A residence established for the purpose of attending an educational institution or qualifying for resident status for tuition purposes shall not of itself constitute domicile. The residency of a dependent student (as defined by the IRS) is determined by the parent’s domicile. (See Appendix F, Student Residency Classification for more information.)

**Reverse Transfer.** Within four years after leaving CCAC and after completing a minimum of 30 credits at the college, a student can apply back to the college for graduation. A
maximum of 15 credits from an approved and accredited college can be applied toward graduation.

**Roadmap to Your Destination.** Roadmap is a clear pathway to graduation, detailing the steps to completion in logical sequence and directing students to engage in specific tasks at key times. *(See Student Services for more information.)*

**Satisfactory Academic Progress.** Eligibility for financial aid can be affected by failure to maintain satisfactory academic progress. *(See Financial Aid for more information.)*

**Scholarships.** Type of financial aid typically awarded to students who meet specific criteria. *(See Financial Aid for more information.)*

**School Code.** Unique codes are assigned by the Department of Education for schools participating in the Title IV federal student aid programs. Students can enter these codes on the Free Application for Federal Student Aid (FAFSA) to indicate which postsecondary schools they want to receive their financial application results. The school codes for the CCAC campuses can be found on ccac.edu.

**Second Associate Degree.** If students wish to earn a second associate degree, they must complete at least 21 additional credits at CCAC and complete all the requirements of the second program.

**Section.** The time, place and instructor of each course are noted by use of a section number.

**Semester.** CCAC is on a semester calendar, with a fall and spring term, each comprised of 15 weeks of instruction and an additional week for final exams for a total of 16 weeks (online, courses at college centers & evening courses are usually 13 weeks instruction plus a final exams week). There are 6-, 8- and 10-week sessions during the summer.

**Smart Start Orientation.** Smart Start helps students begin their college experience by providing information on college life—educational, social and cultural activities offered by CCAC. Students can get their photo ID, NetID and learn about essential college services. Students sign up for Smart Start online using Appointment Central, by telephone or via mail.

**SMARTHINKING.** *(See Online Tutoring.)*

**Syllabi/Syllabus.** A summary of the main points of a CCAC credit course that includes course name and number, credits and number of class work required, pre- and corequisite(s) if applicable, course description and learning outcomes. Syllabi for current courses are found on the Master Course Syllabi. *(See Course Outline.)*

**Third Party.** The term used to describe a student’s tuition sponsor that may refer to an employer or other funding agency.

**Transcript.** A student’s grade record is available in official and unofficial formats. When grades are changed, completed or old grades are removed from GPA calculation and these transactions are noted on the official transcript. For more information, go to ccac.edu/transcripts-degree-verification/

**Transfer Credits.** If a student has taken courses at another accredited college and wishes to have them count toward his/her degree at CCAC, he/she should request that a transcript be forwarded to CCAC from the other college and request evaluation. These transferred credits will appear on the CCAC transcript. Only A, B and C grades are transferred. The grades earned elsewhere will not calculate into a student’s CCAC GPA. Some limited admission/limited enrollment programs may take these grades into consideration when students are applying to them.

**Transfer Student.** A student who plans to continue his or her education after CCAC. Transfer students should meet early in their CCAC career with a counselor at their campus to develop a program of study using transferable courses.

**Transferable Course.** Course that another college or university will accept toward a student’s program of study at the college or university.

**Tuition.** The tuition is a per-credit tuition rate for students taking 1 to 11 credits and a flat tuition rate for students taking 12 to 18 credits. Students registering for more than 18 credits will be charged the flat tuition rate plus the per credit tuition rate. Specific tuition amounts and associated fees are available at ccac.edu/payment/

**Tutoring.** Free service is offered through the Library and Learning Services departments at each campus for students taking credit courses. Both in-house (face-to-face) and online tutoring services (SMARTHINKING) are available. Students are encouraged to make an appointment for this service. *(See ccac.edu/Tutoring.aspx)*

**Unspecified Elective.** Any college level credit CCAC course may satisfy this requirement. Students should select all courses in consultation with an academic advisor.

**UserName.** A name that uniquely identifies someone on a computer system. Each student has a unique username and is responsible for managing the password for this account that provides access to computers and numerous electronic systems for learning, communications, and financial and academic records.

**Vertical Change.** Students will be tested early in English, mathematics and reading classes to determine if they are appropriately enrolled. If the test results indicate a change is necessary the instructor will direct the student on how to make the change.

**Web Advising.** Students living more than 50 miles from a CCAC location can complete the enrollment process and meet with an academic advisor using the Web Advising program. Students must meet the technical requirements for Web Advising. For more information go to ccac.edu/Web-Based-Advising/

**Withdrawal.** In order not to receive a grade in a class or classes, students must officially withdraw within the specific withdrawal period. When this is done a W grade appears as the final grade on the student transcript. Students who stop
attending without officially notifying the Registration and Advisement office will receive a grade in the class or classes.

**Workforce Development and Community Training And Development.** Programs and classes that provide job training and teaches life skills to those who can benefit from this support in order to better socialize, care for themselves and contribute to society. We provide skills training for those who take care of this special population and we make sure that the elderly have the proper programs to enjoy and take care of their affairs. We provide classes for those who wish to develop or improve skill sets in the human service/non-profit arena. *(See ccac.edu/Human_Service_Programs.aspx)*

**Work-Study.** Students may qualify for a work-study award as part of the financial aid package. Students are able to earn a wage while working in a college office or approved off-campus location. *(See Financial Aid for more information.)*
APPENDIX A
FINANCIAL AID ACADEMIC PROGRESS GUIDELINES

In order to qualify for federal financial aid (Federal Pell Grant, Federal SEOG, Federal Work study, Federal Direct Student Loans and Federal Direct Plus Loans) and/or any CCAC funded grant or scholarship, a student must maintain satisfactory academic progress as established by the college in accordance with federal guidelines. A student's entire academic record will be considered in the determination of eligibility for financial assistance, whether or not any previous aid was received.

Satisfactory Academic Progress Definition:

1. Satisfactory academic progress for financial aid recipients is defined as follows:
   - Successful completion of 67 percent of all credits attempted;
   - A degree, certificate or diploma must be earned within 150 percent of attempted required credits for each program. For example, if a program requires 30 credits to graduate, the certificate must be earned within 45 attempted credits. If a program requires 60 credits to graduate, the degree must be earned within 90 attempted credits.
   - A student pursuing financial aid eligible diploma or certificate programs that are less than two years in length, academic progress will be checked at the mid-point of the student's program.
   - An overall minimum grade point average (GPA) is maintained as follows:

<table>
<thead>
<tr>
<th>Credits attempted</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–24</td>
<td>1.50</td>
</tr>
<tr>
<td>25–48</td>
<td>1.75</td>
</tr>
<tr>
<td>49–59</td>
<td>1.90</td>
</tr>
<tr>
<td>60+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

   W, I, F, N and X grades will be calculated into the GPA as credits attempted with zero grade points earned.
   Courses passed with a grade of P will be counted into courses attempted but not into GPA.

2. Developmental courses will be counted as credits attempted and calculated into the GPA.

3. Students who feel that there are extenuating circumstances which may effect the denial of financial aid have the right to appeal in accordance with the financial aid appeal process. Appeals must be in writing, must be accompanied by any appropriate documentation that would support the appeal request and must be submitted prior to the 75 percent refund period for the term for which the student is making the appeal.

4. Satisfactory academic progress is checked each May; therefore, students who begin courses in the summer or fall term will first be reviewed for academic progress at the end of the spring term. However, students who do not meet the academic progress guidelines at the end of the fall term will be considered on academic probation. Students will be notified of this probationary status.

Academic Progress for PHEAA State Grants:

Academic progress guidelines for PHEAA state grants are different than the academic progress guidelines for federal and institutional grants and scholarships described above. Academic progress requirements for PHEAA state grants are disclosed in each student's PHEAA Grant eligibility notice.

If you are applying for or receiving a grant from the Pennsylvania Higher Education Assistance Agency (PHEAA) please note that at least half of your class schedule must be for classes that are fully offered on a campus/center. In addition, your program of study also needs to have at least half of its courses offered fully on a campus/center. If you are uncertain how this PHEAA policy relates to your class schedule, please contact the director of Financial Aid at the campus of your choice.

Note: students with medical disabilities as defined by the American with Disabilities Act (ADA) of July 1990 (PL. 101-336) may request an accommodation to the 50 percent in-classroom instruction enrollment requirement of the Pennsylvania state grant program. The ADA Accommodation Request Form may be found online at http://www.pheaa.org/funding-opportunities/stategrant-program/pdf/2011-2012/ADA-accomodation-request-form.pdf.

Federal Student Loan Grade Levels:

Students applying for Federal Stafford Student Loans or Federal PLUS Loans are subject to the same academic progress guidelines described above. In addition, for the purpose of processing student loans, grade levels are defined as follows:

<table>
<thead>
<tr>
<th>Credits completed</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–29</td>
<td>Grade Level 1</td>
</tr>
<tr>
<td>30+</td>
<td>Grade Level 2</td>
</tr>
</tbody>
</table>

Withdrawals

Students receiving financial aid and who withdraw, never attend or stop attending class(es) either officially or unofficially will have financial aid adjusted as follows:

Never Attended

Financial aid is available to eligible students who enroll at the institution for the period for which aid is awarded. Students who never attend classes after registering for a specific term are not eligible for financial aid.

Students who never attend classes and are reported by the faculty as never attending will have all financial aid cancelled for the class(es) in question. All forms of financial aid including
federal, state and/or institutional grants or scholarships will be
fully cancelled, even if the institution elects to retain tuition
and fees assessed at the time for registration. In addition,
students who have applied for and would otherwise be eligible
for the Federal Stafford Student Loan program will have their
loan proceeds returned to the lender. The institution will retain
all tuition and fees assessed those students but will not include
these students for state appropriations.

Students who received a refund as a result of receiving financial
aid in excess of tuition and fees and who never attend will be
expected to repay the institution for all funds disbursed to the
student in good faith.

Official Withdrawals
Financial aid is available to eligible students who enroll at the
institute for a specific period and for a specific number of
courses. Financial aid will be calculated based upon the initial
enrollment of the student but will be adjusted to reflect a
student’s adjustment to his/her schedule during the 60 percent
period enrollment.

Students who drop or withdraw from classes after the
institution’s refund period may have financial aid adjusted
(unless the student completely withdraws, either officially
or unofficially, i.e., stops attending) but will be expected to
continue to maintain satisfactory academic progress according
to federal guidelines for financial aid recipients. The institution
will not adjust the student’s tuition and fees for students who
withdraw after the institution’s refund period and may include
these students for state appropriations.

Unofficial Withdrawals (Stops Attending)
Financial aid is available to eligible students who enroll at the
institute for a specific period and for a specific number of
courses. Students who stop attending classes as reported by
the faculty will have financial aid adjusted to reflect the actual
courses the student is enrolled in and attending.

Students who are reported by the faculty as stopped attending
classes will have their financial aid adjusted if the student has
stopped attending classes during the institution’s refund period. The institution will retain the full tuition and fees
of students who stop attending classes and may report these
students as enrolled for state appropriations. This procedure
parallels the manner in which the institution adjusts students
who officially withdraw from classes.

Students who are reported by the faculty as having stopped
attending classes after the institution’s refund period
(unless the student has stopped attending all classes) will not
have financial aid adjusted, but will be expected to make
satisfactory academic progress according to the federal guidelines
established for financial aid recipients. The institution will
retain the full tuition and fees of students who stop attending
classes and may report these students as enrolled for state
appropriations. This procedure parallels the manner in which the
institution adjusts students who officially withdraw from classes.

Title IV Refund Procedures
Students who received federal financial aid and who completely
withdraw (either officially or unofficially) from classes up to
the 60 percent period of enrollment will have federal financial
aid adjusted. This adjustment will reflect the portion of federal
financial aid that is unearned for the period for which the
student attended. If the student received a refund as a result of
receiving financial aid in excess of tuition and fees, some or all
of the refund money may need to be repaid to the institution.
In addition, if the student’s financial aid is adjusted and
that adjustment leaves an unpaid balance for tuition and fee
expenses, the student is expected to also pay the institution for
these charges.

The institution will retain all tuition and fee charges if the
student withdraws after the refund period. The institution will
adjust tuition and fee charges if the student withdraws during the
refund period.

Financial Aid Refunds
Effective with the fall 2012 semester there will be a 30 day
delay in the disbursement of all eligible financial aid funds to
students’ accounts. This means that financial aid funds will be
dispersed to eligible student’s accounts on the 30th calendar
day of the semester. Refund checks will be prepared and mailed
as soon as possible after the disbursement date.

Students will be able to charge required books and supplies at
the CCAC campus bookstore during the first three weeks of
the Fall semester, provided that the Free Application for Federal
Student Aid (FAFSA) has been filed by August 1st and all
required additional documentation that is needed to complete
the file is received by their CCAC campus Financial Aid Office
no later than August 1st. Students who wish to charge their
books during the first 3 weeks of the Spring semester must
have their FAFSA and all required documentation filed and
submitted no later than December 1st.

A complete copy of the new financial aid refund policy can be
found at ccac.edu, search keywords “financial aid refund.”

Effective Fall 2012

APPENDIX B
COLLEGE REFUND AND DROP POLICIES

As you consider whether you want to drop and/or add a class or
classes, you should be aware of the following rules:

• No tuition and refundable fees will be dropped from the
15% point of the term forward. Fall, Spring, and Summer
sessions may be of varying lengths, each with their own
drop dates. These drop dates are published in the Credit
Schedule and on ccac.edu. You may also consult the
Registration and Advisement office at your campus for
information on drop dates.

• All tuition and refundable fees will be dropped when you
drop your classes before the first day of the semester. If
you are due a refund it will be in the form of a check or
credit to your credit card (MasterCard, Visa, or Discover) if

[20x24]246
[30x76]seCTIon 22  :  aPPenDICes
[54x74]institution adjusts students who officially withdraw from classes.
[54x86]appropriations. This procedure parallels the manner in which the
[54x98]classes and may report these students as enrolled for state
[54x110]retain the full tuition and fees of students who stop attending
[54x122]satisfactory academic progress according to the federal guidelines
[54x134]have financial aid adjusted, but will be expected to make
[54x146]attending classes
[54x170]after the institution's refund period
[54x170]Students who are reported by the faculty as having stopped
[54x200]classes.

Students who received a refund as a result of receiving financial
aid in excess of tuition and fees and who never attend will be
expected to repay the institution for all funds disbursed to the
student in good faith.

Official Withdrawals
Financial aid is available to eligible students who enroll at the
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drop dates. These drop dates are published in the Credit
Schedule and on ccac.edu. You may also consult the
Registration and Advisement office at your campus for
information on drop dates.

• All tuition and refundable fees will be dropped when you
drop your classes before the first day of the semester. If
you are due a refund it will be in the form of a check or
credit to your credit card (MasterCard, Visa, or Discover) if
applicable, or directly to your checking account if you use e-Refund.

If you drop a course within the published drop period, you will receive a 75 percent drop in tuition and a 100 percent drop in refundable fees. The remaining 25 percent of your tuition and 100 percent of non-refundable fees are forfeited.

If you drop a course within the published drop period and add a class of equal credits at the same time, the 25 percent is not forfeited. It is automatically counted toward the costs of the added class. No tuition funds are lost to you.

Pay Your Tuition
Please be advised that once you are registered, you are responsible for payment of tuition and fees. There are four ways to pay the charges that are billed to your student account.

1. You can pay the registration costs yourself. The college accepts cash, check, money order, MasterCard, Visa or Discover Card. You can make payments in full in person at any Student Accounts office or on ccac.edu.

2. A third party (i.e. employer/third party agency) can guarantee payment by signing a contract. A copy of that contract should be presented to the cashier. Contract forms are available at the Student Accounts office on each campus and on ccac.edu.

3. You can be awarded financial aid which can pay for all or some of your registration costs. You should contact the Financial Aid office prior to registration to find out about your financial aid options.

4. You can setup a tuition payment plan for your semester registration costs. Refer to the college’s current schedule of classes for the most current tuition payment plan information or visit the Student Accounts office on your campus for more details. A tuition payment plan can only be set up in person at a Student Accounts office on campus.

Detailed information regarding these payment options is available at ccac.edu/payment-options/

Student Financial Responsibility
Student acknowledges that all financial assistance received in connection with his or her attendance at the College, including all loans, scholarships, grants, stipends, sponsorships, payment plans or other financial aid, constitute educational loans or educational benefits that are non-dischargeable under Section 523(a)(8) of the United States Bankruptcy Code.

Student acknowledges that any overpayment or refund received by Student from any loan, scholarship, grant, stipend, sponsorship, payment plan, or other financial aid received in connection with his or her registration at the College constitutes an educational benefit that is non-dischargeable under Section 523(a)(8) of the United States Bankruptcy Code.

Bookstore Charge
You can charge certain purchases made in the CCAC campus bookstores as well as on the CCAC online bookstore if:

• You are sponsored by an agency or company that pay for books and/or supplies. You will need to submit a contract form authorizing payment for books at the Student Accounts office.

• You have been awarded financial aid in excess of tuition and fees. Please refer to FA Refunds, Appendix A.

• You have excess guaranteed student loan funds. Please refer to FA Refunds, Appendix A.

APPENDIX C
TITLE IX NOTIFICATION
It is the further policy of the College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the College’s educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Campus Sexual Violence Elimination Act (SaVE Act). Conduct prohibited under Title IX, the Clery Act and the SaVE Act includes sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking. In furtherance of this Policy, the College will designate a Title IX Coordinator whose responsibilities will include overseeing the College’s response to Title IX reports and complaints and identifying and addressing patterns or systemic issues revealed by such reports and complaints. With the exception of staff designated by the College to provide confidential professional counseling services to victims of such conduct, College employees are required to inform the Title IX Coordinator of incidents or suspected incidents of sex or gender discrimination, sexual harassment or sexual violence against a student, employee, vendor or guest of which they become aware.

Questions or complaints regarding Title IX issues may be directed to the College’s Title IX Coordinator or the United States Department of Education’s Office of Civil Rights as follows:

CCAC Civil Rights Compliance Officer/Title IX Coordinator
808 Ridge Avenue, Byers Hall–Room 317, Pittsburgh, PA 15212
Telephone: 412.237.4535 • Email: smisra@ccac.edu

Office for Civil Rights
US Department of Education, Philadelphia Office
100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323
Facsimile: 215.656.8605 • Telephone: 215.656.8541

Customer Service Hotline #: 800.421.3481
Email: OCR.Philadelphia@ed.gov
Web: http://www.ed.gov/ocr

Accommodations for Individuals with Disabilities
The College recognizes its responsibility to provide academic and nonacademic services and programs equally to individuals with and without disabilities. To this end, the College will provide reasonable accommodations for qualified students and employees with identified disabilities consistent with the
requirements of the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act, and other federal, state and local laws and regulations.

The College will maintain an Office of Supportive Services at each campus location to receive, review, and evaluate requests from students who require an accommodation with respect to their educational program. The College’s Civil Rights Compliance Officer/Title IX Coordinator will have overall responsibility for coordinating disability services across all College campus locations. Contact information for these resources is as follows:

**CCAC Civil Rights Compliance Officer/Title IX Coordinator**
808 Ridge Avenue, Byers Hall - Room 317, Pittsburgh, PA 15212
Telephone: 412.237.4535 • Email: smisra@ccac.edu

**Boyce Campus**
Director, Disability Services
North Wing-Room N560
Telephone: 724.325.6604
TTY: 724.325.6733

**Allegheny Campus**
Director, Disability Services
Library Building-Room 114
Telephone: 412.237.4612
TTY: 412.237.4552

**North Campus**
Director, Disability Services
Room 1008
Telephone: 412.369.3649
TTY: 412.369.4110

**South Campus**
Director, Disability Services
Building B-Room 311
Telephone: 412.469.6207
TTY: 412.469.6005

The College’s Office of Human Resources is designated to receive, review and evaluate employee requests for accommodations in the workplace due to an identified disability.

### APPENDIX D

**THE STUDENT CODE OF ACADEMIC CONDUCT**

The college is committed to the advancement of knowledge and learning and to the development of responsible individuals. In meeting this commitment, the college has an obligation to monitor academic integrity. Students are expected to uphold appropriate standards of academic integrity. The college assumes, and indeed views as indispensable to a student’s academic career, the principle that every student is honor-bound not to cheat or act dishonorably in or out of the classroom. Academic dishonesty is a serious offense because it undermines the bonds of trust and honesty among members of the campus community.

**Academic Misconduct Rules**
The college expects students will not engage in:

**Cheating**
The act or attempted act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that, in fact, has not been mastered.

**Fabrication**
The use of invented information or citation in an academic exercise or the falsification of research or other findings.

**Plagiarism**
Occurs when a student:
- fails to place quotation marks around material copied word-for-word from another source, published or not, including web-based content (long quotes are indented and blocked, according to discipline documentation requirements);
- neglects to attribute words and/or ideas to their author, whether the author is published or not;
- closely follows the original’s wording and sentence structure when attempting to paraphrase; and/or
- presents all or part of a paper from an essay-purchasing website or other source as his or her own work.

**Ethical Misconduct**

- Knowingly violating a standard of ethical conduct incorporated into a specialized program of study

**Academic Dishonesty**

- Changing or altering a grade or obtaining and/or distributing any part of a test that is to be administered, or inappropriate collaboration or other violation of the terms of an academic assignment as defined by the instructor and/or syllabus.

**Facilitation of Academic Misconduct**

- Intentionally and/or knowingly helping or attempting to help another to violate any provision of the student code for academic conduct

The following sanctions may be imposed for violations of the Student Code of Academic Conduct.

**Sanctions Imposed by Faculty at the Informal Stage:**
The faculty member in whose course the violation took place may impose one of the following sanctions:

**A. Warning or Grade Penalty**
An instructor may determine that the violation of the Student Code of Academic Conduct was unintentional. If so, the instructor may warn the student orally or in writing about the violation and/or may impose a penalty to the grade for the assignment or the course as per the instructor’s outline.

**B. Academic Misconduct Referral**
An instructor requests intervention by the appropriate associate dean of Academic Affairs. The following sanctions may be imposed.
Sanctions Imposed by the Dean at the Formal Stage:
The following sanctions may be imposed by the appropriate associate dean of Academic Affairs for violations of the Student Code of Academic Conduct:

A. Warning
Oral or written notification of a violation of a specified rule and warning that further misconduct will result in more severe consequences.

B. Probation
Continued classroom attendance is permitted subject to appropriate and specific restrictions.

C. Suspension
Total exclusion from the college, its property and events for a specified and appropriate period of time, or until the satisfaction of conditions established at the time of the suspension.

D. Expulsion
Permanent exclusion from the college, its programs, property and events as a full-time or part-time student.

Sanctions may be modified or additional restrictions may be imposed depending upon the merits of the individual case and the nature of the offense. Additional and/or alternative sanctions may be imposed which could include but are not limited to: exclusion from campus activities, temporary or permanent loss of electronic (computer and email) resources, reduced academic course load, referral to the counseling department and/or restitution and service to the campus.

Sanctions Imposed by the Dean at the Formal Stage:
Repeated violations of the Student Code of Academic Conduct may result in more severe sanctions. The student’s record of academic misconduct will be kept at least as long as the student is enrolled.

Procedures for Academic Misconduct

Informal Procedure
Faculty member discusses academic misconduct with student.

If the student admits to or is cleared of the academic misconduct, the matter can be resolved between the faculty member and the student.

If the matter is not resolved satisfactorily at the informal stage, it will be subject to formal procedures.

Formal Procedure

Step 1: Report the Allegation(s)
If a student denies the academic misconduct, the faculty member must notify the student, in writing, that he/she will be filing an allegation of academic misconduct with the appropriate associate dean of Academic Affairs and the campus dean of Student Development. The faculty member must complete the Academic Misconduct Report form and send it to the appropriate associate dean, the dean of Student Development and the student within two weeks of the infraction. The appropriate associate dean will oversee the conduct procedures.

Step 2: Review the Allegation(s)
Upon receipt of the allegation(s), the appropriate associate dean in collaboration with the campus dean of Student Development will conduct a preliminary investigation and may do any of the following:

- dismiss the allegation(s);
- if the student admits the violation, impose a sanction as prescribed by the Student Code of Academic Conduct; or
- if the student admits the violation, impose additional and/or alternative sanctions to those prescribed by the Student Code of Academic Conduct;
- if the student contests the allegation, refer the matter to the Conduct Hearing Board composed of one student, one faculty member and one administrator chosen by the appropriate associate dean of Academic Affairs. The hearing board will be convened by the appropriate associate dean who will assist the hearing board in the selection of a chairperson and inform the committee of proper hearing procedures.

The following due process procedures will apply during the hearing.

The student has the right to:

a. receive adequate written notice of the specific charges and the hearing date at least three calendar days prior to the hearing. Such notice will include the information that evidence and/or testimony will be presented;
b. have sufficient time to prepare a response;
c. examine and respond to evidence and testimony; have witnesses appear on the student’s behalf; question any witnesses who appear at the hearing; and

d. have any person(s) accompany the student during the hearing as an advisor, but not to actively participate.

All decisions will be made by a majority vote of the Conduct Hearing Board on the basis of whether the evidence showed a violation was more likely than not. The hearing board will forward its written recommendation to the appropriate associate dean of Academic Affairs in charge of the proceedings within 48 hours upon reaching a decision. The appropriate associate dean has the authority to accept, reject or modify the recommendation and will inform the student of his/her decision by certified mail.

Step 3: Right to Appeal

The student will have the right to appeal, in writing, the decision of the appropriate associate dean to the campus dean of Academic Affairs who will serve as the final authority. Such an appeal must be presented in writing by the student within three calendar days of the associate dean’s decision and should contain the specific reasons why the decision of the associate dean is being challenged. The campus dean of Academic Affairs will review the appeal and convey his/her decision to the student in writing within seven calendar days of the date the appeal was filed.
APPENDIX E
STUDENT CODE OF BEHAVIORAL CONDUCT

Introduction
At CCAC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Behavioral Conduct. These standards are embodied within a set of values that include integrity, social justice, diversity, respect, community and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Code of Behavioral Conduct. The CCAC Student Code of Behavioral Conduct and its procedures are meant to be in keeping with the mission of the Community College of Allegheny County and are designed to educate the student members of our community and encourage them to uphold the standards of conduct that this community espouses while still affording all involved parties to have appropriate due process if a student is accused of violating the standard(s). It is meant to be developmental in nature and not punitive.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Violations of federal, state and local laws are incorporated as offenses under the Student Code of Behavioral Conduct. When an offense occurs over which the college has jurisdiction, the college conduct process will usually go forward notwithstanding any criminal charges that may arise from the same incident. Should a student withdraw from the college when criminal charges are made, it is the typical practice of the college to pursue investigation and resolution of campus conduct matters, regardless of the fact that the student has withdrawn.

When a student is accused, arrested, charged or indicted for a violent or drug-related off-campus crime, the college may elect to take action against that student for violation of the code of conduct, which incorporates violation of local, state and federal laws as code infractions.

When it has reasonable cause to separate a student from the community, the college may suspend a student for a reasonable time pending the scheduling of a campus hearing for violation of the code of conduct. The college reserves the right to exercise its authority of suspension upon notification that a student is facing criminal investigation and/or charges. The college will permit a student who receives a suspension to request a meeting with the campus president to show cause why a suspension is not merited.

Regardless of the outcome of this meeting, the college may still proceed with the scheduling of a campus hearing.

When criminal charges are pending, the college may be delayed or prevented from conducting its own investigation and moving forward with a campus hearing. In such cases, the college will delay its hearing until such time as it can conduct an internal investigation, or obtain from law enforcement sufficient information upon which to proceed.

The Student Code of Behavioral Conduct applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the college are also protected by the Student Code of Behavioral Conduct and may initiate grievances for violations of the Student Code of Behavioral Conduct committed by members of the college community against them. Those who are aware of misconduct are encouraged to report it as quickly as possible to the campus dean of Student Development.

STANDARDS OF BEHAVIOR
Any student found to have committed the following misconduct is subject to the sanctions outlined below. Unacceptable conduct includes, but is not limited to, the following:

Integrity
CCAC students exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:

- knowingly furnishing false, falsified or forged information to any member of the college community, such as falsification or misuse of documents, accounts, records, identification or financial instruments;
- acts of academic dishonesty as outlined in the Code of Academic Misconduct;
- unauthorized possession, duplication or use of means of access (keys, cards, etc.) to any college building;
- action or inaction by someone in collusion with a wrongdoer which fails to discourage a known and obvious violation of college policy or law;
- violations of positions of trust or authority within the college community; and/or
- tampering with the election of any college-recognized student organization.

College Community
CCAC students honor and value their college community. Behavior that violates this value includes, but is not limited to:

- misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespass;
- misuse or unauthorized use of college or organizational names and images;
- knowingly taking possession of stolen property;
- intentional and unauthorized taking of the property of the college or personal property of a member of the college community which is on campus;
• intentional and unauthorized destruction or damage to college property or to the property of another;
• misuse of college computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computers to the campus network will be held responsible for any violation of this policy that originates from that computer. Examples of misuse include:
  a. use of computing facilities to send harassing or abusive messages;
  b. use of computing facilities to interfere with the work of other community members;
  c. unauthorized access to a file or personal or group account; and/or
  d. use of computing facilities to interfere with normal operation of the college computer system;
• anonymous or forged network news articles or email messages;
• disk usage over the allotted limit without prior approval;
• unauthorized transfer of an electronic file;
• use of another individual’s identification and password;
• gambling in any form, including the use of playing cards and dice (subject to local statutes, activities such as raffles or drawings that benefit recognized campus organizations are permitted with the approval of the dean of Student Development);
• possession of firearms, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots and sharp edged instruments, such as hatchets when used as weapons), or dangerous chemicals while on campus, unless properly authorized; and/or
• violation of state, local, or campus fire policies, including:
  a. failure to evacuate a college building during a fire alarm;
  b. improper use of college fire safety equipment; and/or
  c. tampering with or improperly engaging a fire alarm in a college building.

Social Justice, Diversity
CCAC students hold social justice, equality and respect for difference and diversity as values central to the community. Behavior that violates this value includes, but is not limited to:
• discrimination, intimidation, harassment and bullying;
• malicious, callous or reckless disregard for the welfare of another human being;
• disruption of college operations, including obstruction of teaching, research, administration, other college activities, or other authorized non-college activities which occur on campus;
• obstruction of freedom of movement by community members or visitors;
• the knowing failure of any organized group to exercise preventive measures relative to violations of this Student Code of Behavioral Conduct by members;
• abuse, interference or failing to comply in college processes including conduct hearings; and/or
• abuse of the campus conduct system, including:
  a. failure to attend meetings scheduled for conduct code administration purposes;
  b. falsification, distortion or misrepresentation of information;
  c. failure to provide, destroying or hiding information during an investigation of an alleged policy violation;
  d. attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
  e. harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during and/or after a campus conduct proceeding;
  f. failure to comply with the sanction(s) imposed by the campus conduct system; and/or
  g. influencing or attempting to influence another person to commit an abuse of the campus conduct system.

Respect
College students show respect for each other, for property and for the community. Behavior that violates this value includes, but is not limited to:
• threatening or causing physical harm, verbal abuse or other conduct which threatens or endangers the health or safety of any person;
• hazing (as defined below);
• violence between those in an intimate relationship to each other;
• stalking, defined as repetitive, menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family members of the community;
• sexual misconduct, (defined below):
  a. sexual harassment;
  b. non-consensual sexual contact;
  c. non-consensual sexual intercourse; and/or
  d. sexual exploitation;
• inappropriate conduct which is disorderly, disruptive or indecent while on campus or at functions sponsored by, or participated in by, the college—this includes disruptive or unauthorized use of cameras and/or electronic devices that interfere with classroom activities or other college business;
• failure to comply with directions of college officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so; and/or
• use of all tobacco products, including cigarettes, pipes, cigars, smokeless or vapor cigarettes, chewing tobacco and snuff, except in designated outdoor locations.

CCAC students are given and accept a high level of responsibility as role models. Behavior that violates this value includes, but is not limited to:
• use, possession or distribution of alcoholic beverages except as expressly permitted by law and the college’s Alcohol Policy. This includes possession/consumption by
• those under the age of 21, providing alcohol to those under the age of 21, possession of a common source container (empty or full), driving under the influence and public intoxication by persons of any age (see the full policy on alcohol Appendix K);
• use, possession or distribution of narcotic, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; (see the full policy on alcohol Appendix K);
• abuse or misuse of prescriptions or over-the-counter medications;
• assisting in the violation of college policies or public laws;
• violations of federal, state or local laws which affect the interests of the college community, whether on or off-campus;
• violation of other published college policies, rules, or policies; and/or
• intentionally or recklessly causing a fire which damages college or personal property, or which causes injury to any member of the community.

Conduct Procedures
Whenever a complaint is made against any student for misconduct, the dean of Student Development or such other person as may be designated by the college president will conduct an investigation of the allegations as soon as possible (generally, for offenses against the academic community the president will designate the dean of Academic Affairs). The dean of Student Development may make any necessary modification to these procedures that does not materially jeopardize the fairness owed to any party.

Notice & Pre-hearing Procedures
Once a determination is made that reasonable cause exists for the dean of Student Development or designee to refer a complaint for a hearing, notice will be given to the accused student. Notice will be in writing, and may be delivered in person during a meeting with the dean of Student Development or designee. Notice will also be mailed to the local or permanent address of the accused student. Once mailed, such notice will be presumptively delivered. If a student is under the age of 18, a copy of the notice will be sent to the parents or guardian of the student.

The letter of notice will state briefly a description of the incident alleged, as well as stating all policies the accused student is alleged to have violated and the possible consequences if the accused student is found in violation. Relevant procedures for resolution of the complaint will be included in the notice. The letter of notice will direct the accused student to contact the dean of Student Development or designee within three calendar days of receipt to respond to the complaint.

A meeting with the dean of Student Development or designee will be arranged to explain the nature of the complaint and the conduct process. Within the three calendar day period, the accused student must schedule this meeting and at that time or before, indicate in writing to the dean of Student Development or designee whether s/he admits or denies the allegations of the complaint. If the accused student admits the violation(s), the dean of Student Development will impose appropriate sanctions. Such a disposition will be final and there will be no subsequent proceedings, unless the sanctions include suspension or expulsion. In that case, the accused may request a hearing by the conduct hearing board on the issue of sanctions, only. If the student does not admit to the violation(s), the complaint will be referred for a hearing. Minor complaints will be referred for an administrative hearing and more serious complaints will be referred to the conduct hearing board (see below for details on the proceedings of this committee). The dean of Student Development has discretion to determine the severity of the alleged violation(s) and whether informal or formal hearing procedures will apply. Generally, any misconduct that will result in less than separation is considered minor, and any misconduct that is likely to result in suspension or expulsion is eligible for referral to the conduct hearing board.

Each campus will identify a pool of representatives made up of an equal number of students, faculty and administrators chosen by the leadership of each constituency to be trained to serve as needed on conduct hearing boards. This pool of representatives will be expected to be available for conduct hearings and participate in training as identified below. When a conduct hearing board is convened one of the trained representatives from each constituency group will be selected by the dean of Student Development based upon availability in consideration of the established time frames in the Student Code of Behavioral Conduct, Conduct Procedures. (Note: Conduct Hearings addressing Title IX action will be made up of three individuals: one from the staff, one from administration and one from the faculty. See Sexual Misconduct Offenses, page 324)

Training for the Conduct Hearing Board.
Training for the conduct hearing board pool will take place as early in the fall semester as is reasonable for a minimum of five students, five faculty, three staff and five administrators from each campus to be chosen by the leadership of each constituency.

Decisions made by the conduct hearing board or the dean of Student Development or designee will be final, and sanctions implemented, pending the normal appeal process. The dean of Student Development has the authority to not impose the implementation of sanctions pending the appeal, at his/her discretion.

Administrative Hearings Procedures (Informal)
A. Administrative hearings will be heard by the dean of Student Development or designee, and will be informal in nature.
B. Written notice of the time, date and location of the hearing will be sent to the accused student at least five calendar days prior to the hearing date. The accused student may additionally be notified in person, by telephone or by email.
Students may waive the five day notice requirement if they prefer an expedited hearing.

c. If a student fails to respond to notice from the dean of Student Development or designee, the dean of Student Development or designee will initiate a complaint against the student for failure to comply with the directives of a college official and give notice of this offense. Unless the student responds to this notice within two calendar days by answering the initial notice, the student will be automatically suspended until such time as s/he responds to the initial complaint.

d. Where a student denies violation of the Student Code of Behavioral Conduct, the dean of Student Development or designee will, upon receipt of a written denial from the accused student, schedule a hearing.

e. Once a student denies a violation, they will be given a minimum of seven calendar days to prepare for a hearing.

f. At least 48 hours before any scheduled hearing, the following will occur:
   • the accused student will deliver to the dean of Student Development or designee a written response to the complaint; and
   • the accused student will deliver to the dean of Student Development or designee a written list of all witnesses the accused student wants the college to call on his/her behalf at the hearing, giving the full contact information of any such witness, if known.

g. At the hearing, witnesses and admissibility of information will be determined at the discretion of the dean of Student Development or designee. The hearing will consist mainly of informal questioning and discussion of the alleged incident.

h. After the hearing, the dean of Student Development or designee will deliberate and determine whether it is more likely than not that the student has violated the Student Code of Behavioral Conduct. Once a finding is determined, if that finding is that of a policy violation, the dean of Student Development or designee will determine an appropriate sanction. The dean of Student Development or designee will prepare a written finding, which will be shared with the accused student no later than two business days following the hearing.

i. Procedures for appeal are detailed below.

Conduct Hearing Board Formal Hearing Procedures

1. Notice

Written notice of the time, date and location of the hearing will be sent to all parties to the complaint, who may additionally be notified in person, by telephone or by email.

2. Record of Proceeding

Proceedings before the conduct hearing board will be recorded. It is not necessary that a certified court reporter be used in the proceedings. An audio recording or minutes of the proceedings will be sufficient. In the event a transcript of the proceedings is requested, the person so requiring will pay the cost of reproduction. Recordings and communications related to the disciplinary procedure and resulting actions (before the dean of Student Development or such other designee of the president) will not be considered a public record as that term is defined by the Pennsylvania Open Records Act.

3. Committee Procedures

Once a student denies a violation, they will be given a minimum of seven calendar days to prepare for a hearing. At least 48 hours before any scheduled hearing, the following will occur:

• the accused student will deliver to the dean of Student Development or designee a written response to the complaint;
• the accused student will deliver to the dean of Student Development or designee a written list of all witnesses the accused student wants the college to call on his/her behalf at the hearing, giving the full contact information of any such witness, if known;
• the accused student will deliver to the dean of Student Development or designee a written list of all items of physical information the accused student intends to use or needs to have present at the hearing, and will indicate who has possession or custody of such information, if known;
• the complainant will deliver to the dean of Student Development or designee a written list of all witnesses the complainant wants the college to call and all physical information that will be used by the complainant at the hearing and will indicate who has possession or custody of such information, if known;
• the parties will notify the dean of Student Development or designee, at least 48 hours prior to the hearing, of the names of any person who will serve in an advisory role and may be accompanying the parties at the hearing; Those in an advisory role are to be selected from members of the college community unless special permission for an outside person is granted by the dean of Student Development. Attorneys are permitted to attend conduct hearing board hearings, but must serve in an advisory role only, and may not address the committee. A student who intends to bring an attorney to the hearing must notify the dean of Student Development at least 48 business hours prior to the hearing. The college reserves the right to request that its attorney also attend in such circumstances and the hearing may be postponed if the college’s attorney is not available at the time and date of the hearing until s/he is available to appear. Hearings shall be held within a reasonable amount of time;
• the dean of Student Development or designee will ensure that this information and any other available written documentation is shared between the complainant and accused student at least 24 hours before any scheduled hearing. In addition, the parties will be given a list of the names of all the hearing officers for the complaint. Should either party object to any members of the board or panel, they must raise all objections in writing to the
The following sanctions may be imposed upon any student found to have violated the Student Code of Behavioral Conduct:

A. Written Warning
A notice in writing to the student that the student is violating or has violated institutional policies. The letter informs the student that continued misconduct will result in further conduct action. The letter will be sent to the student’s permanent residence and by email using the student’s CCAC email account.

B. Probation
Probation for behavioral misconduct or academic misconduct reasons is a written reprimand for violation of specified college policies. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Conduct Probation is defined as: A student whose behavior on- or off-campus is in violation of established college policies and/or rules. Sanction imposed for not less than one semester nor more than three semesters. The conduct body determines the beginning and ending dates. Students on conduct probation may incur additional sanctions for any subsequent violation of college policies and/or rules, whether or not this violation is related to the original violation for which conduct probation was imposed.

Probation Restrictions
Students on probation may be subject to the following restrictions:

(1) They may not hold any office or leadership role in any student or college organization or activity.
(2) They may not represent the college in any on- or off-campus event.
(3) Other restrictions may be established for individual situations.

C. Restricted Access
Offender may be restricted from entering specified buildings or areas on campus, from attendance at specified campus events.

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(2) They may not represent the college in any on- or off-campus event.
(3) Other restrictions may be established for individual situations.

C. Restricted Access
Offender may be restricted from entering specified buildings or areas on campus, from attendance at specified campus events.
campus events or from use of specified equipment or facilities for definite periods of time.

D. Fines
Previously established and published fines may be imposed. In addition, the conduct body may recommend that the college refuse: (1) to grant academic credits or degrees; or (2) to issue grades or transcripts to the student offender(s) or student member(s) of an offending organization, until such fine is paid. The method of payment will be specified by the conduct body imposing the fine.

E. Restitution
Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. The conduct body may recommend that the college refuse: (1) to grant academic credits or degrees; or (2) to issue grades or transcripts to the student offender(s) or student member(s) of an offending organization, until restitution is complete.

F. Educational Projects
Completion of an educational or developmental project such as, but not limited to, the following: attending a specific workshop or program, writing an article or research paper on a specified topic, making an oral presentation to a campus group, participating in specified counseling/evaluation, work assignments and/or service to the college.

G. Suspension
Separation of the student from campus, classes and all privileges for a definite period of time, after which the student is eligible to return. The offender may not be on campus at any time except to come to the Safety and Security office for matters directly related to the suspension. In cases where suspension prevents coursework, the student will receive a grade of W. There will be no refund of tuition or fees. Any conditions for readmission will be stated in the order of suspension.

H. Expulsion
Permanent separation of the student from the college and a barring of the student from being present on-campus and at college-sponsored events. The student will receive a grade of W. There will be no refund of tuition or fees. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above.
b. Deactivation: Loss of all privileges, including college recognition, for a specified period of time.

More than one of the sanctions listed above may be imposed for any single violation.

6. Appeal
There is no appeal from an administrative hearing.

To appeal from a conduct hearing board hearing:

1. Accused students or complainants may petition within three calendar days of receiving the written decision of the conduct hearing board for the review of its decision or the sanction imposed. Such petitions will be in writing and will be delivered to the dean of Student Development or designee.

2. If the dean of Student Development or designee determines that one of the five bases for appeal below has been met, the dean may either re-open the hearing to allow reconsideration of the original determination and/or sanction(s) or will refer the matter back to the conduct hearing board for reconsideration. The dean of Student Development or designee serves as the final level of review in the conduct matter.

3. Except as required to explain the basis of new information, a review will be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

   a. to consider new information, unavailable during the original hearing, that could be outcome determinative;

   b. to assess whether a material deviation from written procedures impacted the fairness of the hearing;

   c. to decide if a sanction(s) is grossly disproportionate to the severity of the offense;

   d. to determine that the finding is not in accordance with the information;

   e. to assess whether bias on the part of a conduct board member deprived the process of impartiality.

Every opportunity should be taken to return the complaint to the conduct hearing board for reconsideration, where possible. On appeal by any party to the complaint, the dean of Student Development or designee may support or change a decision, increase, decrease or modify a sanction. An appeal is not a rehearing, though witnesses may be called or parties questioned as necessary. The reviewing body will be deferential to the original decision maker, making changes to the finding only where there is clear error and to the sanction only if a compelling justification to do so exists.

Supplemental College Policies & Procedures
Gambling Policy
Students are expected to abide by the federal laws and the laws of the Commonwealth of Pennsylvania prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at college-sponsored activities is prohibited except as permitted by law.

Such prohibited activity includes, but is not limited to, betting on, wagering on or selling pools on any college athletic event; possessing on one’s person or premises (e.g., room, car) any card, book or other device for registering bets; knowingly permitting the use of one’s premises or one’s telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.
Hazing

All acts of hazing by any individual student and college registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm or social ostracism to any other person within the college community. Accordingly, the following behavior is expressly forbidden as hazing when related to the admission, initiation, pledging, joining or any other group-affiliation activity:

a. physical abuse (on- or off-campus), including but not limited to, paddling, slapping, kicking, choking, scratching and exposure to extreme (i.e. cold or hot) water temperatures, the consumption of disgusting and/or dangerous concoctions;
b. causing excessive mental stress, including but not limited to, placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress, sleep deprivation;
c. verbal abuse, including but not limited to, shouting, screaming or use of derogatory, profane, or obscene language; or
d. subservience, including but not limited to, any activity which promotes a class system within organizations or activities which facilitate inappropriate levels of authority over students.

This list is not exhaustive and any student or organization found to be involved in any hazing activity will face conduct action and will likely be subjected to expulsion from the college. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed.

Sexual Misconduct Offenses Include, But Are Not Limited To:
1. Sexual Harassment
2. Non-consensual Sexual Intercourse (or attempts to commit same)
3. Non-consensual Sexual Contact (or attempts to commit same)
4. Sexual Exploitation

1. Sexual Harassment

Unwelcome, gender-based verbal or physical conduct is sufficiently severe, pervasive and objectively offensive that unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

Three Types of Sexual Harassment

A. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

B. Quid pro quo sexual harassment exists when there are:

1) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
2) submission to or rejection of such conduct results in adverse educational or employment action.

C. Retaliatory harassment is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

2. Non-Consensual Sexual Intercourse

Non-consensual Sexual Intercourse is:

- any sexual intercourse (anal, oral or vaginal),
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- without consent*.

3. Non-Consensual Sexual Contact

Non-consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- without consent*.

* Consent Defined

Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

4. Sexual Exploitation

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-recording of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in peeping tommerly;
- knowingly transmitting an STI or HIV to another student.
Sanction Statement

- Any student found responsible for violating the policy on Non-consensual Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
- Any student found responsible for violating the policy on Non-consensual Sexual Intercourse will face a recommended sanction of suspension or expulsion.*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

* The conduct hearing board reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Student Code of Behavioral Conduct

Special Provisions

a. Attempted Violations
   In most circumstances, the college will treat attempts to commit any of the violations listed in the Student Code of Behavioral Conduct as if those attempts had been completed.

b. College as Complainant
   As necessary, the college reserves the right to initiate a complaint, to serve as complainant and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

c. False Reports
   The college will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Behavioral Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

d. Misconduct Online
   Students are cautioned that behavior conducted online can subject them to college conduct action, such as harassment delivered electronically. Students must also be aware that blogs, webpages, and postings on social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations, if evidence of policy violations is posted online. The college does not actively monitor this information, but will take action if and when such information is brought to the attention of college officials.

e. Defenses
   Students attempting to defend their actions with excuses, such as prescription drug interaction, self-defense, disabilities, etc. are admitting to a policy violation. For example, taking someone’s property while under the influence of an anti-depressant is still taking someone else’s property. While the defense does not excuse the action, the college will take the legitimacy of the defense into consideration in addressing the proper sanction. In the event of a fight the student who is not the aggressor in a fight will be sanctioned but the sanction may be less than the sanction of the person who started the fight.

f. Group Violations
   When members of groups, individuals acting collusively or members of an organization act in concert in violation of any policy, they may be held accountable as a group and a hearing may proceed against the group as joint accused students. In any such action, however, determinations will be made with respect to the involvement of each accused individual.

g. Immunity for Victims
   The college encourages the reporting of conduct code violations, especially sexual misconduct. Sometimes, victims are hesitant to report to college officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to college officials. To encourage reporting, the college pursues a policy of offering victims of sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. While violations cannot be completely overlooked, the college will provide educational options rather than punishment, in such cases.

h. Good Samaritan
   The welfare of students in our community is of paramount importance. At times, students on- and off-campus may need assistance. The college encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help a sexual misconduct victim to the campus office of Safety and Security). The college pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

i. Parental Notification
   The college reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the college reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

j. Notification of Outcomes
   The outcome of a campus hearing is part of the educational record of the accused student and is protected from release under a federal law, FERPA. However, the college observes
the legal exceptions as follows:
1) Complainants in sexual misconduct and sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.
2) The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction.

The college will release this information to the complainant in any of these offenses regardless of the outcome.

This code of conduct has been reviewed by Brett Sokolow from the National Center for Higher Education Risk Management (www.ncherm.org). Some of the language may be proprietary and copyrighted. It is licensed to the college for its use and publication, but all other uses and copying are prohibited without express permission from NCHERM.

APPENDIX F
STUDENT RESIDENCY CLASSIFICATION
Residency (domicile*) requirements have been established for the purpose of assessing tuition and related fees. The requirements are set forth as follows:

* Domicile shall mean a person’s true, fixed and permanent home, to which a person intends to return. A residence established for the purpose of attending an educational institution or qualifying for resident status for tuition purposes shall not of itself constitute domicile. The residency of a dependent student (as defined by the IRS) is determined by the parent’s domicile.

Students moving to Pennsylvania from outside the state must reside in Pennsylvania for one year before becoming eligible for in-state tuition. Students must substantiate changes in status by appropriate documentation. All documentation for proof of residency must be received before the start day of the term.

Exceptions may be made to these statuses for students moving to Allegheny County if they can demonstrate an intent to remain in Allegheny County for purposes other than attending school. These exceptions may include a move for full-time employment and will require a written statement from the student’s employer (or the parent’s employer if the student is a dependent).

A student may also need to show financial independence as part of establishing residency.

APPENDIX G
ACCESS TO STUDENT RECORDS
The Family Educational Rights and Privacy Act (FERPA) of 1974, otherwise known as the Buckley Amendment, allows students access to their own school records and sets guidelines for the viewing of a student’s records by outside agencies. CCAC has adopted a student records policy which is a consistent general statement appearing on all registration forms.

Due to amendments to FERPA, CCAC will disclose student information to state agencies for longitudinal studies on student outcomes. See Student Handbook for additional information.

The college is subject to the provision of and complies with the Family Educational Rights and Privacy Act of 1974. A statement of the college policy can be found in the college catalog, the dean of Student Development office, the Registration and Advisement office and the Academic Deans office. The college not only provides a student access to his or her official records, but also provides an opportunity to challenge those records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Written permission of the student must be obtained before releasing personal information about that student. The policy lists the following rights of students regarding their official records:

• Right to inspect and review information contained in educational records.
• Right to challenge the contents of their educational records.
• Right to submit an explanatory statement for inclusion in the educational records if the outcome of the hearing is unsatisfactory.
• Right to prevent disclosure, with certain exceptions or personally identifiable information.
• Right to secure a copy of the college policy, which includes the location of all educational records.
• Right to file complaints with the Department of Health, Education and Welfare, concerning the alleged failures by institutions to comply with the act.
• The college policy also lists the materials to which the students do not have access. This information includes parents’ confidential financial statements; medical, psychiatric or similar records which are confidential in nature and only available to professionals and paraprofessionals; confidential letters and letters of recommendation which were placed in the educational records prior to January 1, 1975; and records issued by another educational agency or institution prior to a student’s first registration at the college.

Students should be aware that the college (at the discretion of the Registrar) releases directory information requested by interested persons or agencies, unless the student submits a written request to the college (addressed to the director of Registration & Advisement at the campus attended) that any or all of this information should not be released. Directory information includes a student’s current and former name, postal and email addresses, registration period(s), number of credits, program of study and degrees awarded.
APPENDIX H
SECURITY INFORMATION ACT 73

In order to comply with the Commonwealth of Pennsylvania’s College and University Security Information Act 73, Community College of Allegheny County annually publishes and distributes security policies, procedures and crime rate statistics. The college also maintains a daily log and public record of each valid complaint and reports of crimes. This information may be obtained by contacting the campus Security Office or the campus director of Safety and Security.

APPENDIX I
COMPUTER & ELECTRONIC RESOURCES

COMPUTER EXPECTATIONS

Computers for student use are available in some college centers and at each campus in the library, learning center, computer center and in computer classrooms. At the campus computer center, you can access word processing, email, the Internet and a variety of software packages for completing coursework.

The college relies upon users to conduct themselves according to the basic principles of mutual respect. In this way, we attempt to promote the most effective and beneficial use of the college’s computer equipment and facilities and protect the free exchange of information and ideas.

Your CCAC academic email account is your key to accessing CCAC resources. All current students, faculty and staff are provided with an account. Your CCAC academic email address consists of your assigned NetID username followed by @acd.ccac.edu. Your CCAC academic email account is the formal means of communication from the college to students.

When using computer resources, students are expected to:

1. Check their CCAC academic email account regularly.
2. Use the computer resources primarily for scholarly purposes.
3. Use discretion when displaying and printing material that may be offensive to others.
4. Not use college computer resources to transmit or display obscene, illegal, violent, discriminatory or other information that may result in harassment or defamation.
5. Discourage inappropriate usage by others.
6. Avoid disruptive behavior when using computer resources.
7. Abide by all signs posted in the computer labs.
8. Respect the needs of other users to access limited computer resources.
9. Not use college computer resources to gain unauthorized access to any other computer system.
10. Respect the integrity of the system and related physical resources, and observe all relevant laws, regulations and contractual obligations.
11. Not download, or share (through browsers, peer-to-peer networks or other means), post or install to college computers, or transport across college networks material which is illegal, proprietary, in violation of license agreements, copyrights or college contracts, or that may be damaging to the college network or infrastructure.
12. Not share passwords. Students are responsible for any activity executed under his/her account.
13. Not use CCAC resources (email, computer hardware, software or supplies) or your account for personal financial gain and/or commercial purposes (whether for-profit or not-for-profit), or for supporting political campaigns, candidates, legislation or ballot issues.
14. Use the systems and individual accounts in a manner consistent with the instructional, research and administrative objectives of the college. Legally, the college electronic network is not an open forum (such as a free-speech park); thus, its use is limited to activities consistent with college objectives.
15. Not use the CCAC name or logo or likeness on your webpage without the consent of the Marketing and Communications department.
16. Not print large quantities of flyers, banners or other printed materials intended for multiple distribution. For print jobs of this nature, only one copy may be printed in the labs.
17. Take responsibility and report any problems with computer hardware or software.
18. Not smoke, drink or eat in any computing facility.
19. Not misrepresent your identity or affiliation in email communication.
20. Use email for purposes which do not violate federal and/or state laws.
21. Not send harassing, intimidating, abusive or offensive material to or about others.
22. Not intercept, disrupt or alter electronic communications packets.
23. Not cause congestion on the network by such things as “chain letters,” “broadcasting” inappropriate messages to lists or individuals or excessive use of the email system.
24. Not attach non-CCAC computer equipment to the CCAC network.

Any unauthorized attempt to modify computer hardware and software components is prohibited. This includes attempts to use and/or copy software in violation of federal copyright laws.

All instances of misuse of computer equipment and facilities constitute grounds for disciplinary action under the CCAC Student Code of Behavioral Conduct. Instances of abuse may also result in civil and/or criminal proceedings.

APPENDIX J
STATEMENT OF ACCESSIBILITY

Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Students with Disabilities office at the campus they will be attending. This publication is available in alternate formats.

Call the Supportive Services for Students with Disabilities office at 412.469.6215 (voice) or 412.469.6005 (TTY).
APPENDIX K
DRUG & ALCOHOL POLICY FOR STUDENTS

In compliance with federal regulations set forth by the Drug-Free Schools and Communities Act Amendments of 1989 and the CCAC Student Behavioral Code of Conduct, CCAC specifically prohibits the possession, use, manufacturing or being under the influence of alcohol or illegal substances on campus, at college centers or college-sponsored activities off campus. College sanctions for violation(s) of this policy will result in appropriate disciplinary suspension or disciplinary dismissal. Students are also subject to applicable legal sanctions, which may include fines and/or imprisonment, for use of illicit drugs or illegal use of alcohol.

Additionally, local, state and federal laws prohibit the unlawful possession, use, manufacturing or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation and/or assigned community service. Students convicted of a drug and/or alcohol-related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships or employment. The college supports all local, state and federal laws related to drug and alcohol abuse, including but not limited to, the Drug-Free Workplace Act and the Drug-Free Schools and Campuses Act.

Dangers Associated with the Use of Illicit Drugs & Alcohol
There are definite health risks associated with the use of alcohol and illegal substances. Dependence on drugs and alcohol is a serious public health problem. Dependency is prevalent in all regions of the country and transcends all ethnic and socioeconomic groups. Students who experiment with drugs, alcohol and illegal substances or use them recreationally may develop a pattern of use that leads to abuse. Use of alcohol and illegal substances is a major factor in accidents and injuries among persons between the ages of 18 and 24; it is responsible for more deaths than any other causes combined. College officials will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment or rehabilitation or reentry programs that may be available in the community. Contact the counseling center on any campus.

APPENDIX L
MILITARY CALL TO ACTIVE DUTY (MILITARY DEPLOYMENT)

Military Call to Active Duty (Military Deployment)
A military student or the student’s spouse called to active duty during an academic semester has the following options:

The student must file written verification of the activation order as soon as it becomes available with the CCAC Military and Veterans Services, and inform the faculty member.

1. The student can take the grade earned to date in class/es provided that more than 75% of class meetings have passed and both student and faculty agree to this option. A student selecting this option will not be refunded any tuition or fees and will have the grade processed in the normal manner at the end of the semester with appropriate credit and grade earned.

2. A student can elect to have an incomplete I grade recorded at the end of the semester provided more than 50% of the class meetings have passed and both student and faculty agree to this option. The faculty member and the student must come to agreement on the work to be completed and the faculty member submits an “incomplete grade” form to the appropriate Associate Academic Dean. Faculty members are encouraged to detail the work still to be completed and outline the criteria for the final grading. A student must complete the work detailed on the I grade form in accordance with the college I grade policy or within 90 days from completion of active duty, whichever affords the student more time. If no Change of Grade Authorization is received from the instructor within the agreed upon time, the I grade will automatically be converted to the grade earned or to an F grade. In accordance with the current American Federation of Teachers (AFT) contract, in the event the faculty member is not available at the time the student completes the work, the department head will assume responsibility for reviewing the work and assigning the final grade.

3. A student can elect to withdraw from one or more courses with a grade of M at any time during the semester by informing the CCAC Veterans Services Center and/or the Registration Office. A student electing this option will have his/her tuition refunded or credited, in accordance with VA policy.

Interpreting Your Grade Report
In addition to grades A through F, other symbols that may appear on your grade record but are not calculated into your GPA are:

I—Incomplete: An incomplete I grade may be given at the discretion of the instructor. An I grade can only be given for the final grade, not at midterm. The instructor and the student must agree to postpone the completion of certain required coursework and to a timetable for completion of the work not to exceed eight weeks into the following regular semester. An Incomplete I Grade Agreement Form must be signed by the instructor and submitted to the Office of the Associate Dean of Academic Affairs at the time that the I grade is given.

When the required work has been completed, the instructor will submit a Change of Grade Authorization. If the work is not completed by the agreed-upon deadline, the instructor can issue the grade earned at the time when the I grade was agreed upon. If no Change of Grade Authorization is received from the instructor within the eight weeks into the following semester, the I grade will automatically be converted to the grade earned or to an F grade.

M—Military Call to Active Duty: An M grade is posted to the student transcript when a student has elected the withdrawal option Military Call to Active Duty.
## ALPHABETICAL LIST OF PROGRAMS & PROGRAM AREAS

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SUMMER 2016–FALL 2017 ACADEMIC SCHEDULE

Summer Term 2016
Memorial Day observed, college closed ....................... May 28–30
Independence Day observed, college closed .................... July 2–4
First summer six-week session .......................... May 23–July 1
First summer eight-week session .......................... June 6–July 30
First summer ten-week session .......................... May 23–July 30
Second summer six-week session2 ....................... July 5–August 13

Fall Term 20163
16-week fall term classes begin ....................... August 22
Labor Day observed, college closed ......................... September 5
14-week fall term classes begin ......................... September 6
Thanksgiving Break .................................. November 21–27
Classes end ............................................ December 12
Finals week ......................................... December 13–19

Spring Term 20173
16-week spring term classes begin ..................... January 17
14-week spring term classes begin ..................... January 30
Spring break ..................................... April 10–16
16-week classes end ................................ May 8
14-week classes end ................................ May 7
14-week classes Reading Day ........................ May 8
Finals week .......................................... May 9–15

Summer Term 2017
Memorial Day observed, college closed ....................... May 27–29
Independence Day observed, college closed ................. July 4
First summer six-week session .......................... May 22–July 1
First summer eight-week session ......................... June 5–July 29
First summer ten-week session .......................... May 22–July 29
Second summer six-week session2 ....................... July 3–August 12

Fall Term 20173
16-week fall term classes begin ....................... August 21
Labor Day observed, college closed ......................... September 4
14-week fall term classes begin ......................... September 5
Thanksgiving Break .................................. November 20–26
Classes end ............................................ December 11
Finals week .......................................... December 12–18

1 Dates subject to change
2 Second summer introduces the new academic year.
3 Most campus day courses and some evening courses are 16-week programs; College centers, online learning courses and most evening courses are 14-week programs.

Academic calendars are found on the website at: http://www.ccac.edu/Academic_Calendars.aspx
Community College of Allegheny County (CCAC)

CCAC annually educates more than 30,000 credit students through 155 degree, certificate, diploma and transfer programs and offers thousands of students access to noncredit and workforce development courses. The learning-centered institution’s mission is to provide affordable access to quality education and offer a dynamic, diverse and supportive learning environment that prepares the region’s residents for academic, professional and personal success in our changing global society. CCAC’s quality programs enable students to transfer credits to nearly 500 colleges and universities and support regional workforce needs with accessible instruction available day, evening, weekend and online in Allegheny County and beyond. Visit ccac.edu to learn more.