South Hills
School of Business & Technology

BUSINESS

TECHNOLOGY

HEALTHCARE

LEGAL

GRAPHIC ARTS

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This catalog contains descriptions of the current programs, course offerings, educational plans, requirements, administrative policies, tuition, and fees of South Hills School of Business & Technology.

In order to meet the changing needs of the business community and the student body, South Hills School of Business & Technology reserves the right to make changes in the tuition, courses, faculty or schedules at any time.

South Hills School is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools. The school is accredited by The Accrediting Council for Independent Colleges and Schools to award diplomas, associate in specialized business and associate in specialized technology degrees.

South Hills School of Business & Technology also reserves the right to require a student to withdraw, for cause, at any time.

In accordance with Title IX regulations, the Commonwealth of Pennsylvania Human Rights Law, and Section 504 of the Rehabilitation Act of 1973, South Hills School of Business & Technology does not discriminate or limit access to its programs, activities, or employment on the basis of race, color, sex, age, religion, national origin, marital status, sexual orientation, ancestry, political belief, status as a veteran, or economic background.

SouthHills
School of Business & Technology

Catalog 2010–2011

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On the Cover

RACHEL BREON (LEFT) AND RACHEL ROGERS
Business Administration: Management & Marketing
Graduation Year: 2011

State College Location

GENERAL INFORMATION

Location . . .

Main Campus

The main campus of South Hills School of Business & Technology is located at 480 Waupelani Drive, State College, on a six-and-a-half acre lot overlooking the mountains on one side and State College on the other. The school is easily reachable from Lewistown, Bellefonte, Philipsburg, and Huntingdon areas.

South Hills School shares recreational and athletic facilities with the YMCA, which is on the adjoining lot. The combination creates a campus environment where students can remain physically fit while they are preparing for new careers.

South Hills School is close to housing, shopping, transportation, and activities. State College offers many cultural and sporting events throughout the area. Some of those activities that have offered the most in the past are: the Artists Series, in which touring professional acting, dancing and musical shows are produced at Penn State; the Central Pennsylvania Festival of the Arts, which includes exhibitors from all over the United States; university and community theater productions; championship-quality Penn State sports such as football, basketball, wrestling, gymnastics, hockey, and more; and the Bryce Jordan Center, a state-of-the-art events center for concerts, family shows, trade shows, and inter-collegiate athletics.

The region offers a variety of historical and tourist-oriented spots as well. There's the Boal Mansion and Christopher Columbus Family Chapel in Boalsburg, historic Curtin Mansion and Curtin Village near Bellefonte, Penns Cave (the world's largest underwater cavern), the 18th Division Pennsylvania Military Museum in Boalsburg, Indian Caverns, and Penn State's many attractions.

Recreational areas within easy driving distance include Whipples Dam, Black Moshannon, Greenwood Furnace and Sayer Dam State Parks. State College has two community pools. Bike paths line the edge of town, and the Tussey Mountain Ski area provides a vertical drop of 500 feet.

For those who enjoy diverse social, recreational, and educational opportunities, "Happy Valley" is the place to be!

Altoona Branch Campus

The Altoona Branch Campus is located at 508 58th Street, Altoona. It is close to the Altoona Mall and other eating and retail establishments. The school was established in 2001 when it was purchased from the Altoona School of Commerce.

The Christ Community United Methodist Church established a day care center to serve our school. The hours of operation are 9 a.m. to 5 p.m.; children of our faculty, staff and students from birth through school age may be enrolled.

Philipsburg Learning Site

The Philipsburg Learning Site is located within the Moshannon Valley Enterprise Center at 200 Shady Lane in Philipsburg. The Philipsburg site is an exciting partnership formed to help better serve the educational needs of the Moshannon Valley workforce.

The Moshannon Valley Economic Development Partnership has agreed to work with South Hills School of Business & Technology by promoting the school and working with the school on placement of graduates. South Hills brings its own high-quality computer, medical, and office training closer to home for Philipsburg residents and surrounding areas.

Philipsburg and its surrounding area is rich in history and offers a wide variety of outdoor recreational activities.

Lewistown Learning Site

The Lewistown Learning Site is located within the heart of downtown Lewistown at 124 East Market Street. The Lewistown site is an exciting educational venture founded to help better serve the educational needs of the Mifflin, Juniata, Perry and Snyder county areas.

The Mifflin County Industrial Development Corporation (MCIDC) and the MC-2000 Educational Board have agreed to work with South Hills School of Business & Technology by providing input as to the educational needs of the local communities. South Hills brings its own high-quality computer and office training closer to home for Lewistown and the surrounding areas.

History . . .

South Hills School of Business & Technology is a co-educational, post-secondary institution serving the Central Pennsylvania area.

South Hills School of Business & Technology is the product of necessity, creativity, economics, dreams, and hard work. S. Paul Mazza, a practicing attorney from State College, founded it in 1970. Starting with only seven students in the first class, it is now training over seven hundred students each year. This strong, steady growth is attributed to President Mazza's philosophy that all decisions are made on the basis of what's best for the students.

From 1970 to 1982 South Hills School found its home in State College. In August 1982 South Hills moved to larger quarters, a former elementary school building, in Boalsburg. In January 1989 South Hills returned to State College—its original home.

In 1976 South Hills School of Business & Technology received national accreditation as a business school through the Accrediting Council of Independent Colleges and Schools (ACICS).

In 1980 South Hills was granted approval to award the Associate in Specialized Business (ASB) degree in five program areas. In 1997 approval was granted to award the Associate in Specialized Technology (AST) degree. The school currently offers six ASB degrees (Legal Assistant, Business Administration – Accounting, Business Administration – Management & Marketing, Administrative Professional, Criminal Justice, and Medical Office Specialist) and five AST degrees (Health Information Technology, Diagnostic Medical Sonography, Information Technology, Graphic Arts, and Engineering Technology).

In 1996 the school expanded its State College facilities. The expansion allowed for a larger library as well as additional classrooms and a student commons area.

The Diagnostic Medical Sonography program was added in 1996. Two additional sonography programs were added in 1998 for those students entering with advanced standing.

The Philipsburg Learning Site was added in 1996 at the request of the Moshannon Valley Economic Development Partnership. The Philipsburg site provides training in the Office Assistant program and the first two to three terms of several two-year programs that must be completed at the State College or Altoona campuses. Philipsburg was granted approval to offer the complete ASB degree for the Administrative Professional program and the AST degree for the Computer Information Systems program in October 2008.

In 1997 the Engineering Technology program was added to the program offerings and granted AST degree status in 1999. In 2006 the Graphic Arts AST degree program was added to the program offerings and in 2007, the ASB degree program Criminal Justice. The Medical Assistant program was added in 2010.

The Lewistown Learning Site was added in 1999 at the request of the Mifflin County Industrial Development Corporation (MDIDC). Lewistown was granted approval to offer ASB degrees in the Administrative Professional, Business Administration – Management & Marketing and Criminal Justice programs and the AST degree Information Technology.

In 2001 the Altoona campus was opened when South Hills purchased the former Altoona School of Commerce. Altoona was granted approval to offer the ASB degree in the Administrative Professional, Business Administration – Accounting, Business Administration – Management & Marketing, Legal Assistant, and Medical Office Specialist programs and the AST degree in the Information Technology program.

Under the direction of Mark Maggs, the South Hills School is serving a diverse population of recent high school graduates and returning adults. Diploma as well as ASB/AST degree programs are offered. The faculty and staff at the Main Campus now number 83; the student/faculty ratio is 10 to 1. The faculty and staff at Phililipsburg number 11; the student/faculty ration is 7 to 1. The Lewistown faculty and staff number 12. The student/faculty ratio is 9 to 1. The faculty and staff at the Altoona Campus number 23; the student-faculty ratio is 12 to 1.

Students **do** come first at South Hills School of Business & Technology. We try to help the "whole" person with his/her many needs. In addition to the high-quality education, fine faculty and state-of-the-art equipment, counseling, recreation, and health are essentials at South Hills School.

Facilities and Equipment . . .

Main Campus

The Main Campus building has 33,000 square feet of classroom and office space. The 19 classrooms (including a large lecture room), the library, the cafeteria, and the faculty and staff offices are all air-conditioned. Free parking is available.

School equipment has been selected to provide effective training on all types of machines that are recommended for today's office operations. Students are given instruction on office equipment such as various dictation/transcription equipment, computers, and copiers.

Our computer rooms are equipped with over 200 networked computers with Internet access.

Specialized equipment is used in the sonography programs and in the engineering program.

Philipsburg

The Philipsburg Learning Site currently occupies approximately 10,500 square feet of classroom and office space, which includes a front office/lobby area, classrooms, a student lounge, and a study area. A large parking lot is available beside the building.

Over 60 computers with Internet access have been installed for student use at the Philipsburg Learning Site.

Lewistown Learning Site

The Lewistown Learning Site is within walking distance of several parking lots and numerous eateries. The school currently occupies approximately 10,500 square feet of classroom and office space that includes a front office area, classrooms, a student and faculty lounge, and a study area.

Over 60 computers with Internet access have been installed for student use at the Lewistown Learning Site.

Altoona Branch Campus

The Altoona Branch Campus, located at 508 58th Street, Altoona, is close to the Altoona Mall and other eating and retail establishments. The school is approximately 15,000 square feet, containing eight classrooms, two break-room areas for students, a library-study room for student use, and administrative and faculty offices. There is a school parking lot that provides adequate free parking.

Over 90 computers with Internet access have been installed for student use at the Altoona Branch Campus.

State College Learning Site

South Hills School of Business & Technology added a learning site in the fall of 2000. The learning site, now located at 3081 Enterprise Drive in State College, is less than a mile from the main campus. The learning site is utilized by the Diagnostic Medical Sonography program for specialized equipment application courses and by the Medical Assistant program and for various other classes.

Altoona Branch Campus . . .

The Altoona Campus is located 48 miles from State College at 508 58th Street, Altoona. Established in 2001, the Altoona Campus admits students in several diploma programs and various two-year degree programs. All programs may be entered in the fall, and all programs may be completed at the Altoona Campus. The students may have the option of transferring to the Main Campus.

Program Integration with Main Campus

South Hills School of Business & Technology provides the same course work at the Altoona Branch Campus as is provided at the Main Campus.

In the 2010-2011 school year, students may begin and complete the following diploma and degree programs at the Altoona Branch Campus: Business Administration – Accounting, Business Administration – Management & Marketing, Legal Assistant, Medical Office Specialist, Administrative Professional, Criminal Justice, Information Technology, Office Assistant, One-Year Accounting, Health Information Technology, Human Resources Management and Engineering Technology.

Philipsburg Learning Site . . .

The Philipsburg Learning Site is located 24 miles from State College at 200 Shady Lane, Philipsburg, in the Moshannon Valley Enterprise Center. Established in 1996, the Philipsburg Campus admits students in diploma and degree programs. With some two-year programs, students may begin their first two to three terms at the Philipsburg Learning Site and must finish at the State College or Altoona campus. Entrance dates for the Philipsburg site coincide with the Main Campus.

Program Integration with Main Campus

South Hills School of Business & Technology provides the same course work at the Philipsburg Learning Site as is provided at the Main Campus.

In the 2010-2011 school year, students may complete the following diploma and degree programs at the Philipsburg Learning Site: Administrative Professional, Information Technology, Office Assistant, Computers Plus, and One-Year Accounting. Students may complete two terms of the Business Administration – Accounting, Business Administration – Management & Marketing, Medical Office Specialist, Medical Assistant, and Criminal Justice programs in Philipsburg before transferring to State College or Altoona campuses.

The Philipsburg Learning Site of South Hills School of Business & Technology reserves the right to request students to attend classes at the main campus in State College if there are not enough students registered for a particular program.

Lewistown Learning Site . . .

The Lewistown Learning Site is located 30 miles from State College at 124 Market Street, Lewistown. The Lewistown Learning Site was established in 1999.

Program Integration with Main Campus

South Hills School of Business & Technology provides the same course work at the Lewistown Learning Site as is provided at the Main Campus in State College

In the 2010-2011 school year, students have the opportunity to complete the following diploma and degree programs at the Lewistown Learning Site: Administrative Professional, Business Administration – Management & Marketing, Criminal Justice, Information Technology, Office Assistant, Computers Plus, and One-Year Accounting. All other programs started in Lewistown must be completed at the State College or Altoona campus after the first two terms.

Students may transfer to State College after completing a program at the Lewistown Learning Site and receive advanced standing. Students may also choose to transfer to State College before completing a program. Advanced standing in a program at State College will be granted on the individual courses completed.

The Lewistown Learning Site of South Hills School of Business & Technology reserves the right to request students to attend classes at the Main Campus in State College if there are not enough students registered in a particular program.

Mission . . .

The mission of South Hills School of Business & Technology is to offer qualified individuals the means to start and the encouragement to continue the lifelong growth process through higher education. In addition, South Hills School of Business & Technology has the obligation to create an educational atmosphere that will not only foster the highest standard of excellence in all students but also help those students to develop an awareness of social responsibility and ethical behavior.

Philosophy . . .

South Hills School of Business & Technology was founded in 1970 based on the philosophy that each student, regardless of race, color, sex, age, religion, national origin, marital status, sexual orientation, ancestry, political belief, status as a veteran, or economic background is entitled to develop to his or her fullest potential. Based on this philosophy, the school accepts students from all walks of life.

Supporting Objectives . . .

The principal goal of the school is to prepare students for jobs in the community; jobs that do, in fact, exist.

In order to accomplish this goal, South Hills School of Business & Technology established the following objectives: (1) the recruitment of secondary school graduates who are basically qualified to meet the educational standards of the school; (2) the training of students in the vocational skills required for an entry-level job; (3) the instilling of attitudes which will be helpful in obtaining and retaining a job; (4) the placement of students in jobs that fit their talents, skills, maturity and experience by screening each graduate and giving specific aid in techniques for interviewing and applying for a job; and (5) the continuing evaluation and assessment of employers in the area which the school serves.

Our faculty and staff members are aware of these objectives and they conscientiously strive to help each student accomplish them. In furtherance of these objectives, the educational standards at South Hills School of Business & Technology are maintained at a consistently high level in order to challenge the student and produce a graduate that is dependable and well prepared.

Through a continuous evaluation of the school by the faculty, staff and students, South Hills School of Business & Technology prides itself in being a flexible educational institution, constantly striving to meet the changing needs of business and industry.

South Hills School also takes great pride in the caring attitude of the faculty and staff members. This attitude is imparted to the students with encouragement, dedication and a real interest in each student's well-being and academic progress.

Students at South Hills School are not just names or numbers. They are individuals with needs, talents and skills.

Counseling . . .

Personal attention and counseling are an important part of your South Hills experience.

Before you start school, one of our admissions representatives will be helping you choose the best program for your interests and career plans. This helpful approach will follow you throughout your academic career at South Hills.

The South Hills Main Campus in State College has a Career Services office whose goal is to assist you in finding your first job as well as in any changes you may wish to make later in your employment career. The Career Services office works closely with the personnel at the Philipsburg and Lewistown Learning Sites on placement of graduates. In Altoona, the Director and the Career Services Coordinator will help students find employment in the community. Regardless of which campus, this is a free service for both the graduate and the employer. South Hills School of Business & Technology has a fine reputation for providing well-trained, competent personnel throughout Central Pennsylvania.

Financing your education is another crucial area that makes your education possible. Our financial aid staff will go over the possible grants and loans with you and assist you with your application for the Main Campus or the Philipsburg and Lewistown Learning Sites. The Financial Aid Assistant at the Altoona Campus assists students with their applications for financial aid.

Should you decide to change your major or have questions about your program, our Academic Affairs Officer will advise you. In Altoona, the Director and the Academic Affairs Coordinator will help students with concerns about their programs. Students may also meet with their faculty advisors.

To help you with any personal problems, the school maintains a list of counseling services through the region.

In short, we care about you and your concerns when you join our school. Your time at South Hills School of Business & Technology should be fruitful—time dedicated to the acquisition and sharpening of skills and knowledge. The problems that come up should not be yours alone. For this reason, the faculty and staff make themselves available to you.

We're here to help.

Career Services . . .

South Hills School offers career assistance to all South Hills School of Business & Technology graduates without cost to the graduate or the employer.

Our Career Services staff makes every effort to identify the qualities and skills of each graduate and to recommend graduates for positions requiring such attributes. South Hills School of Business & Technology cannot guarantee employment to graduates, but every attempt is made to help the graduate find a position that will offer both personal satisfaction and the greatest opportunity for growth.

The majority of students who attend South Hills School choose to live and work in Central Pennsylvania. Because of this most of the career assisting efforts are directed toward local employers. Students who wish to obtain employment elsewhere can also expect the most conscientious efforts of the career services office in trying to meet those wishes.

The Career Services Center staff provides job search assistance to students seeking fulltime, part-time, and temporary employment. Job openings and employer relations are developed through on-campus career and internship fairs, outreach efforts by the Career Services staff, and by the employers' ability to place job postings on the school website.

The State College Career Services staff also provides/shares job referrals and internship requests with the Lewistown and Philipsburg locations. In addition, each location utilizes a community advisory board for advice on issues such as curriculum development and how that relates to addressing the current employment needs of the business community.

Application . . .

If you are interested in South Hills School of Business & Technology, you should apply for admission as early as possible.

You may start the application process by requesting a personal interview. Call the Admissions Office to schedule a school visit. During your visit you will discuss your career interests with an admissions representative.

When you decide upon a program, you should complete your application form online or visit one of our locations and forward it to the admissions office. Be sure to indicate which campus or learning site you wish to attend.

Students who are not enrolled in a degree or diploma program and take classes are considered certificate students. They do not need to have any proof of academic qualifications to be enrolled in the school. Certificate students take courses to satisfy personal enrichment goals rather than completing a diploma or degree.

SAT or ACT scores are not required for admission to programs at South Hills School.

Acceptance is based on an evaluation of high school transcripts, an equivalent or GED; college transcripts (where applicable); a personal interview; and the entrance exam scores.

Completed applications are reviewed by the Admissions Office at intervals during the school year. Acceptance is based on the criteria indicated above.

The final step is to sign an enrollment agreement.

Early Admit

Students who seek to take classes at South Hills School of Business & Technology while simultaneously completing their high school graduation requirements are evaluated on an individual basis. They are required to submit an application, partial high school transcript(s), and a letter from their high school guidance counselor and/or principal granting permission for the student to attend South Hills School. The student must schedule an interview with the South Hills School Admissions Representative and complete the appropriate admissions testing.

A student accepted for admission at the South Hills School of Business & Technology on this basis is considered to be *"early admit"* pending the receipt of his/her final high school transcript reflecting a graduation date and final class rank. The student may not receive a diploma or degree from South Hills School until he/she has graduated from high school.

Note: Any exceptions to established admissions requirements will be made by the Director and the Director of Admissions.

Additional Admissions Requirements
Diagnostic Medical Sonography Programs

Acceptance into the DMS program is competitive and is not on a first-come, first-serve basis. Completed applications are reviewed by a selection committee at intervals throughout the school year and successful applicants are chosen based on the criteria listed below.

Applicants of the DMS program should have a high school or post-secondary educational background that is strong in academic math and science. Biology, algebra, trigonometry and physics are preferred.

Prospective students are evaluated based on the following:

- High school program of study (specific courses completed, overall GPA, and class rank)
- Two letters of recommendation (guidelines provided by Admissions Representative)
- Entrance exam results
- Post-secondary education program (if applicable)
- SAT Scores*
- Prior experience in healthcare, paid or volunteer
- Resume

Based on the above criteria, qualified applicants will be selected for a personal interview with the DMS faculty. Upon completion of the faculty interview, the application will be reviewed by the selection committee.

* SAT scores are strongly recommended for all applicants to the A.S.T. degree program.

Additional acceptance requirements include:

- Excellent written and verbal English communication skills
- Full use of both hands and wrists
- Ability to lift and move 50 pounds
- Ability to stand for extended periods of time
- Ability to visualize in dimly lit settings
- Ability to hear Doppler audio signals
- Criminal background check*
- Completion of required immunizations and health record documentation**
- Completion of drug history and testing***
- Additional requirements****

*Documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH) is required for final acceptance into the program and again as a condition for internship placement. An FBI background check is required for applicants who have resided in the state of Pennsylvania for less than 2 years. Cost of the Pennsylvania State Police criminal background check is currently $10. The cost of the FBI background check is variable. These costs are the responsibility of the applicant/student.

A child abuse background check is also required. The cost of the child abuse background check is currently $10 and is the responsibility of the student.

Applicants are asked to declare previous arrests and/or convictions for any offense other than traffic violations. Conviction of certain offenses will result in ineligibility for this program and for credentialing examinations.

If a positive record is obtained from any criminal record report, the student/applicant will be advised as to the course of action to be taken

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by the school, which may result in disqualification from the program, depending on the nature and severity of the offense(s).

**Students are required to obtain TB/PPD testing, Hepatitis B titer and/or vaccination, and other titers and vaccines as dictated by individual health history and childhood vaccination history (e.g. chicken pox). A physical examination by a physician may be required depending upon the internship site assigned. Costs for these requirements are the responsibility of the student.

***Drug testing is required for internship site placement and will also be conducted at random times throughout the program. A positive test result for any illegal drug or controlled substance will result in immediate disqualification and dismissal from the program. Prohibited substances include, but are not limited to: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, methadone, methaqualone, opiates, phencyclidine, and propoxyphenes. Cost of the urine drug test is the responsibility of the student and will be added to the school invoice.

**** A complete description of technical standards for the Diagnostic Medical Sonographer profession based on ADA requirements can be found at:

www.bls.gov/oco/print/ocos273.htm (General Track)
www.bls.gov/oco/ocos100.htm (Cardiac and Vascular Tracks)

Applicants with Previous Degree or Diploma
Two diploma programs exist for the purpose of accommodating applicants with specific educational backgrounds. Interested applicants should consult with one of our admissions representatives to determine which program best meets their needs and educational objectives.

DMS Professional Program (DMP) This diploma program is designed for applicants with a previous 2-year or 4-year degree or diploma in a medical imaging specialty such as Radiologic Technology or Nuclear Medicine Technology. It assumes a strong background in anatomy, physiology, medical terminology, patient care, and imaging sciences.

Applicants for the DMP program will be considered when their admissions requirements are completed. Documentation of American Heart Association First Aid and CPR, BLS for Healthcare Providers Program is required and must be valid through the clinical internship.

DMS Professional Plus Program (DPP) This diploma program is designed for applicants with a previous Bachelor's degree* in a field other than Medical Imaging. The program includes courses in anatomy, physiology, medical terminology, patient care, and medical imaging sciences. Applicants for the DPP program will be considered when their admissions requirements are completed.

*The Bachelor of Science or Bachelor of Arts degree must have been completed within 15 years of the DPP program start date in order for the applicant to be eligible for this program.

Students Enrolled in B.S. Degree Programs in Medical Imaging at Other Institutions Students may be eligible to enter the DMP program when it is a component of a Bachelor's Degree program at another institution. This is subject to a formal agreement between South Hills School and the articulating institution, and must be approved on an individual basis. Such students must complete their B.S. degree in order to be eligible to sit for the ARDMS® registry examinations.

Transfer Credits Any student wishing to receive transfer credit from another institution is responsible for providing the previous institution's official transcript along with course descriptions. Each course will be reviewed on an individual basis and is not guaranteed to apply to South Hills School course credit. A grade of "C" or better is required in each general education course, and a "B" or better in each specialty or technical course being reviewed, in order for transfer credit to be considered. Transfer credits must be declared and approved prior to the start of the program or no transfer credit will be granted.

South Hills School Student Transfer If a current South Hills student wishes to transfer into the DMS program, the student must speak with an admissions representative to initiate the DMS application process. Additional terms will most likely be required. Each applicant is reviewed on an individual basis. See application process above.

Please refer to the DMS Handbook for further details.

Additional Admissions Requirements
Graphic Arts Program

In addition to the general admissions requirements for the school, the following requirements specifically apply to the Graphic Arts program.

During the interview, applicants to the Graphic Arts program will discuss their past and present interest in art and design and why they feel they would be an appropriate candidate for the program. Our goal is to see that the students entering this program are artistically inclined and have a natural, ongoing interest in art and design.

Guidelines for Art Work Submissions. All applicants will also be required to submit their works of art for review by our Graphic Arts Review Panel. No more than five examples of each of the following types of artwork are to be submitted: drawings, paintings, graphic designs, communication design, photography, 3-D fine art pieces, printed and/or published pieces or other forms of fine art. Each applicant is also required to produce a self portrait piece for submission. The self portrait may be done in the art medium of the applicant's choice.

Ultimately, select your best work and include examples that you have done on your own beyond your art class assignments. Applicants may also submit sketchbooks. In doing so, this allows the Review Panel to gain a better understanding of the applicant's art background and varied skill set(s) achieved. Artwork can be submitted as hard copy entries or CD-ROM entries (PDF or JPG format only). For all 3-D pieces, please provide the Review Panel with quality photographs of the work instead of the actual piece.

Acceptance into the Graphic Arts program is competitive and is not on a first-come, first-served basis. Completed applications are pooled, and then successful applicants are chosen from the current group of qualified applicants on successive dates throughout the year. It is extremely important for the qualified applicants to apply early in the admissions process to maximize their chances for acceptance into the Graphic Arts program.

Additional Admissions Requirements
Criminal Justice Program

In addition to the general admissions requirements, the following requirements specifically apply to the Criminal Justice program.

As a condition of acceptance to the Criminal Justice program, the school will request documentation of criminal history from the Pennsylvania State Police Access to Criminal History (P.A.T.C.H.). Convictions of certain offenses may result in ineligibility for admission to this program. Cost of the Pennsylvania State Police criminal background check is currently $10 and is the responsibility of the applicant. A second criminal history check may be required prior to internship placement and the cost again is the responsibility of the student.

Also as a condition of acceptance into the Criminal Justice program, the school will request documentation of a Child Abuse History Clearance from the Department of Public Welfare. Cost of the Child Abuse History Clearance is currently $10 and is the responsibility of the applicant.

An FBI background check is required for applicants who have resided in Pennsylvania for less than two years. If a positive record is obtained, the applicant will be advised as to the course of action to be taken by the school, which may result in disqualification from the program depending on the nature and severity of the offense(s). Cost of the FBI background check is variable and is the responsibility of the student.

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Additional Admissions Requirements
Health Information Technology Program

In addition to the general admissions requirements, the following requirements specifically apply to the Health Information Technology program during the second year of the program.

Documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH) is required for internship placement. Background checks must be done within one year prior to internship placement. Conviction of certain offenses may result in ineligibility for an internship placement. If a positive record is obtained, the student/applicant will be advised as to the course of action to be taken by the school/internship site, which may result in disqualification from the program, depending on the nature and severity of the offense(s). Under the Older Adult Protective Services Act, a student may be prohibited by law from employment in certain medical occupations. Cost of the Pennsylvania State Police criminal background check is currently $10 and is the responsibility of the applicant.

An FBI background check is required for applicants who have resided in Pennsylvania for less than two years. If a positive record is obtained, the applicant will be advised as to the course of action to be taken by the school, which may result in disqualification from the program depending on the nature and severity of the offense(s). Cost of the FBI background check is variable and is the responsibility of the student.

A child abuse background check is also required. Cost the child abuse background check is currently $10 and is the responsibility of the student.

Based upon individual site assignment, other internship placement requirements may include but are not limited to: drug testing, various disease testing, and physical examination. All costs are the responsibility of the student.

Students enrolled in the Health Information Technology program must earn a "C" or better in ALL courses in order to graduate. This requirement also applies to the student's eligibility to sit for the Registered Health Information Technology (RHIT) examination. Students earning less than a "C" would have to repeat the course or courses before they earn their associate degree in this field or take the RHIT examination.

Additional Admissions Requirements
Medical Assistant Program

In addition to the general admissions requirements, the following requirements specifically apply to the Medical Assistant program.

Documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH) is required for final acceptance into the program and as a condition for internship placement. An FBI background check is required for applicants who have resided in the Commonwealth of Pennsylvania for less than two years. If a positive record is obtained, the student/applicant will be advised as to the course of action to be taken by the school/internship site, which may result in disqualification from the program, depending on the nature and severity of the offense(s). Under the Older Adult Protective Services Act, a student may be prohibited by law from employment in certain medical occupations. Cost to the Pennsylvania State Police criminal background check is currently $10 and is the responsibility of the student.

A child abuse background check is also required. The cost of the child abuse background check, currently $10, is the responsibility of the student.

Based upon individual internship site arrangements, other medical screening requirements may include but are not limited to: drug testing, various disease testing, and physical examination. All costs are the responsibility of the student.

Additional Admissions Requirements
Medical Office Specialist Program

In addition to the general admissions requirements, the following requirements specifically apply to the Medical Office Specialist program during the second year of the program.

Documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH) is required for internship placement. Background checks must be done within one year prior to the internship placement. Conviction of certain offenses may result in ineligibility for an internship placement. If a positive record is obtained, the student/applicant will be advised as to the course of action to be taken by the school/internship site, which may result in disqualification from the program, depending on the nature and severity of the offense(s). Under the Older Adult Protective Services Act a student may be prohibited by law from employment in certain medical occupations. Cost of the Pennsylvania State Police criminal background check is currently $10 and is the responsibility of the applicant.

An FBI background check is required for applicants who have resided in Pennsylvania for less than two years. If a positive record is obtained, the applicant will be advised as to the course of action to be taken by the school, which may result in disqualification from the program, depending on the nature and severity of the offense(s). Cost of the FBI background check is variable and is the responsibility of the student.

A child abuse background check is also required. Cost of the child abuse background check is currently $10 and is the responsibility of the student.

Based upon individual site assignment, other internship placement requirements may include but are not limited to: drug testing, various disease testing, and physical examination. All costs are the responsibility of the student.

Prior Learning Assessment . . .

Prior Learning Assessment evaluates an adult student's learning, which has been acquired outside the traditional classroom through work experience or other professional training and/or certifications. PLA determines if this learning is equivalent to the academic curriculum of South Hills School, and is eligible for credit. Along with a $25 processing fee, each student is required to submit a Prior Learning Assessment Application and Portfolio for evaluation.

The granting of PLA credit applies only to associate degree programs at South Hills School. PLA credit(s) may or may not be transferable. If a student plans to continue his/her education at another post-secondary school, that school should be contacted to find out what their policy on credit(s) regarding experiential or life learning. A maximum of 12 PLA credits will be allowed.

The Prior Learning Assessment application must be completed prior to the beginning of the term in which the student is scheduled for class. PLA will not be considered once the student has attended classes for the course he/she is attempting to apply to exempt through PLA.

For evaluation details and PLA application, see the Academic Affairs Officer or location Director. (Also see Credit Structure, Credit Transfer, and Exemption Credit.)

Enrollment . . .

The three types of enrollment at South Hills School of Business & Technology are:

Degree students take and complete a two-year or three-year course of study and receive an associate in specialized business (ASB) or associate in specialized technology (AST) degree upon successful completion of the program and achievement of school standards.

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Diploma students take and complete a four-month up to a two-year course of study and receive a diploma upon successful completion of the courses and achievement of school standards.

Certificate students take one or more of the listed diploma/degree classes and receive, when school standards are achieved, a *certificate of achievement* stating that proficiency has been attained. These students are not enrolled in a program of study.

Entrance Dates . . .

Main Campus. All programs may be entered in the fall term of each year. Students may enter during the winter or spring terms with the understanding that they may be out of sequence for courses that are offered only once a year. Consequently, they may take longer to complete their program of study.

Altoona Branch Campus. Entrance dates for the Altoona Branch Campus are the same as those described above for the Main Campus.

Philipsburg Learning Site. Entrance dates for the Philipsburg Learning Site are the same as those for the Main Campus.

Lewistown Learning Site. Entrance dates for the Lewistown Learning Site are the same as those for the Main Campus.

Note: A student may begin his/her initial term of training up to one week after the term begins. This exception (requesting enrollment after the first week of a term) is at the discretion of the Director and Director of Admissions. This applies to enrollment at the Main Campus, the Philipsburg Learning Site, the Lewistown Learning Site, and the Altoona Branch Campus.

Terms . . .

Fall, winter and spring terms are 12 weeks in length.

Students enrolled in seven-term programs use the summer term in their second year for internship.

The summer term for classes (other than internships) at any of the campuses or learning sites is 10 weeks in length.

During the summer months remedial courses or repeat courses may be offered when warranted.

Housing . . .

Many reasonable apartment units are available in complexes surrounding the Main Campus of South Hills School of Business & Technology. If you are interested in finding an apartment or roommates, contact the admissions department.

South Hills School does not provide housing for out-of-town students, but it does offer assistance in finding apartments and bringing together students who are interested in apartment living.

Cafeteria/Lunch Hours . . .

South Hills School of Business & Technology has a full-service cafeteria operating on the premises of the Main Campus. A continental breakfast is served from 7:15 a.m. to 11:00 a.m. A varied luncheon menu is served daily from 11:30 a.m. to 1:30 p.m. providing items a la carte. Vending machines are also available, as are refrigerators and microwaves for those students wishing to bring their own lunches. There are two lunch hours scheduled at the Main Campus.

One or two lunch hours are scheduled at both the Philipsburg and Lewistown Learning Sites and the Altoona Branch Campus.

Hours . . .

Main Campus. Classes are scheduled Monday through Friday between 8:30 a.m. and 5:45 p.m. Occasionally a class may be scheduled for later in the day. Individual schedules will vary from term to term. The school's business hours are from 8:00 a.m. to 4:30 p.m.

Altoona Branch Campus. Classes are scheduled Monday through Friday from 8:30 a.m. to 4:30 p.m. The school's business hours are from 8:00 a.m. to 4:30 p.m.

Philipsburg Learning Site. Classes are scheduled Monday through Friday from 8:30 a.m. to 4:30 p.m. The school's business hours are from 8:00 a.m. to 4:30 p.m.

Lewistown Learning Site. Classes are scheduled Monday Through Friday from 8:30 a.m. to 4:30 p.m. The school's business hours are from 8:00 a.m. to 4:30 p.m.

Common Hour . . .

Common hour was established to allow a time when all students would have the same hour off so that they may take part in student activities and so that outside speakers could be invited to speak to the entire student body.

Common hour at all locations occurs every Tuesday and Wednesday during the term.

Classes are shortened by five minutes each to allow for the common hour, which is from 11:45 a.m. to 12:55 p.m. Students may also use the common hour to meet with advisors or to get help from teachers.

Dress and Conduct . . .

In keeping with the businesslike environment of South Hills School of Business & Technology, it is expected that students will be neat, clean and dressed appropriately at all times.

The administration expects all students to behave in an acceptable, businesslike manner and to devote their school hours to preparing for a profitable career. The school reserves the right to dismiss any student whose conduct is unsatisfactory.

Exemption Tests . . .

Exemption tests are available to take from a limited number of classes. A $25 fee is required for all exemption tests except Algebra, Introduction to Computing, and Computer Fundamentals.

A $25 per-credit charge will be assessed when a new test is developed for an individual request.

Exemption tests must be taken <u>prior</u> to the beginning of the term in which the student is scheduled for the class.

The Director or the Director of Education will decide any exceptions to this policy.

Financial Aid/Bursar Activities . . .

FINANCIAL AID

So you want to go to school, but how do you pay for it? Meeting the cost of education can be a burden on any student or family. For this reason many students wish to obtain financial assistance to further their education.

The following information describes the types of financial aid available to those who qualify at South Hills School of Business & Technology. Please call our financial aid office so that we may answer your questions and make an appointment to assist you with your financial aid package.

All questions regarding financial aid should be directed to the financial aid office at South Hills School of Business & Technology.

Academic Year. For financial aid purposes an academic year consists of three quarter terms (10-12 weeks in length). A full-time student must complete 12 quarter credits per term or 36 quarter credits per year.
Please keep in mind dropping/adding courses and changing programs during your enrollment may affect your financial aid eligibility.

Applying for Financial Aid. You may be eligible for grants and loans provided you file a Free Application for Federal Student Aid (FAFSA). You can complete your FAFSA online at www.FAFSA.ed.gov.

Filing Dates. For the fall term 2010-2011 the application may be filed as early as January 1, 2010 and no later than June 30 of 2011.

Federal Pin Number. The online FAFSA can be signed with a Federal PIN number. You can apply for your PIN online at www.pin.ed.gov or at www.FAFSA.ed.gov. Dependent students will need to have one parent apply for a Federal PIN. The Federal PIN can be used to sign online loan applications.

Correspondence. The financial aid office will correspond with students via their email accounts. It is important that each student access their sage account with South Hills to stay informed on the latest financial aid information.

AID AVAILABLE

Federal Title IV Pell Grant

Federal Pell Grant. Pell grants are awarded to students who demonstrate financial need as defined by the federal government. Grant amount is determined by the student's "Expected Family Contribution" (EFC), which is indicated on your Student Aid Report (SAR).

Eligibility requirements include

- Having earned less than a bachelor degree.
- Having graduated from high school or earned a GED.
- Enroll at least half-time in a program of study.

William D. Ford Federal Direct Loans. Direct Loans are made available to you directly by the U.S. Department of Education (ED). ED is your lender and will be your lender throughout the life of your loan.

Direct Subsidized and Direct Unsubsidized loans are made to students attending school at least half-time in a program of study.

Before a loan will be certified, the student must sign an Enrollment Agreement indicating his/her intention to attend school.

Loan limits are determined by the student's grade level. First-year students may borrow up to $3,500 and second-year students $4,500. Repayment begins six months after graduation or separation from school. The interest rate for new subsidized and unsubsidized loans first disbursed on or after July 1, 2006, is a fixed rate of 6.8%.

Loan applications are available online at www.StudentLoans.gov. Online applications may be signed using your Federal PIN number.

Additional Unsubsidized Direct Loan. The additional Unsubsidized Stafford loan provides assistance beyond the Subsidized loan limits. The additional loan limit is $2,000 per academic year for dependent students; $6,000.00 for independent students. This loan is available to independent students and to those dependent students whose parents are unable to obtain a Plus Loan.

The interest rate is variable and currently does not exceed 8.25 percent. Repayment begins on the principal of the loan six months after graduation or separation from school. Interest repayment begins during enrollment and billed quarterly. The student may choose to defer interest payments until repayment of the loan principal.

Direct loan money may be used for educational purposes only. You may pay for tuition, books, rent, food, personal living expenses, gas, bus fare, etc. You may not use the loan to buy a car, appliances, or use it for a vacation.

Grade Level and Loan Eligibility for Loan

Loan borrowers are eligible to borrow the maximum grade level amount for each academic year provided they are meeting all satisfactory academic progress requirements and not in excess of educational costs. The following grade level classification, adhered to by South Hills, will be applied by the financial aid office to determine loan eligibility for loan applicants.

Level	Credits	Subsidized Stafford Loan	Additional Unsubsidized Stafford Loan
First-Year Student (Freshman)	0-36	$3,500	$6,000
Second-Year Student (Sophomore/senior)	36-72	$4,500	$6,000
Third-Year Student (DMS Only)	73-108	$5,500	$7,000

Plus Loan. Plus loans are available to parents of dependent undergraduate students to meet educational costs. Parents may borrow the difference between a student's cost of attendance less any financial aid. Eligibility for a Plus loan is based on credit worthiness of the parent borrower.

The interest rate is fixed at 7.9% under current regulations. Payments are made monthly unless you choose a lender that allows you to defer payments.

In addition to interest, the parent pays a loan origination fee that is a percentage of the principal amount of the Direct Plus Loan received. This fee helps to reduce the cost of making these low-interest loans. The Department of Education deducts the fees before you receive any loan money, so the loan amount you actually receive will be less than the amount you have to repay.

Plus applications are available by going online at www.StudentLoans.gov. Online applications may be signed using your Federal PIN number.

Loan Disbursements. Loan proceeds are sent directly to the Bursar's office at South Hills School and will be credited to the student's account. Two or three disbursements will be made for each approved loan. Proceeds cannot be credited to the account until the loan funds are received by the school. Students will be notified when the check has arrived or the loan has been disbursed to the account.

The amount of loan proceeds retained by the school will depend on the amount of the loan, the amount owed by the student minus grant, if applicable, and the number of disbursements. If a student account is overpaid, a refund will be given to the student/parent within the time period mandated by Federal law.

The student or parent borrower has the right to cancel or reject all or part of the loan up to 14 days following disbursement of the loan.

If a student withdraws from school and a Federal loan, student or parent Plus, has been disbursed on behalf of the student, a Federally mandated calculation must be done to determine how much of the loan proceeds may be retained by the student and how much must be returned to the lender by the school. (See Refund Policy.)

PHEAA State Grant

To be considered for a PHEAA state grant you must meet the following criteria:

- Have earned less than a bachelor degree.
- Have financial need as determined by the submission of a FAFSA and a PHEAA status form.
- Graduated from high school or earned a GED.
- Be enrolled in a two- or three-year program.
- Be a resident of Pennsylvania for the past year.

Filing Dates. For incoming students, present students, and transfer students who have not previously applied for or received a PHEAA grant, the deadline for grant award consideration for the fall term is August 1. Applications may be filed as early as January 1.

For students who are present recipients of a PHEAA grant, the deadline for grant award consideration for the next academic year beginning the fall term is May 1. Applications may be filed as early as January 1.

State Grant Eligibility for a Transfer Student. If a PHEAA grant was awarded at a prior institution, requirements for meeting academic progress standards must be met before a grant can be awarded.

- Student must submit an official academic transcript from prior college(s) attended.
- Semester and quarter credits will be evaluated by the financial aid office to determine academic progress.

South Hills School of Business & Technology Scholarship. South Hills School of Business & Technology will offer a maximum of eight new scholarships each school year. There are four scholarships awarded at State College, two at Altoona, one at Lewistown, and one at Philipsburg. The scholarship is valued at 25 percent of the cost of tuition. It is given to those students who demonstrate economic hardship and would benefit from this scholarship. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability or national origin.

A student meeting the following qualifications for the scholarship must submit a letter of application to the Scholarship Committee for review. The application deadline is December 20. Applicants will be notified of the committee's decision within thirty (30) days of the application deadline.

Qualification for the SHSBT Scholarship are as follows:

1. At the time of application, students must be enrolled fulltime in a diploma or degree program of study.
2. Students must have completed a minimum of one full term of study at the time of application.
3. Students must have a minimum 3.0 cumulative grade-point average in each term.
4. The student's financial records must prove financial need which is determined by the Scholarship Committee.
5. Students must have completed a FAFSA Form in a timely fashion and submitted forms for any applicable state and Federal grants.
6. Submit a formally typed letter of application (1-2 pages) that indicates the applicant's name, program and year of study, educational and career goals. The applicant should state how receiving the school scholarship would benefit him/her in his/her pursuit of the stated goals. Other information pertinent for review by the committee is additionally welcome in the application letter.

The scholarship is valued at 25 percent of tuition. If the balance of tuition due after applying grants, agency sponsorship, and/or other scholarships is less than 25 percent of the total tuition, the SHSBT scholarship will be limited to that amount.

The scholarship will be credited retroactively to the first term of the school year in which the scholarship is granted. It will be credited to the recipient's account on a term-by-term basis through graduation when eligibility is maintained.   The school scholarship will be permanently forfeited when eligibility is lost.

South Hills Scholarship Eligibility Criteria:

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain fulltime enrollment status.
    (a) In the event a scholarship recipient must temporarily withdraw from school, he/she must promptly report this withdrawal to the Office of Academic Affairs and the Business Office.
    (b) After a leave of absence for one term maximum, he/she must personally arrange for reinstatement of the scholarship with the Business Office.
    (c) If withdrawn for more than one term, he/she must reapply for the scholarship.
3. Maintain acceptable behavior and attendance records while a student at South Hills School of Business & Technology.

International Scholarship. The State College campus of South Hills School annually awards a maximum of two new International Scholarships. The scholarship is valued at 25 percent of the cost of tuition. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability, or national origin.

International Scholarship Eligibility Criteria:

1. At the time of application, students must be enrolled fulltime in a diploma or degree program of study.
2. International students must hold active M-1 Visa status. (No US born citizens may apply.)
3. Students must have completed at least one full term of study.
4. Students must have a minimum 3.0 cumulative grade-point average.
5. Students must submit a one- to two-page essay indicating the applicant's name, country of birth, program and year of study, educational and career goals. International students must state how receiving the International School Scholarship would benefit him/her in his/her pursuit of the stated goals. Other information pertinent for review by the committee is additionally welcome in the letter of application.

The application deadline is December 20. International Scholarship applicants will be notified of the committee's decision within 30 days of the application deadline.

The scholarship is valued at 25 percent of tuition. It will be credited to the recipient's account on a term-by-term basis through graduation only when eligibility is maintained. It will be credited retroactively to the first term of the school year in which the scholarship is granted. The International Scholarship will be permanently forfeited when eligibility is lost.

International Scholarship Criteria:

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain fulltime enrollment status.
    (a) In the event a scholarship recipient must temporarily withdraw from school, he/she must promptly report this withdrawal to the Office of Academic Affairs and the Business Office.
    (b) After a leave of absence for one term maximum, he/she must personally arrange for reinstatement of the International Scholarship with the Business Office.
    (c) If withdrawn for more than one term, he/she must reapply for the International Scholarship.
3. Maintain acceptable behavior and attendance records while a student at South Hills School of Business & Technology.

PA Cooperative Education Association (PCEA) Scholarship. This scholarship is available to students who choose to enter South Hills School of Business & Technology as fulltime students in any of the ASB/AST degree programs offered at the school.

South Hills will annually award a maximum of three PCEA Scholarships—one each for State College, Altoona, and Philipsburg locations.

The scholarship amount is for 25 percent of the cost of tuition. Each scholarship shall be credited toward the cost of tuition only (application fee, student activity fee, books, and supplies are not included) starting in the first term of the upcoming academic year.

South Hills School/PCEA Scholarship Criteria:
- High school senior fulfilling graduation requirements
- Must be participating in a Cooperative Education Program in his/her high school
- Submit application for admissions to South Hills School as a fulltime student in an ASB/AST program
- Must meet regular admissions requirements of South Hills School based on evaluation of high school transcripts or equivalent or GED, a personal interview, and a passing score on the entrance exam
- The application must be returned by the deadline set by PCEA to the address noted on the application
- PCEA will evaluate the applicants based upon:
  - A letter of recommendation from the Co-op Coordinator
  - A letter of recommendation from the employer
  - A letter of recommendation from a teacher, counselor, or administrator
  - A student essay
  - The student's active training plan
  - The student's resume
- After evaluation of the scholarship applications, PCEA will notify the finalists for the scholarship and schedule interviews
- PCEA will then select the scholarship winners
- Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability, or national origin

Maintaining Scholarship. Students receiving a scholarship from South Hills School must:

(1) maintain a 2.0 cumulative grade-point average in each term to continue receiving the scholarship funds
(2) maintain fulltime enrollment in an ASB/AST degree program
   (a) in the event a scholarship recipient must temporary withdraw from school, he/she must promptly report this withdrawal to the Office of Academic Affairs
   (b) he/she may request reinstatement of the scholarship after a maximum one-term leave of absence
   (c) after a leave of absence of more than one term, he/she must reapply for a South Hills/PCEA Scholarship
(3) maintain acceptable behavior while in attendance at South Hills School of Business & Technology.

New Economy Technology Scholarship (NET Scholarship). The scholarship provides up to $1,000 per year based on total educational costs for a full-time student.

Eligibility requirements:
- Must be a resident of the Commonwealth of Pennsylvania.
- Be enrolled in the ET (Code 653), DMS (Code 548), IT (Code 599), AP (Code 596) program, or GA (Code 581).
- Student must maintain at least a 3.0 cumulative grade-point average after completion of the first year received.
- Be employed in an approved site within one year of graduation for each year NET Scholarship was received.
- The scholarship will convert to a loan if a student fails to satisfy the requirements of the eligible program or fails to perform the work obligations. In a case where the scholarship converts to a loan, payments are due immediately. However, you can request an in-school deferment by calling 1-800-692-7392.

Filing Dates. Application must be submitted to PHEAA by December 31 of the academic school year to receive the NET Scholarship. Apply online at www.pheaa.org.

Academic Competitiveness Grant Program. An eligible student may receive an Academic Competitiveness Grant (ACG) of $750 for the first academic year of student and $1,300 for the second academic year of study. To be eligible for each academic year, a student must:

- Be a U.S. citizen;
- Be a Federal Pell Grant Recipient;
- Be enrolled full-time in a degree program;
- Be enrolled in the first or second academic year of his/her program of study at a two-year or a four-year degree granting institution;
- Have complete a rigorous secondary school program of student (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student;
- If a first-year student, have at least a cumulative 3.0 grade-point average on a 4.0 scale (as set forth in regulations to be promulgated soon) for the first academic year.

The financial aid office will notify eligible recipients.

Agency Funding. Agencies such as Veterans Administration, TAA, WIA, OVR, and Department of Public Welfare have provided assistance to students attending South Hills School. For more information contact the admissions department at South Hills School.

Financial Aid Award Letter. The financial aid award letter lists the aid programs awarded to you, amounts by term, and the total amount offered for the academic year. The award letter also lists the estimated cost for the academic year. Award letters are sent to your email account.

The award letter is also used to decline awards. You may accept all or part of the package and you should notify the financial aid office of your decision in the space provided. If you are declining part of the aid offered, please note the name of the award. This will in no way affect your eligibility for other awards. Sign and date the Award Letter if you are declining aid and return it to the financial aid office.

Verification. Verification is the process used to check the accuracy of the information you used when you filed your application for grants. The U.S. Department of Education selects 33 percent of our applicants for the verification process. Should you be selected for this process, you will be asked to submit specific information to the financial aid office. The financial aid office will submit any changes that need to be made as a result of verification. If the verification results in an over award to the student, the school will make the adjustment with the U.S. Department of Education. Should there be a change in your award, you will receive an updated award letter. All over-payment cases will be reported to the U.S. Department of Education whether occurring at South Hills School of Business & Technology or a prior school.

Satisfactory Academic Progress for Title IV Aid (Federal Pell Grant, Student/Parent Loans). The satisfactory academic progress policy has two standards of measure. Both standards of measure must be met to make progress for Title IV Aid.

Quantitative – At the time of a progress check the student has to complete 67 percent of credits attempted. The maximum time frame to complete a program is 1.5 times the length of the program measured in credits attempted.

Qualitative – At the time of the first progress check the student must have earned a minimum cumulative grade-point average (GPA) of 1.5. For students in programs longer than two years a minimum cumulative GPA of 1.5 must be earned at the second progress check. At all progress checks after the 50 percent point of all programs a minimum GPA of 2.0 must be earned.

- For those students in a one-year program progress is checked at the end of their first term.
- For those students in a two-year program progress is checked at the end of the first year.
- For those students in a three-year program progress must be checked at the end of their first year and again after the fourth term.

Financial Aid Probation. A student who fails to meet either the quantitative or the qualitative measures of satisfactory academic progress will be placed on financial aid probation. While on probation the student will continue to receive financial aid and will be expected to successfully complete 67 percent of credits attempted and to earn a 2.0 GPA on a per-term basis. If either of these standards is not met

while on probation, the student will be placed on financial aid suspension.

Regaining Eligibility. In order to regain eligibility a student must reach a point where he/she has completed 67 percent of credits attempted in his/her program and maintain the required grade-point average.

Appeal Process. A student who wishes to appeal a satisfactory academic progress decision may have special or mitigating circumstances. These must be documented and may be taken into consideration. An appeal of the satisfactory academic progress decision will be taken to the Academic Progress Committee which consists of the faculty advisor in the student's program area, the Student Records Coordinator, the Academic Affairs Officer, the Director and the Financial Aid Director.

Satisfactory Academic Progress for PHEAA State Grant. A full-time student must complete 12 quarter credits per term or 36 quarter credits per academic year to maintain eligibility for the state grant. If a student does not meet the required credits for progress, no state grant will be awarded until progress is made.

Out of Program. At any time the Registrar considers you "out of program" you are not eligible for financial aid.

Transfer Credits. Transfer credits that apply to the program count toward the actual time frame (quantitative standard) of a student's program but not toward their GPA (qualitative standard).

Repeat Classes. Repeat classes will count when measuring credits attempted. For GPA purpose the class with the highest or most recent grade will be counted.

Incompletes. If the incomplete is not completed within the time frame assigned, an automatic "F" will appear. For financial aid purpose incompletes count as credits attempted and not earned.

Additional Credits. If a student wishes to take credits outside his/her course description, he/she will not receive financial aid for these credits.

Exemption Credits. Exemption credits will not be used in calculating the student's GPA or in calculating academic progress. For financial aid purpose the exemption credit will count as credit completed when determining what year (first or second) loan we certify for the student.

Change Program. When a student changes programs or seeks an additional degree, only the credits attempted and grades earned for those courses which are applicable to the new program will be used to determine satisfactory academic progress.

Withdrawals. When a student drops a course and receives a withdrawal on his/her transcript (for whatever reason), the withdrawal course is counted as credits attempted but not earned.

Return to School After a Withdrawal. If you withdraw from school and wish to return, you must first complete a re-application to school (available from the Registrar). If your prior account at South Hills is paid in full, the Bursar's office will then send you a new enrollment agreement. If a balance remains on you're account, you must contact the Bursar for payment arrangements.

Once the financial aid office receives your re-application and enrollment agreement, we will begin to reinstate your aid. If you are returning in a new academic award year, you will need to apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA).

Completion Rates. Program completion rates may be obtained by contacting the Academic Affairs Office. The rates are available to all students.

BURSAR ACTIVITIES

Late Payment Charge. If payment in full is not received within ten days after receipt of invoice showing balance due, a $25 late fee will be assessed.

Interest Charges. Interest at the rate of one percent per month will be assessed and added to an outstanding balance more than 30 days old.

Returned (NSF) Checks. It is understood that if student's (parent's or guardian's) check is returned to the school for insufficient funds, it will be reprocessed once and a service charge equal to the fee charged by the bank will be added. If said check is returned a second time, student (parent or guardian) must pay in cash or with a money order.

Activities Fee. All diploma and ASB/AST degree students who are enrolled at least half-time will pay an activities fee of $35 per term. This fee is to be paid at the same time as tuition payments.

Transcripts. Each student may receive two (2) transcripts (official or unofficial) at no charge. The third transcript issued and all those thereafter will be $3 (three dollars) each.

Tuition. Tuition is paid by the term. Term tuition is due within ten days of receiving an invoice.

There is no carrying charge if payment is made by the tenth day after receiving an invoice from the school. After the tenth day, a $25 late charge will be added. After 30 days, one percent of the current unpaid balance will be added each month until the entire amount is paid in full. All costs for a term must be paid prior to the student beginning a subsequent term.

Payments for all charges may be made via one of the following methods:

● Cash
● Check or money order payable to South Hills School
● Credit or debit card (VISA or MasterCard)

The school will not (1) award a diploma or ASB or AST degree, or a certificate of achievement, (2) issue a transcript, or (3) assist in placement until all current tuition and fees and other cost have been paid in full.

The total tuition for the 2009-2010 school year will be $13,473 (three fulltime terms).

Cost Per Term

Student Status	Credits Carried	Tuition
Fulltime	12.0-16.5	$4,716
Three-Quarter Time	9.0-11.5	$3,536
Half-Time	6.0-8.5	$2,357
Certificate	Varies	$393 per credit

The total tuition for the 2010-2011 school year will be $14,148 (three fulltime terms).

A diploma or associate in specialized business or technology degree student taking less than six credits per term will be charged by the individual credit rate of $286 per credit. Students taking more than 16.5 credits will be charged by the individual credit rate of $286 per credit. Students taking more than 16.5 credits will be charged $286 per credit over 16.5.

Associate in Specialized Technology Degree Diagnostic Medical Sonography (DMS) students will be charged the above rates for terms one through five. For terms six through nine, they will be charged as shown below. Diploma students in the DMS Professional program will pay the rates below for all terms of the program. Diploma students in the DMS Professional Plus program will pay the above rates for terms one and two and the rates below for terms three through six.

Student Status	DMS Tuition
Fulltime	$5,645
Three-Quarter Time	$4,234
Half-Time	$2,822

Associate in Specialized Technology Degree Engineering Technology (ET) students will be charged the rates below for all terms:

Student Status	ET Tuition
Fulltime	$4,916
Three-Quarter Time	$3,687
Half-Time	2,458

Refund Policy. For students withdrawing from school after classes begin, the refund of tuition charges for each term will be determined as follows:

Portion of the Term	Percent of Tuition Retained
Prior to the First Calendar Day	0%
First Seven Calendar Days	25%
After the First Seven Calendar Days in the first 25%	45%
After the first 25% in the First 50%	70%
After the First 50%	100%

The withdrawal date is the student's last recorded date of academic attendance, as determined by the school from its attendance records.

The last date of attendance for an official withdrawal shall be the latest of the date the student began the process, the date the student notifies the school of intent to withdraw, or the last date of attendance recorded in the instructors' attendance records.

The last date of attendance for an unofficial withdrawal shall be the latest of the mid-point of the term or the last documented academically-related activity, i.e. exam, tutoring, academic counseling, or turning in of an assignment.

Tuition refunds will be made within 30 days of the last date of attendance, save for a student who is approved in writing for a leave of absence (LOA) and does not return at the end of a LOA. The end of the LOA would then be the last date of recorded attendance.

Title IV Refund Policy. The Financial Aid Office is required by Federal statute to recalculate Federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The Federal Title IV financial aid program must be recalculated in these situations.

If a student leaves South Hills prior to completing 60 percent of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula: Percentage of payment period or term equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of aid earned. Calendar days for each term during the enrollment period are as follows: Fall 2009, 82; Winter 2009-2010, 82; Spring 2010, 85, Summer 2010, 82.

Funds are returned to the appropriate Federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the school is required to return a portion of the funds and the student is required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school.

If a student earned more aid than was disbursed to him/her, the school owes the student a post-withdrawal disbursement which must be paid within 180 days of the date the school determines that the student withdrew.

South Hills School must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

• Unsubsidized Direct Loans (other than PLUS loans)
• Subsidized Direct Loans
• Direct PLUS Loans
• Federal Pell Grants for which a return of funds is required
•Academic Competitiveness Grant for which a return of funds is required.

Refunds for Courses Dropped After the Term Has Commenced. If credits dropped do not change the student status, i.e. full-time, three-quarter time, half-time, or less than half-time, there are no refunds.

If a change of student status does occur, the regular refund policy rates apply in proportion to the length of time that a student is in the original status.

If a student drops to less than half-time, he/she will pay the remainder of the term on a per-credit basis and will be refunded the difference between the original cost and the new cost times the applicable refund percentage.

All students who wish to drop a course or withdraw from school must complete an official drop or withdrawal form. This assures that any refund due is processed automatically and that the change becomes a matter of record.

Books and Supplies. Books and supplies are not part of the total tuition cost. South Hills School does not sell books. The school has contracted with MBS Direct to be our provider of textbooks. MBS Direct will contact all South Hills students with information on how to purchase books. Students may choose another vender if they desire.

A student may charge books to his/her account if the student has sufficient financial aid to cover the book charges and if he/she orders from MBS Direct. However, there will be a $10 fee for this service in some instances.

Drug/Alcohol Abuse Prevention Program . . .

South Hills School of Business & Technology has an obligation to do whatever we can to make sure our students are aware of the dangers of drugs and do not use drugs. We not only have an obligation to you, our students, but also an obligation to the employers who hire our graduates. We have made a commitment to help you receive the best education possible for your chosen career.   Employers of our graduates trust us to provide the best employees in the field with top-notch skills. We cannot help you with your education or provide employers with good employees, if our students are using drugs or drinking.

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, South Hills School of Business & Technology is hereby declared a drug- and alcohol-free school and workplace.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to South Hills School of Business & Technology, including grounds, parking areas, anywhere within the building, or while participating in school-related activities. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

As a condition of enrollment, students must abide by the terms of the policy or South Hills School of Business & Technology will take one or more of the following actions within 30 days with respect to any student who violates this policy: reporting the violation to law enforcement officials; taking appropriate disciplinary action against such student, up to and including expulsion; or requiring the student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In conformance with the law, South Hills School of Business & Technology will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy. South Hills School of Business & Technology has established and maintains a drug and alcohol free awareness program.

Disciplinary Procedures. Students found to be using drugs or alcohol during school hours will be required to meet with the Drug and Alcohol Abuse Prevention Program Coordinator, the Director and/or the President of the school. The student will be counseled and, if necessary, referred for additional professional counseling. The school reserves the right to expel any student from school for due cause.

South Hills Learning Solutions Center
For Professional Development . . .

The South Hills Learning Solutions Centers in Altoona and State College offer a wide range of professional certification and continuing education classes designed for beginners and professionals alike. Custom corporate training classes, blended learning, seminars and on-site sessions are also available. Publicly offered classes and series include training in these areas:

NETWORK ENGINEERING
Microsoft Certified System Engineer
Network Security
Cisco Networking
VM WARE

DESKTOP SOFTWARE APPLICATIONS
Microsoft Office 2003/2007, 2010
Adobe Graphic Arts (InDesign, Photoshop, Illustrator) CS5
Web Design (Dreamweaver, Flash, Fireworks)
AutoCAD 2010
QuickBooks
Crystal Reports

COMPUTER TECHNICIAN/HELP DESK SUPPORT
A+ PC Tech Certification
Net+ PC Tech Certification
Security + PC Tech Certification

PROGRAMMING FOR PROS
Microsoft V.B.Net and C# Programming
Java Programming
Database Programming

SHORT CERTIFICATE SERIES
The Office Professional
Computer Technician

Call Jeff Stachowski at 814-234-7755 or Peggy Reams at 814-278-1990 for more information or visit our website at www.southhills.edu/professional_development

Programs

Administrative Professional . . .

The Administrative Professional program prepares individuals to be proficient office administrators and managers. Students in this program learn the most extensively used software packages, office procedures, and management techniques. Employer have had a keen interest in hiring graduates from this major for many years due to the graduates' ability to adapt in a variety of office settings.

Administrative professionals may coordinate and maintain effective office systems, implement policies and procedures, arrange for travel requirements, assist in research for meetings or reports, make arrangements for conferences and meetings, supervise or hire other employees, create and maintain databases and websites, and keep an office organized and functioning at an optimal level.

Graduates may choose from many different careers such as administrative assistant, administrative professional, computer applications specialist, executive administrative assistant, office assistant, office manager, project manager, and support or software specialist.

If you would like to be part of a very diverse, ever-changing work environment, consider becoming an administrative professional.

ADMINISTRATIVE PROFESSIONAL
ASB Degree Program
101.5 credits/2172 clock hours

Code	Course	Credits	Clock Hours
First Term			
EN101	English I	3.0	60
GE146	Introduction to Business Math	2.5	36
AC101	Accounting I	3.0	60
CP114	Computer Fundamentals	3.0	60
PD119	Personal Development	1.0	24
KE101	Keyboarding I and Lab	3.0	60
		15.5	300
Second Term			
CP104	Spreadsheets	3.0	60
GE227	English II	4.0	60
AC128	Computerized Accounting	3.0	60
KE143	Keyboarding II	2.0	56
KE144	Keyboarding II Lab	1.0	28
WP202	Word Processing	3.0	60
		16.0	324
Third Term			
GE235	English III	4.0	60
SS110	Records Management	1.5	30
SS204	Editing & Proofreading	1.5	30
KE114	Transcription	1.5	30
AC109	Payroll Accounting	2.0	48
WP205	Advanced Word Processing	3.0	60
CP216	Advanced Spreadsheet Applications	1.5	30
		15.0	288
Fourth Term			
GE238	English Composition	2.0	30
	Elective	2.0	36
WP203	Desktop Publishing I	3.0	60
CP105	Database	3.0	60
MG231	Personal Financial Management	2.0	36
MG200	Principles of Supervision	2.0	36
		14.0	258
Fifth Term			
GE224	Speech	1.0	24
MG208	Human Resources Management	2.0	36
CP233	Web Site Design	3.0	60
CP214	Software Survey	3.0	60
KE147	Document Processing	2.0	56
KE148	Document Processing Lab	1.0	28
CD204	Job Search Skills	1.0	24
CP210	Advanced Database Applications	1.5	30
		14.5	318
Sixth Term			
SS210	Integrated Office Simulation	3.0	60
CP205	Microcomputer Systems Management	3.0	60
SS201	The Office Professional	3.0	60
GE219	Human Relations	2.5	36
CP206	Computer Presentations	2.0	48
WP204	Desktop Publishing II	1.0	24
		14.5	288
Seventh Term			
AP601	Administrative Professional Internship	8.0	336
CD211	Career Preparation	2.0	30
CD212	Professional Development	2.0	30
		12.0	396

Business Administration – Accounting . . .

Accounting, bookkeeping and financial skills are needed in every business, non-profit organization, and governmental sector of our economy.

The Business Administration – Accounting program provides a solid foundation in accounting and bookkeeping skills, payroll, taxation, business, and computer skills to prepare you for a successful and rewarding career in business.

The demand for individuals who possess these skills will continue to rise as government regulations become more stringent and businesses strive to remain profitable. Whether our economy is thriving or slowing down, Business Administration – Accounting graduates will continue to be in demand. An ASB degree in accounting will prepare you for many different career paths in entry-level accounting and financial positions with the opportunity for advancement as you gain experience.

If you have high standards of integrity, the ability to work with numbers, and are willing to work hard to achieve your goals, this program may be the first step on your pathway to professional success.

BUSINESS ADMINISTRATION – ACCOUNTING
ASB Degree Program
90.0 credits/1854 clock hours

Code	Course	Credits	Clock Hours
First Term			
AC101	Accounting I	3.0	60
GE220	Algebra	4.0	60
CP101	Introduction to Computing	1.5	30
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
MG202	Introduction to Business	3.0	60
		15.5	294
Second Term			
AC102	Accounting II	3.0	60
GE227	English II	4.0	60
GE147	Business Mathematics	4.0	60
KE100	Keyboarding Essentials	1.5	30
MG103	Management I	3.0	60
		15.5	270

Left Column

Third Term

Code	Course	Credits	Clock Hours
AC103	Accounting III	3.0	60
GE235	English III	4.0	60
AC128	Computerized Accounting	3.0	60
AC109	Payroll Accounting	2.0	48
WP202	Word Processing	3.0	60
		15.0	288

Fourth Term

Code	Course	Credits	Clock Hours
AC202	Cost/Managerial Accounting	3.0	60
CD204	Job Search Skills	1.0	24
CP104	Spreadsheets	3.0	60
GE201	Economics	4.0	60
LE115	Business Law	2.0	36
AC201	Intermediate Accounting I	3.0	60
		16.0	300

Fifth Term

Code	Course	Credits	Clock Hours
AC210	Auditing	2.0	36
GE219	Human Relations	2.5	36
AC111	Fundamentals of Income Taxes	3.0	60
AC204	Intermediate Accounting II	3.0	60
CP105	Database	3.0	60
CP216	Advanced Spreadsheet Applications	1.5	30
GE224	Speech	1.0	24
		16.0	306

Sixth Term

Code	Course	Credits	Clock Hours
AC601	Business Administration – Accounting Internship	8.0	336
CD212	Professional Development	2.0	30
CD211	Career Preparation	2.0	30
		12.0	396

Business Administration – Management & Marketing . . .

Today's manager is formally educated in the separate profession of management. A manager must learn to plan, organize, direct and control in a manner which best combines the resources of the business in an efficient and effective manner.

In many cases one will not gain admittance to an entry-level management position without formal management education. Production experience alone is normally not enough to insure advancement to the ranks of management.

An essential aspect of management is marketing. Marketing encompasses almost every aspect of a business from product or service development, to developing strategies for promoting, pricing, selling, and distributing that product or service. Even other areas of management rely on the foundations of marketing in developing strategies for success.

The student with a marketing and management degree may find employment in some area pertaining to marketing, or may find a position in some level of management. Management skills are essential when working with a business' human resources in the area of personnel. Management position may also involve working with purchasing, inventory control, accounting, and the most effective and efficient use of computers. Marketing positions may involve developing marketing plans, creating advertising and public relations materials, and selling.. Regardless of the type of product or service a business offers, the same marketing and management skills are a prerequisite for success whether you are managing your own business or you are the manager of a business for someone else.

BUSINESS ADMINISTRATION – MANAGEMENT & MARKETING
ASB Degree Program
106.5 credits/2220 clock hours

Code	Course	Credits	Clock Hours

First Term

Code	Course	Credits	Clock Hours
AC101	Accounting I	3.0	60

Right Column

CP101	Introduction to Computing	1.5	30
PD119	Personal Development	1.0	24
MG202	Introduction to Business	3.0	60
GE220	Algebra	4.0	60
EN101	English I	3.0	60
		15.5	294

Second Term

Code	Course	Credits	Clock Hours
GE227	English II	4.0	60
AC102	Accounting II	3.0	60
GE147	Business Mathematics	4.0	60
KE100	Keyboarding Essentials	1.5	30
MG103	Management I	3.0	60
		15.5	270

Third Term

Code	Course	Credits	Clock Hours
GE235	English III	4.0	60
MG104	Management II	3.0	60
MK101	Marketing	3.0	60
WP202	Word Processing	3.0	60
MK191	Retailing	3.0	60
		16.0	300

Fourth Term

Code	Course	Credits	Clock Hours
MK201	Advertising & Public Relations	2.5	60
MG223	Small Business Management	2.0	48
CP104	Spreadsheets	3.0	60
CP105	Database	3.0	60
GE201	Economics	4.0	60
		14.5	288

*Electives:

Code	Course	Credits	Clock Hours
MG207	Real Estate Fundamentals	2.0	36
MK200	Internet Marketing	2.0	36

Fifth Term

Code	Course	Credits	Clock Hours
MK213	Market Research & Statistics	2.5	60
WP203	Desktop Publishing I	3.0	60
GE149	Introduction to Statistics	3.0	48
MK192	Selling	2.0	48
	Elective**	2.0	36
AC205	Managerial Accounting	3.0	60
CD204	Job Search Skills	1.0	24
		16.5	336

**Electives:

Code	Course	Credits	Clock Hours
MG211	Real Estate Practice	2.5	60
MG208	Human Resources Management	2.0	36

Sixth Term

Code	Course	Credits	Clock Hours
MG206	Business Plan	3.0	84
CP206	Computer Presentations	2.0	48
MG195	Customer Relations	2.0	36
CP233	Web Site Design	3.0	60
LE115	Business Law	2.0	36
GE214	Public Speaking	2.0	36
GE219	Human Relations	2.5	36
		16.5	336

Seventh Term

Code	Course	Credits	Clock Hours
MG601	Business Administration – Management & Marketing Internship	8.0	336
CD211	Career Preparation	2.0	30
CD212	Professional Development	2.0	30
		12.0	396

*Not required for graduation.

Computers Plus . . .

The Computers Plus diploma program will prepare individuals for positions as data-entry clerks, microcomputer operators, software specialists, assistant network administrators or equipment sales staff. Hands-on experience with the use of today's most popular software packages will give you an edge in the job market.

COMPUTERS PLUS
Diploma Program
39.5 credits/792 clock hours

Code	Course	Credits	Clock Hours
First Term			
CP107	Introduction to Computer Operating Systems	1.5	30
GE146	Introduction to Business Math	2.5	36
KE100	Keyboarding Essentials	1.5	30
PD119	Personal Development	1.0	24
CP119	Hardware	3.0	60
EN101	English I	3.0	60
		12.5	240
Second Term			
CP109	Introduction to Programming & Logic	3.0	60
CP206	Computer Presentations	2.0	48
CP214	Software Survey	3.0	60
WP202	Word Processing	3.0	60
CD204	Job Search Skills	1.0	24
		12.0	252
Third Term			
CP205	Microcomputer Systems Management	3.0	60
CP104	Spreadsheets	3.0	60
CP233	Web Site Design	3.0	60
WP203	Desktop Publishing I	3.0	60
CP105	Database	3.0	60
		15.0	300

Criminal Justice . . .

The Criminal Justice program is designed to provide students with a broad understanding of the criminal justice system and the varied sociological, psychological, political and economic factors which play a role in this challenging and rapidly growing field. Employment opportunities in the field of criminal justice seek to protect lives and property and to maintain peace in society. Criminal justice graduates will perform such functions that include, but are not limited to, investigation and crisis intervention, pretrial release and probation, and victim assistance. The South Hills curriculum provides an intensive study in criminal justice at the local, state and federal levels. The program helps students to develop a comprehensive understanding of interactions between criminal justice institutions and their local communities by exploring the role of societal forces on the types of crimes committed and annual rates of criminal conduct.

Upon completion of the program, graduates will have developed strong critical thinking and writing skills, and will be prepared to handle crisis situations. With a broad understanding of the law and the criminal justice system, criminal justice graduates may work as professionals in the preventions, enforcement and investigation field as police officers (after Act 120 training); in corrections; in the court system; or in a community service position where they can provide assistance to victims of violence and trauma. Graduates may also pursue a variety of careers in the private sector as workplace security and safety officers or security patrol officers.

A sound program in criminal justice must be flexible to prepare its graduates for a rapidly changing—and exciting—selection of future occupations. Employers are seeking well-rounded workers who have not only a comprehensive understanding of the criminal justice system but also possess excellent communication abilities, problem-solving skills, strong interpersonal relationship skills, and information technology skills.

CRIMINAL JUSTICE
ASB Degree Program
89.5 credits/1854 clock hours

Code	Course	Credits	Clock Hours
First Term			
EN101	English I	3.0	60
KE100	Keyboarding Essentials	1.5	30
CP101	Introduction to Computing	1.5	30
PD119	Personal Development	1.0	24
GE154	Sociology for Criminal Justice	3.0	48
CJ101	Introduction to Criminal Justice	3.0	60
CJ102	Introduction to Law Enforcement	2.0	36
		15.0	288
Second Term			
GE227	English II	4.0	60
GE236	Introduction to Psychology	2.5	36
CP212	Microsoft Office	3.0	60
CJ113	Introduction to Corrections	3.0	60
LE109	American Constitutional Law	3.0	60
		15.5	276
Third Term			
CJ104	Criminology	3.0	60
CJ105	Introduction to Criminal Law	3.0	60
CJ106	Human Rights Issues in Criminal Justice	2.0	36
CJ108	Introduction to Victimology	2.0	36
CJ107	Rehabilitation of the Offender	2.0	36
LE116	Introduction to the Law of Torts	3.0	60
LE107	Family Law for Criminal Justice	1.0	24
		16.0	312
Fourth Term			
CJ201	Criminal Procedures & Investigation	3.0	60
CJ205	Criminal Evidence	2.0	36
CJ109	Forensic Science	1.5	30
CJ203	Physical Security & Safety	1.0	24
CJ204	Psychological Foundations of Criminal Justice	2.0	36
GE155	Writing for Criminal Justice	4.0	60
CJ110	Emergency Procedures	1.0	24
		14.5	270
Fifth Term			
GE219	Human Relations	2.5	36
CD204	Job Search Skills	1.0	24
LE105	Cyber Law	2.0	36
CJ208	Juvenile Delinquency	2.0	36
GE224	Speech	1.0	24
CJ300	Criminal Justice Capstone Project	3.0	60
	Elective	3.0	60
CJ206	Terrorism & Homeland Security	2.0	36
		16.5	312
Sixth Term			
CD212	Professional Development	2.0	30
CJ220	Critical Issues for the Criminal Justice Professional **OR**	2.0	30
CD211	Career Preparation	(2.0)	(30)
CJ601	Criminal Justice Internship	8.0	336
		12.0	396

Diagnostic Medical Sonography, Diagnostic Medical Sonography Professional, and Diagnostic Medical Sonography Professional Plus . . .

Diagnostic ultrasound is a noninvasive diagnostic imaging modality that has grown tremendously since its inception in the 1970s. It is now utilized extensively for imaging and diagnosis in nearly every part of the human body.

Ultrasound is used widely during pregnancy for the evaluation of the fetus, the uterus, and the placenta. It is also used in evaluating organs of the abdomen, such as the gallbladder, liver, pancreas, kidneys, and abdominal vessels. Other areas of specialization are Ultrasound imaging of the heart, known as Echocardiography, and of the blood

vessels of the head, neck, and extremities, known as Noninvasive Vascular Sonography. Each of these areas of interest is governed by at least one separate registry examination (American Registry for Diagnostic Medical Sonography, ARDMS®).

The South Hills Diagnostic Medical Sonography program prepares the student for a rewarding career in a high-tech, allied-health field. The Sonographer performs diagnostic testing on patients in a hospital or other health care facility. The Sonographer interacts with both patients and physicians on a daily basis, and is a highly respected member of the diagnostic imaging team.

Ultrasound professionals may be employed in several hospital departments, such as Radiology, Cardiology, Maternal-Fetal Medicine, or Vascular Surgery. They are sometimes employed in private practice environments, such as imaging centers and physicians' offices. In each of these settings, the Sonographer works through each case carefully and methodically, treating the patient with care and compassion, while obtaining diagnostic images of the highest technical quality. The Sonographer then reviews the completed images with the interpreting physician, who may be a radiologist, cardiologist, neurologist, or vascular surgeon. A small to mid-sized hospital may employ from three to ten or more ultrasound professionals within various departments.

Three Separate Pathways Available

South Hills offers three separate tracks for the Sonography student to prepare for specialized careers in the field of diagnostic ultrasound. Each of these tracks represents a dedicated emphasis in the particular area of specialization, which is built upon a more broad Sonography background.

General Sonography The General Sonography track prepares the student for specialization in obstetrics/gynecology, abdominal, and small parts Sonography. This program prepares the student for the RDMS® (Registered Diagnostic Medical Sonographer) credential. It also provides the student with an introduction to Vascular Sonography.

Echocardiography The Echocardiography track (Cardiac Sonography) prepares the student for specialization in Echocardiography (ultrasound of the adult heart). This program prepares the student for the RDCS® (Registered Diagnostic Cardiac Sonographer) credential. It also provides the student with an introduction to Vascular Sonography and Abdominal Sonography.

Vascular The Vascular track prepares the student for specialization in the field of Vascular Sonography (ultrasound of the arteries in the heart, neck, abdomen and extremities). This program prepares the student for the RVT® (Registered Vascular Technologist) credential. Available slots in each of the three tracks are limited, and will be awarded to applicants who best meet the entrance criteria.

Please refer to the DMS Handbook for further details.

Programmatic Prerequisite

The Sonography program curriculums are designed to follow a specific progression of classes to be completed within the designated time frame. The student must maintain full time status to be enrolled in any of the Diagnostic Medical Sonography programs. Certain exceptions may apply for students who have prior degree or collegiate experience with transfer credits; however, this must be approved by the DMS Program Director.

Any deviation from the listed curriculum must be requested in writing and approved by the DMS Faculty committee. Each case is reviewed on an individual basis.

Entrance into each term is granted only after successful completion of the coursework in all prior terms. Successful completion constitutes a "C" or better grade.

The following would result in academic dismissal from any DMS program:

(1) Less than a "C" in any course in the curriculum.
(2) Students that do not complete term prerequisites.

A student who is dismissed or who withdraws from the program may reapply after successfully completion of all required courses up to that point in the program. The student must again go through the application process; however, he/she is not guaranteed a seat in any program. The student may be required to demonstrate academic and/or Sonographic competency as a condition of reacceptance into the program.

The Diagnostic Medical Sonography AST degree program, the Diagnostic Medical Sonography Professional, and the Diagnostic Medical Sonography Professional Plus programs are all accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to sit for the ARDMS certification examinations immediately upon completion of the program. Students are eligible to sit for the ARDMS Sonography Principles and Instrumentation examination during the last term of the program.

DIAGNOSTIC MEDICAL SONOGRAPHY
AST Degree Program
134.0 credits/2952 clock hours

Code	Course	Credits	Clock Hours
First Term			
GE220	Algebra	4.0	60
EN101	English I	3.0	60
CP101	Introduction to Computing	1.5	30
KE100	Keyboarding Essentials	1.5	30
MD122	Anatomy & Physiology I	3.0	58
MD123	Anatomy & Physiology I Lab	0.5	14
PD119	Personal Development	1.0	24
MD114	Medical Terminology I	2.0	36
		16.5	312
Second Term			
GE227	English II	4.0	60
GE219	Human Relations	2.5	36
MD124	Anatomy & Physiology II	3.0	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
GE221	Advanced Algebra	4.0	60
		16.0	264
Third Term			
GE224	Speech	1.0	24
GE208	Business Writing	4.0	60
CP212	Microsoft Office	3.0	60
GE216	Statistics	4.0	60
HI106	Pathophysiology	3.5	72
		15.5	276
Fourth Term			
MG108	Management and Supervision	3.0	60
GE201	Economics	4.0	60
DS240	Introduction to Medical Imaging	3.0	60
GE236	Introduction to Psychology	2.5	36
	Elective	3.0	60
		15.5	276
Fifth Term			
GE160	Physics	4.0	58
GE161	Physics Lab	0.5	14
DS263	Law & Ethics for Imagining Professionals	3.0	60
DS110	Introduction to Sonography	3.0	60
MD200	Pharmacology	2.0	36
DS120	Patient Care	3.0	60
		15.5	288
Sixth Term			
DS201	Ultrasound Physics & Instrumentation I	2.0	48
DS202	Cross Sectional & Three-Dimensional Anatomy	2.0	36
gDS224	Gynecologic Ultrasound **OR**	3.0	60
cDS243	Cardiac Pathophysiology I **OR**	(3.0)	(60)
vDS252	Vascular Technology I	(3.0)	(60)
gDS218	Obstetric Ultrasound **OR**	3.0	60

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Code	Course	Credits	Clock Hours
cDS244	Echocardiography I **OR**	(3.0)	(60)
vDS254	Vascular Pathophysiology	(3.0)	(60)
DS223	Abdominal Ultrasound I	3.0	60
gDS204	Clinical Obstetrics **OR**	2.0	36
cvDS245	Introduction to Cardiovascular Technology	(2.0)	(36)
		15.0	300

Seventh Term

Code	Course	Credits	Clock Hours
DS229	Ultrasound Physics & Instrumentation II	2.0	48
cgDS234	Introduction to Vascular Ultrasound **OR**	3.5	72
vDS253	Vascular Technology II	(3.5)	(72)
gDS264	Obstetric and Gynecologic Ultrasound II **OR**	3.0	60
vDS258	Vascular Ultrasound Special Topics **OR**	(3.0)	(60)
cDS259	Echocardiography Special Topics	(3.0)	(60)
cDS247	Echocardiography II **OR**	3.0	60
gvDS210	Ultrasound of the Thyroid, Breast, & Superficial Structures	(3.0)	(60)
gvDS261	Abdominal Ultrasound II **OR**	3.0	60
cDS262	Cardiac Pathophysiology II	(3.0)	(60)
DS101	First Aid and CPR-AHA	0.5	12
		15.0	312

Eighth Term

Code	Course	Credits	Clock Hours
DS302	Clinical Internship II	10.0	420
CD204	Job Search Skills	1.0	24
DS225	Professional Development I	2.0	30
		13.0	474

Ninth Term

Code	Course	Credits	Clock Hours
DS303	Clinical Internship III	10.0	420
DS226	Professional Development II	2.0	30
		12.0	450

g = general
c = cardiac
v = vascular

DIAGNOSTIC MEDICAL SONOGRAPHY PROFESSIONAL
Diploma Program
55.0 credits/1536 clock hours

First Term

Code	Course	Credits	Clock Hours
DS201	Ultrasound Physics & Instrumentation I	2.0	48
DS202	Cross-Sectional & Three-Dimensional Anatomy	2.0	36
gDS224	Gynecologic Ultrasound **OR**	3.0	60
cDS243	Cardiac Pathophysiology I **OR**	(3.0)	(60)
vDS252	Vascular Technology I	(3.0)	(60)
gDS218	Obstetric Ultrasound **OR**	3.0	60
cDS244	Echocardiography I **OR**	(3.0)	(60)
vDS254	Vascular Pathophysiology	(3.0)	(60)
DS223	Abdominal Ultrasound I	3.0	60
gDS204	Clinical Obstetrics **OR**	2.0	36
cvDS245	Introduction to Cardiovascular Technology	(2.0)	(36)
DS101	First Aid and CPR-AHA	0.5	12
		15.5	312

Second Term

Code	Course	Credits	Clock Hours
DS229	Ultrasound Physics & Instrumentation II	2.0	48
cgDS234	Introduction to Vascular Ultrasound **OR**	3.5	72
vDS253	Vascular Technology II	(3.5)	(72)
gDS264	Obstetric and Gynecologic Ultrasound II **OR**	3.0	60
vDS258	Vascular Ultrasound Special Topics **OR**	(3.0)	(60)
cDS259	Echocardiography Special Topics	(3.0)	(60)
cDS247	Echocardiography II **OR**	3.0	60
gvDS210	Ultrasound of the Thyroid, Breast, & Superficial Structures	(3.0)	(60)
gvDS261	Abdominal Ultrasound II **OR**	3.0	60
cDS262	Cardiac Pathophysiology II	(3.0)	(60)
		14.5	300

Third Term

Code	Course	Credits	Clock Hours
DS302	Clinical Internship II	10.0	420
CD204	Job Search Skills	1.0	24
DS225	Professional Development I	2.0	30
		13.0	474

Fourth Term

Code	Course	Credits	Clock Hours
DS303	Clinical Internship III	10.0	420
DS226	Professional Development II	2.0	30
		12.0	450

g = general
c = cardiac
v = vascular

DIAGNOSTIC MEDICAL SONOGRAPHY PROFESSIONAL PLUS
Diploma Program
83.5 credits/2088 clock hours

First Term

Code	Course	Credits	Clock Hours
GE219	Human Relations	2.5	36
MG108	Management and Supervision	3.0	60
MD122	Anatomy & Physiology I	3.0	58
MD123	Anatomy & Physiology I Lab	0.5	14
DS240	Intro to Medical Imaging	3.0	60
MD114	Medical Terminology I	2.0	36
		14.0	264

Second Term

Code	Course	Credits	Clock Hours
DS263	Law & Ethics for Imaging Professionals	3.0	60
DS110	Introduction to Sonography	3.0	60
MD124	Anatomy & Physiology II	3.0	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
DS120	Patient Care	3.0	60
		14.5	288

Third Term

Code	Course	Credits	Clock Hours
DS201	Ultrasound Physics & Instrumentation I	2.0	48
DS202	Cross Sectional & Three-Dimensional Anatomy	2.0	36
gDS224	Gynecologic Ultrasound **OR**	3.0	60
cDS243	Cardiac Pathophysiology I **OR**	(3.0)	(60)
vDS252	Vascular Technology I	(3.0)	(60)
gDS218	Obstetric Ultrasound **OR**	3.0	60
cDS244	Echocardiography I **OR**	(3.0)	(60)
vDS254	Vascular Pathophysiology	(3.0)	(60)
DS223	Abdominal Ultrasound I	3.0	60
gDS204	Clinical Obstetrics **OR**	2.0	36
cvDS245	Introduction to Cardiovascular Technology	(2.0)	(36)
DS101	First Aid/CPR-AHA	0.5	12
		15.5	312

Fourth Term

Code	Course	Credits	Clock Hours
DS229	Ultrasound Physics & Instrumentation II	2.0	48
cgDS234	Introduction to Vascular Ultrasound **OR**	3.5	72
vDS253	Vascular Technology II	(3.5)	(72)
gDS264	Obstetric and Gynecologic Ultrasound II **OR**	3.0	60
vDS258	Vascular Ultrasound Special Topics **OR**	(3.0)	(60)
cDS259	Echocardiography Special Topics	(3.0)	(60)
cDS247	Echocardiography II **OR**	3.0	60
gvDS210	Ultrasound of the Thyroid, Breast & Superficial Structures	(3.0)	(60)
gvDS261	Abdominal Ultrasound II **OR**	3.0	60
cDS262	Cardiac Pathophysiology II	(3.0)	(60)
		14.5	300

Fifth Term

Code	Course	Credits	Clock Hours
DS302	Clinical Internship II	10.0	420
CD204	Job Search Skills	1.0	24
DS225	Professional Development I	2.0	30
		12.0	474

Sixth Term

Code	Course	Credits	Clock Hours
DS303	Clinical Internship III	10.0	420
DS226	Professional Development II	2.0	30
		12.0	450

g = general
c = cardiac
v = vascular

Engineering Technology . . .

The Engineering Technology program was designed at the request of area companies that see a need for employees who have the technical skills required in the mechanical, civil, and architectural environments.

The program prepares students in the areas of math and science, computer-aided design (CAD), quality control, and problem solving. Students are introduced to topics such as surveying, building codes, and CNC programming.

Graduates are hired intro entry-level technician positions, but this educational background makes them excellent candidates for positions of higher skills, responsibility, and pay.

At the end of the program, students work in small groups on a capstone project. This project brings together the skills and knowledge acquired in an area of interest—mechanical, civil or architectural fields. In the last term, the students serve an internship in the workplace, to further practice the new knowledge and skills, in either the mechanical, civil, or architectural fields.

Job titles include, but are not limited to: engineering technician, CAD technician, quality assurance technician, product development technician, and production/process technician.

ENGINEERING TECHNOLOGY
AST Degree Program
107.0 credits/2220 clock hours

Code	Course	Credits	Clock Hours
First Term			
GE220	Algebra	4.0	60
CP101	Introduction to Computing	1.5	30
KE101	Keyboarding I and Lab	3.0	60
EN101	English I	3.0	60
IM232	Mechanical Drafting	3.0	60
PD119	Personal Development	1.0	24
		15.5	294
Second Term			
GE227	English II	4.0	60
GE221	Advanced Algebra	4.0	60
IM220	Introduction to CAD	2.5	60
IM207	Materials Science	3.0	60
CP104	Spreadsheets	3.0	60
		16.5	300
Third Term			
CE110	Building Codes	2.0	36
WP202	Word Processing	3.0	60
IM223	Mechanical CAD	2.5	60
GE160	Physics	4.0	58
GE161	Physics Lab	0.5	14
GE226	Geometry & Trigonometry	4.0	60
		16.0	288
Fourth Term			
IM224	Architectural CAD	3.0	72
IM218	Machining Processes	3.0	48
IM219	Machining Processes Lab	0.5	24
GE237	Technical Writing	2.5	36
GE216	Statistics	4.0	60
CE203	Civil CAD	3.0	72
		16.0	312
Fifth Term			
IM228	CNC Programming	3.0	48
IM229	CNC Programming Lab	0.5	24
CE221	Civil Design	3.0	60
CD204	Job Search Skills	1.0	24
IM246	Solid Modeling CAD	3.5	72
CP216	Advanced Spreadsheet Applications	1.5	30
IM241	Metrology	2.5	36
IM242	Metrology Lab	0.5	24
		15.5	318
Sixth Term			
IM256	Engineering Technology Project	4.0	84
GE219	Human Relations	2.5	36
CP105	Database	3.0	60
IM250	Mechanical Design	3.0	60
CP206	Computer Presentations	2.0	48
GE224	Speech	1.0	24
		15.5	312
Seventh Term			
IM601	Engineering Technology Internship	8.0	336
CD211	Career Preparation	2.0	30
CD212	Professional Development	2.0	30
		12.0	396

Graphic Arts . . .

Advertising campaigns, magazines, brochures, catalogs, websites, compact disc covers, corporate branding—all are developed and composed of images, design, and words that work in conjunction to sell products or services or to convey ideas to the end customer or viewer. These are the fundamental concepts of graphic arts on which some of today's most dynamic fields—advertising, publishing, and visual communications—are based.

The student interested in the Graphic Arts program is one that wants to combine his/her creative and artistic talents with the latest computer technology for a rewarding career. The Graphic Arts program teaches students to become well-informed, resourceful, thoughtful, and talented designers who are able to grow and be challenged with an ever-changing visual profession. Developing the creative process, this carefully sequenced curriculum emphasizes fundamental traditions of design through concept development, color, composition,, image making, typography, and verbal and written communication. Digital technology is regularly updated with industry standard hardware and software and is a vital component of Graphic Arts and many other departments.

Students may choose from courses in design and advertising art, and are trained in creative problem-solving and the ability to offer solutions that are effective in visually communicating the end product, company, or individual. Theory and practice are combined with an emphasis on research, communication skills, and the developmental process, while specific projects involve a variety of design applications, from two-dimensional and three-dimensional to digital.

Graduates of the Graphic Arts program may work as graphic designers or artists, Web designers, illustrators, multimedia developers, layout or production artists, or work as a communication artist.

GRAPHIC ARTS
AST Degree
106.0 credits/2316 clock hours

Code	Course	Credits	Clock Hours
First Term			
GA101	Fundamentals of Design	3.0	60
GA102	Electronic Design I (Quark)	3.0	60
GA103	Fundamentals of Drawing	2.0	60
GA104	Color Theory	2.0	36
CP101	Introduction to Computing	1.5	30
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
		15.5	330
Second Term			
GA105	Typography	3.0	60
GA106	Analysis of Form & Space	2.0	60
GA107	Electronic Design II (InDesign)	3.0	60
GA108	Introduction to Computer Graphics (Photoshop)	3.0	60
GE227	English II	4.0	60
KE100	Keyboarding Essentials	1.5	30
		16.5	330
Third Term			
GA109	Graphic Design Studio I	2.5	60

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Code	Course	Credits	Clock Hours
GA110	Collateral Design	3.0	60
GA206	Computer Graphics – Illustrator	3.0	60
GA111	Media and Design Study	3.0	60
GE208	Business Writing	4.0	60
GE224	Speech	1.0	24
		16.5	324

Fourth Term

Code	Course	Credits	Clock Hours
GE120	Art History	4.0	60
GA207	Advanced Computer Graphics	3.0	60
GA203	Typography as Design	3.0	60
GA204	Advertising Design	2.5	60
CP233	Web Site Design	3.0	60
		15.5	300

Fifth Term

Code	Course	Credits	Clock Hours
GA205	Typography – Expressive & Experimental	3.0	60
GA202	Concept Development	1.5	36
CP228	Web Site Design II	3.0	60
GA208	Digital Pre-Press	3.0	60
GA209	Publication Design	2.5	60
GE219	Human Relations	2.5	36
		15.5	312

Sixth Term

Code	Course	Credits	Clock Hours
CP243	Advanced Web Site Design	3.0	60
GA210	Packaging Design	2.5	60
GA211	Graphic Design Studio II	2.5	60
GA212	Print Portfolio	2.5	60
CD204	Job Search Skills	1.0	24
	Elective*	3.0	60
		14.5	324

Seventh Term

Code	Course	Credits	Clock Hours
GA601	Graphic Arts Internship	8.0	336
CD212	Professional Development	2.0	30
CD211	Career Preparation	2.0	30
		12.0	396

*Electives

Code	Course	Credits	Clock Hours
GA300	Digital Photography	3.0	60
GA301	Video Production and Editing	3.0	60
GA302	Graphic Symbolism – Corporate	3.0	60
GA304	Design for Interactive Media	3.0	60

Health Information Technology . . .

With the increased number of health care services available, the health information technology profession has become one of the fastest growing fields.

Health information technicians perform such functions as: organizing, analyzing, and evaluating health records according to established standards; compiling statistics; coding medical records for reimbursement; maintaining and using health indexes and registers for continuing education, research, and health care planning; transcription of medical reports; inputting and retrieving computerized health data; and controlling the usage and release of health information.

Employers are seeking health information technicians to manage the vast amount of health information that must be maintained. Positions are available in hospitals, private care facilities, insurance companies, doctors' offices, nursing homes, health care organizations, government agencies, and professional review organizations.

Successful health information technicians will require excellent organizational and decision making skills to evaluate and maintain health records. Communication interfacing with medical and hospital staff, third-party payors, and regulatory and licensing agencies. Computer skills are also very important since the profession is experiencing a transition from paper records to computerized records.

The opportunities for the health information technician are endless.

HEALTH INFORMATION TECHNOLOGY
AST Degree Program
94.5 credits/2034clock hours

First Term

Code	Course	Credits	Clock Hours
MD122	Anatomy & Physiology I	3.0	58
MD123	Anatomy & Physiology I Lab	0.5	14
CP101	Introduction to Computing	1.5	30
KE100	Keyboarding Essentials	1.5	30
EN101	English I	3.0	60
MD114	Medical Terminology I	2.0	36
PD119	Personal Development	1.0	24
WP208	Word Processing for Medical Professionals	3.0	60
		15.5	312

Second Term

Code	Course	Credits	Clock Hours
MD124	Anatomy & Physiology II	3.0	58
MD125	Anatomy & Physiology II Lab	0.5	14
GE227	English II	4.0	60
HI121	Introduction to the Health Care Field	3.0	60
MD105	Medical Terminology II	2.0	36
GE153	Essentials of Mathematics	2.5	36
GE148	Introduction to Sociology **OR**	1.5	24
GE152	Psychology I	(1.5)	(24)
		16.5	288

Third Term

Code	Course	Credits	Clock Hours
HI122	Health Data Content and Reimbursement	3.0	60
HI200	Principles of Supervision	2.0	36
HI216	ICD-9-CM I	3.0	60
HI106	Pathophysiology	3.5	72
GE224	Speech	1.0	24
GE235	English III	4.0	60
		16.5	312

Fourth Term

Code	Course	Credits	Clock Hours
MD200	Pharmacology	2.0	36
HI109	Health Care Statistics	1.0	24
HI207	Healthcare Quality Improvement	3.0	60
HI210	ICD-9-CM II	3.0	60
HI211	CPT-4	2.0	36
HI105	Directed Practice I	2.0	84
CP104	Spreadsheets	3.0	60
		16.0	360

Fifth Term

Code	Course	Credits	Clock Hours
HI218	Electronic Health Records	2.0	36
CP105	Database	3.0	60
GE219	Human Relations	2.5	36
HI208	Health Records in Other Settings	1.5	30
HI205	Medical Legal Aspects	2.0	36
MD207	Medical Insurance Forms	3.0	60
HI108	Directed Practice II	2.0	84
		16.0	342

Sixth Term

Code	Course	Credits	Clock Hours
HI217	Advanced Coding	1.5	30
HI206	Health Care Budgeting	1.0	24
HI209	Health Information Seminar	3.0	60
CP210	Advanced Database Applications	1.5	30
CD204	Job Search Skills	1.0	24
HI112	Directed Practice III	6.0	252
		14.0	420

Note: When students are scheduled for Directed Practice, they may be required by the internship site to have a physical examination and evidence of updated immunizations. They may also be required to have a criminal background check or to submit to random drug screenings.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) in cooperation with the sponsoring professional organization, the Health Information Management Association (AHIMA). Graduates are eligible to apply to sit for the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

Students enrolled in the Health Information Technology program must earn a "C" or better in ALL courses in order to graduate. This requirement also applies to the student's eligibility to sit for the Registered Health Information Technology (RHIT) examination. Students enrning less than a "C" would have to repeat the course or courses before they earn their associate degree in this field or take the RHIT examination.

Information Technology . . .

The demand for employees with computer expertise continues to increase as both large and small businesses rely more and more on computerized information systems. As an Information Technology (IT) major, you will receive training in such areas as: computer programming, computer hardware, computer security, telecommunications, database programming, networking, web development, and project management.

Included at the end of your training in the IT program is a 10- to 12-week (336-hour) internship. During the internship, you will work with a business or organization, as you apply and deepen your computer systems knowledge.

As an Information Technology AST degree graduate, your hands-on training will qualify you for a job as a network administrator, IT security analyst, applications developer or programmer, webmaster, e-commerce specialist, data communications analyst, database administrator, technical writer, hardware/software support technician, computer trainer, or technical sales representative.

Students in the IT curriculum may choose to take internationally recognized certification exams by Microsoft, CompTIA, EC-Council, and CIW. The South Hills Information Technology coursework contains content found on many of these exams. Some certifications that may be obtained include MCTS, MCSE, A+, Network+, CIW-A, and Linux+.

Are you a problem solver with strong analytical and math skills with a desire to understand how computer systems work? If you are, consider pursuing a challenging career in the world of computers.

INFORMATION TECHNOLOGY
AST Degree Program
98.0 credits/2040 clock hours

Code	Course	Credits	Clock Hours
First Term			
CP107	Introduction to Computer Operating Systems	1.5	30
GE220	Algebra	4.0	60
KE100	Keyboarding Essentials	1.5	30
PD119	Personal Development	1.0	24
CP119	Hardware	3.0	60
EN101	English I	3.0	60
		14.0	264
Second Term			
CP109	Introduction to Programming & Logic	3.0	60
GE227	English II	4.0	60
CP206	Computer Presentations	2.0	48
CP105	Database	3.0	60
WP202	Word Processing	3.0	60
		15.0	288
Third Term			
CP104	Spreadsheets	3.0	60
CP233	Web Site Design	3.0	60
CP217	Database Programming	3.0	60
CP209	C# Programming	3.0	60
CP218	Networking Essentials	3.0	60
		15.0	300
Fourth Term			
GE224	Speech	1.0	24
CP223	UNIX/Linux Essentials	3.0	60
GE147	Business Mathematics	4.0	60
GE237	Technical Writing	2.5	36

Code	Course	Credits	Clock Hours
	Technical Elective	3.0	60
	Technical Elective	3.0	60
		16.5	300
Technical Electives			
CP200	Visual Basic.NET	3.0	60
CP235	Client-Side Web Programming	3.0	60
CP229	Client Operating Systems	3.0	60
CP214	Software Survey	3.0	60
CP208	C++ Programming	3.0	60
CP230	TCP/IP	3.0	60
CP244	Computer Forensics	3.0	60
CP228	Website Design II	3.0	60
Fifth Term			
CP237	Project Management	3.0	60
MG202	Introduction to Business	3.0	60
CD204	Job Search Skills	1.0	24
	Technical Elective	3.0	60
	Technical Elective	3.0	60
		13.0	264
Technical Electives			
CP232	Database Administration	3.0	60
CP112	E-Commerce	3.0	60
CP236	Server-Side Web Programming	3.0	60
CP231	Server Operating Systems	3.0	60
CP211	Advanced Office Applications	3.0	60
CP245	Telecommunications	3.0	60
CP246	Game Programming with Python	3.0	60
CP234	Internet Security	3.0	60
Sixth Term			
CP238	IT Capstone Project	3.0	60
LE105	Cyberlaw	2.0	36
GE219	Human Relations	2.5	36
	Technical Elective	3.0	60
	Elective	2.0	36
		12.5	228
Technical Elective			
CP300	JAVA Programming	3.0	60
CP225	Web Server	3.0	60
CP224	UNIX/Linux Administration	3.0	60
WP203	Desktop Publishing I	3.0	60
CP243	Advanced Website Design	3.0	60
CP247	Cisco Networking	3.0	60
CP248	Ethical Hacking and Defense	3.0	60
Seventh Term			
CP603	IT Internship	8.0	336
CD212	Professional Development	2.0	30
CD211	Career Preparation	2.0	30
		12.0	396

Intensive Job Skills . . .

The two-term Intensive Job Skills program is designed to prepare individuals for general office occupations. The Intensive Job Skills graduate may work in clerical support services such as data-entry clerk, receptionist, or word processing specialist. Job titles and duties will vary.

INTENSIVE JOB SKILLS
Diploma Program
28.0 credits/564 clock hours

Code	Course	Credits	Clock Hours
First Term			
AC106	Accounting for Small Business I	2.0	36
GE141	Introduction to Business Math	2.0	36
CP114	Computer Fundamentals	3.0	60
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
KE101	Keyboarding I & Lab	3.0	60
		13.0	276

Second Term

Code	Course	Credits	Clock Hours
GE227	English III	4.0	60
CD204	Job Search Skills	1.0	24
WP202	Word Processing	3.0	60
CP214	Software Survey	3.0	60
KE143	Keyboarding II	2.0	56
KE144	Keyboarding II Lab	1.0	28
		14.0	288

Legal Assistant . . .

The Legal Assistant program prepares individuals to be well-qualified legal assistants in both the private and public sectors of our legal system. Positions and titles may include legal assistant, law office manager, legal administrative assistant or courthouse clerk.

Legal assistant professionals prepare legal documents (such as complaints, motions, petitions, briefs, and subpoenas) and draft correspondence. They also arrange and schedule hearings, meetings and depositions, and may participate in a limited extent at such events with attorney supervision. Legal assistants interact on a regular basis with judges, courthouse personnel, other attorneys, clients, and require excellent professional personal communication skills.

In addition to working at private law firms, legal assistants may work in the public sector at the Federal, state or local level of our judicial system or may work for other government agencies.

LEGAL ASSISTANT
ASB Degree Program
93.0 credits/1980 clock hours

Code	Course	Credits	Clock Hours
First Term			
EN101	English I	3.0	60
CP101	Introduction to Computing	1.5	30
KE101	Keyboarding I and Lab	3.0	60
GE146	Introduction to Business Math	2.5	36
PD119	Personal Development	1.0	24
AC101	Accounting I	3.0	60
LE115	Business Law	2.0	36
		16.0	306
Second Term			
GE227	English II	4.0	60
KE143	Keyboarding II	2.0	56
KE144	Keyboarding II Lab	1.0	28
WP202	Word Processing	3.0	60
GE236	Introduction to Psychology	2.5	36
LE203	Introduction to Law	3.0	60
		15.5	300
Third Term			
GE235	English III	4.0	60
SS204	Editing & Proofreading	1.5	30
WP205	Advanced Word Processing	3.0	60
KE114	Transcription	1.5	30
SS110	Records Management	1.5	30
LE205	Legal Terminology	3.0	60
LE212	Wills and Estates	2.0	36
		16.5	306
Fourth Term			
CP212	Microsoft Office	3.0	60
MG207	Real Estate Fundamentals	2.0	36
LE220	Civil Litigation I	2.0	56
LE221	Civil Litigation I Lab	1.0	28
LE116	Introduction to Law of Torts	3.0	60
LE114	Introduction to Family Law	1.0	24
GE219	Human Relations	2.5	36
CD204	Job Search Skills	1.0	24
GE224	Speech	1.0	24
		16.5	348
Fifth Term			
MG210	Real Estate Practice	3.0	60
LE222	Civil Litigation II	2.0	56
LE223	Civil Litigation II Lab	1.0	28
LE105	Cyber Law	2.0	36
LE103	Introduction to Criminal Law	3.0	60
GE148	Introduction to Sociology	1.5	24
GE201	Economics	4.0	60
		16.5	324
Sixth Term			
LE601	Legal Assistant Internship	8.0	336
CD212	Professional Development	2.0	30
CD211	Career Preparation	2.0	30
		12.0	396

Medical Assistant . . .

Changes in health care industry include the increased demand for more multi-skilled health care workers. The medical assistant is educated to perform some specific administrative and clinical procedures. The medical assistant also learns general guidelines such as universal precautions and effective communication skills that can be adapted to a variety of health care settings.

Administrative duties of a medical assistant include appointment scheduling, patient registration, records management, medical transcription, telephone screening, correspondence, and billing. Clinical duties may include infection control, patient interviews, first aid and CPR, patient preparation and assisting the physician, specimen collection and processing, selected diagnostic tests completion, and medication preparation and administration as permitted by state law.

The responsibilities of the medical assistant will vary depending on where he/she is employed. The versatility of the medical assistant who is prepared to perform administrative and clinical procedures will be an asset in a number of different settings.

Employment opportunities include positions in the office as well as in clinical areas of the medical facility. The medical assistant graduate can further his/her education in a specialized area and prepare for certification or focus on a particular skill and become more proficient.

MEDICAL ASSISTANT
Diploma Program
102.0 credits/2142 clock hours

Code	Course	Credits	Clock Hours
First Term			
MD122	Anatomy & Physiology I	3.0	58
MD123	Anatomy & Physiology I Lab	0.5	14
CP101	Introduction to Computing	1.5	30
KE100	Keyboarding Essentials	1.5	30
WP208	Word Processing for Medical Professionals	3.0	60
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
MD114	Medical Terminology I	2.0	36
		15.5	312
Second Term			
MD124	Anatomy & Physiology II	3.0	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
GE146	Introduction to Business Math	2.5	36
HI121	Introduction to the Healthcare Field	3.0	60
GE148	Introduction to Sociology **OR**	1.5	24
GE152	Psychology I	(1.5)	(24)
GE227	English II	4.0	60
		16.5	288
Third Term			
GE235	English III	4.0	60
MA102	Clinical Skills I	3.0	60
HI216	ICD-9-CM I	3.0	60
MD202	Fundamentals of Medical Transcription	1.5	30
GE224	Speech	1.0	24
HI106	Pathophysiology	3.5	72
		16.0	306
Fourth Term			
MA202	Clinical Skills II	3.0	60

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Code	Course	Credits	Clock Hours
HI210	ICD-9-CM II	3.0	60
HI211	CPT-4	2.0	36
CP212	Microsoft Office	3.0	60
MD235	Medical Administrative Skills I	2.5	60
MD200	Pharmacology	2.0	36
		15.5	312

Fifth Term
MD236	Medical Administrative Skills II	3.0	60
MD207	Medical Insurance Forms	3.0	60
MD210	Computerized Patient Billing	2.5	60
CD204	Job Search Skills	1.0	24
MA105	Laboratory Procedures I	3.0	60
		12.5	264

Sixth Term
MA302	Clinical Skills III	3.0	60
MA205	Laboratory Procedures II	3.0	60
MA109	Medical Seminar	3.0	60
HI205	Medical Legal Aspects	2.0	36
GE219	Human Relations	2.5	36
MD219	First Aid & CPR **OR**	0.5	12
DS101	First Aid & CPR-AHA	(0.5)	(12)
		14.0	264

Seventh Term
CD212	Professional Development	2.0	30
CD300	Certification Preparation	2.0	30
MA601	Medical Assistant Internship	8.0	336
		12.0	396

Medical Office Specialist . . .

The health care industry is continually undergoing change. New technology and a more competitive environment for both hospitals and physicians have made it necessary for the medical office specialist to be skilled in many areas.

Medical office specialists are dedicated to assisting in patient care and proficient in a wide range of skills. They transcribe medical reports, code diagnoses and procedures, submit insurance forms for reimbursement, and may assist physicians with professional reports. In addition, they may perform general office duties such as greeting patients, scheduling appointments, billing patients for office visits and treatments, and maintaining medical and financial records.

Because of the rapid growth in the health care industry, a well-trained medical office specialist will have a wide variety of opportunities from which to choose. Employment is found in multi-specialty clinics, managed care organizations, group practices, insurance companies, physician offices, and various departments of the hospitals.

Certification as a registered medical transcriptionist, certified coding associate, or certified medical reimbursement specialist is also available. Increasingly sophisticated computer technology for the medical office makes continuing education a must for the successful medical office specialist.

MEDICAL OFFICE SPECIALIST
ASB Degree Program
91.0 credits/1950 clock hours

First Term
Code	Course	Credits	Clock Hours
MD122	Anatomy & Physiology I	3.0	58
MD123	Anatomy & Physiology I Lab	0.5	14
CP101	Introduction to Computing	1.5	30
KE100	Keyboarding Essentials	1.5	30
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
WP208	Word Processing for Medical Professionals	3.0	60
MD114	Medical Terminology I	2.0	36
		15.5	312

Second Term
MD124	Anatomy & Physiology II	3.0	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
GE153	Essentials of Mathematics	2.5	36
HI121	Introduction to the Health Care Field	3.0	60
GE148	Introduction to Sociology **OR**	1.5	24
GE152	Psychology I	(1.5)	(24)
GE227	English II	4.0	60
		16.5	288

Third Term
GE235	English III	4.0	60
HI216	ICD-9-CM I	3.0	60
HI122	Health Data Content and Reimbursement	3.0	60
MD202	Fundamentals of Medical Transcription	1.5	30
GE224	Speech	1.0	24
HI106	Pathophysiology	3.5	72
		16.0	306

Fourth Term
CD204	Job Search Skills	1.0	24
HI210	ICD-9-CM II	3.0	60
MD203	Medical Transcription Skill Building	2.5	60
HI211	CPT-4	2.0	36
CP212	Microsoft Office	3.0	60
MD235	Medical Administrative Skills I	2.5	60
MD200	Pharmacology	2.0	36
KE001	Keyboarding Speedbuilding Lab	0.5	24
		16.5	360

Fifth Term
MD236	Medical Administrative Skills II	3.0	60
MD207	Medical Insurance Forms	3.0	60
SS103	Telephone & Receptionist Techniques	1.0	24
HI205	Medical Legal Aspects	2.0	36
GE219	Human Relations	2.5	36
MD210	Computerized Patient Billing **OR**	2.5	60
MD225	Medical Transcription	(2.5)	(60)
		14.0	276

Sixth Term
MD601	Medical Office Specialist Internship	8.0	336
CD212	Professional Development	2.0	30
MD219	First Aid & CPR **OR**	0.5	12
DS101	First Aid & CPR-AHA	(0.5)	(12)
CD211	Career Preparation **OR**	2.0	30
CD300	Certification Preparation	(2.0)	(30)
		12.5	408

When students are scheduled for internship, they may be required by the internship site to have a physical examination and evidence of updated immunizations. They may also be required to have a criminal background check or to submit to random drug screenings and fingerprinting.

Office Assistant . . .

The Office Assistant diploma program is designed to prepare individuals for general office occupations. Job titles may include receptionist, word processing specialist, data-entry clerk, transcriptionist, and secretary. Duties may include spreadsheet applications, accounting applications, and receptionist duties such as meeting, greeting, and directing visitors, and answering and forwarding calls.

OFFICE ASSISTANT
Diploma Program
46.0 credits/906 clock hours

First Term
Code	Course	Credits	Clock Hours
EN101	English I	3.0	60
GE146	Introduction to Business Math	2.5	36
AC101	Accounting I	3.0	60
CP114	Computer Fundamentals	3.0	60
KE101	Keyboarding I and Lab	3.0	60
PD119	Personal Development	1.0	24
		15.5	300

Code	Course	Credits	Clock Hours
Second Term			
GE227	English II	4.0	60
KE143	Keyboarding II	2.0	56
KE144	Keyboarding II Lab	1.0	28
WP202	Word Processing	3.0	60
CD204	Job Search Skills	1.0	24
CP104	Spreadsheets	3.0	60
		14.0	288
Third Term			
SS110	Records Management	1.5	30
GE235	English III	4.0	60
KE114	Transcription	1.5	30
AC109	Payroll Accounting	2.0	48
CP105	Database	3.0	60
SS204	Editing & Proofreading	1.5	30
SS210	Integrated Office Simulation	3.0	60
		16.5	318

One-Year Accounting . . .

One-Year Accounting graduates work for organizations as accounting clerks, bookkeepers, and accounts payable or accounts receivable clerks. Job titles and duties vary from organization to organization.

The combination of accounting skills and knowledge of computer software enables the One-Year Accounting graduate to enter the workplace in entry-level accounting positions.

ONE-YEAR ACCOUNTING
Diploma Program
47.0 credits/876 clock hours

Code	Course	Credits	Clock Hours
First Term			
AC101	Accounting I	3.0	60
GE220	Algebra	4.0	60
CP101	Introduction to Computing	1.5	30
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
MG202	Introduction to Business	3.0	60
		15.5	294
Second Term			
AC102	Accounting II	3.0	60
GE227	English II	4.0	60
GE147	Business Mathematics	4.0	60
KE100	Keyboarding Essentials	1.5	30
MG103	Management I	3.0	60
		15.5	270
Third Term			
CP104	Spreadsheets	3.0	60
GE235	English III	4.0	60
AC128	Computerized Accounting	3.0	60
AC109	Payroll Accounting	2.0	48
WP202	Word Processing	3.0	60
CD204	Job Search Skills	1.0	24
		16.0	312

Retail Management . . .

Students who elect the one-year retailing program will learn every aspect of retail management from buying and merchandise math to visual merchandising and display. This, along with a basic overview of marketing and management, will provide the student with the necessary knowledge to gain employment in entry-level areas of retail management. Such areas include trainee programs in store management, visual display, or buying.

RETAIL MANAGEMENT
Diploma Program
42.5 credits/798 clock hours

Code	Course	Credits	Clock Hours
First Term			
CP101	Introduction to Computing	1.5	30
AC101	Accounting I	3.0	60
MG202	Introduction to Business	3.0	60
KE101	Keyboarding I and Lab	3.0	60
PD119	Personal Development	1.0	24
EN101	English I	3.0	60
		14.5	294
Second Term			
GE227	English II	4.0	60
GE146	Introduction to Business Math	2.5	36
MK192	Selling	2.0	48
MG103	Management I	3.0	60
GE224	Speech	1.0	24
CD204	Job Search Skills	1.0	24
		13.5	252
Third Term			
GE235	English III	4.0	60
MK101	Marketing	3.0	60
GE219	Human Relations	2.5	36
MG195	Customer Relations	2.0	36
MK191	Retailing	3.0	60
		14.5	252

PROGRAMS
The following program outlines apply to the Altoona Branch Campus only.

ADMINISTRATIVE PROFESSIONAL
ASB Degree Program
101.5 credits/2172 clock hours

Code	Course	Credits	Clock Hours
First Term			
EN101	English I	3.0	60
GE146	Introduction to Business Math	2.5	36
AC101	Accounting I	3.0	60
CP114	Computer Fundamentals	3.0	60
PD119	Personal Development	1.0	24
KE101	Keyboarding I and Lab	3.0	60
		15.5	300
Second Term			
CP104	Spreadsheets	3.0	60
GE227	English II	4.0	60
AC128	Computerized Accounting	3.0	60
KE143	Keyboarding II	2.0	56
KE144	Keyboarding II Lab	1.0	28
WP202	Word Processing	3.0	60
		16.0	324
Third Term			
GE235	English III	4.0	60
SS110	Records Management	1.5	30
SS204	Editing & Proofreading	1.5	30
KE114	Transcription	1.5	30
AC109	Payroll Accounting	2.0	48
WP205	Advanced Word Processing	3.0	60
CP216	Advanced Spreadsheet Applications	1.5	30
		15.0	288
Fourth Term			
GE238	English Composition	2.0	30
	Elective	2.0	36
WP203	Desktop Publishing I	3.0	60
CP105	Database	3.0	60
MG231	Personal Financial Management	2.0	36
MG200	Principles of Supervision	2.0	36
		14.0	258
Fifth Term			
GE224	Speech	1.0	24
MG208	Human Resources Management	2.0	36
CP233	Web Site Design	3.0	60
CP214	Software Survey	3.0	60
KE147	Document Processing	2.0	56
KE148	Document Processing Lab	1.0	28
CD204	Job Search Skills	1.0	24
CP210	Advanced Database Applications	1.5	30
		14.5	318
Sixth Term			
SS210	Integrated Office Simulation	3.0	60
CP205	Microcomputer Systems Management	3.0	60
SS201	The Office Professional	3.0	60
GE219	Human Relations	2.5	36
CP206	Computer Presentations	2.0	48
WP204	Desktop Publishing II	1.0	24
		14.5	288
Seventh Term			
AP601	Administrative Professional Internship	8.0	336
CD211	Career Preparation	2.0	30
CD212	Professional Development	2.0	30
		13.0	396

BUSINESS ADMINISTRATION – ACCOUNTING
ASB Degree Program
90.0 credits/1854 clock hours

Code	Course	Credits	Clock Hours
First Term			
AC101	Accounting I	3.0	60
GE220	Algebra	4.0	60
CP101	Introduction to Computing	1.5	30
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
MG202	Introduction to Business	3.0	60
		15.5	294
Second Term			
AC102	Accounting II	3.0	60
GE227	English II	4.0	60
GE147	Business Mathematics	4.0	60
KE100	Keyboarding Essentials	1.5	30
MG103	Management I	3.0	60
		15.5	270
Third Term			
AC103	Accounting III	3.0	60
GE235	English III	4.0	60
AC128	Computerized Accounting	3.0	60
AC109	Payroll Accounting	2.0	48
WP202	Word Processing	3.0	60
		15.0	288
Fourth Term			
AC202	Cost/Managerial Accounting	3.0	60
CD204	Job Search Skills	1.0	24
CP104	Spreadsheets	3.0	60
GE201	Economics	4.0	60
LE115	Business Law	2.0	36
AC201	Intermediate Accounting I	3.0	60
		16.0	300
Fifth Term			
AC210	Auditing	2.0	36
GE219	Human Relations	2.5	36
AC111	Fundamentals of Income Taxes	3.0	60
AC204	Intermediate Accounting II	3.0	60
CP105	Database	3.0	60
CP216	Advanced Spreadsheet Applications	1.5	30
GE224	Speech	1.0	24
		16.0	306
Sixth Term			
AC601	Business Administration – Accounting Internship	8.0	336
CD212	Professional Development	2.0	30
CD211	Career Preparation	2.0	30

BUSINESS ADMINISTRATION – MANAGEMENT & MARKETING
ASB Degree Program
106.5 credits/2220 clock hours

Code	Course	Credits	Clock Hours
First Term			
AC101	Accounting I	3.0	60
CP101	Introduction to Computing	1.5	30
PD119	Personal Development	1.0	24
MG202	Introduction to Business	3.0	60
GE220	Algebra	4.0	60
EN101	English I	3.0	60
		15.5	294

Second Term			
GE227	English II	4.0	60
AC102	Accounting II	3.0	60
GE147	Business Mathematics	4.0	60
KE100	Keyboarding Essentials	1.5	30
MG103	Management I	3.0	60
		15.5	270
Third Term			
GE235	English III	4.0	60
MG104	Management II	3.0	60
MK101	Marketing	3.0	60
WP202	Word Processing	3.0	60
MK191	Retailing	3.0	60
		16.0	300
Fourth Term			
MK201	Advertising & Public Relations	2.5	60
MG223	Small Business Management	2.0	48
CP104	Spreadsheets	3.0	60
CP105	Database	3.0	60
GE201	Economics	4.0	60
		14.5	288
*Electives:			
MG207	Real Estate Fundamentals	2.0	36
MK200	Internet Marketing	2.0	36
Fifth Term			
MK213	Market Research & Statistics	2.5	60
WP203	Desktop Publishing I	3.0	60
GE149	Introduction to Statistics	3.0	48
MK192	Selling	2.0	48
	Elective**	2.0	36
AC205	Managerial Accounting	3.0	60
CD204	Job Search Skills	1.0	24
		16.5	336
**Electives:			
MG211	Real Estate Practice	2.5	60
MG208	Human Resources Management	2.0	36
Sixth Term			
MG206	Business Plan	3.0	84
CP206	Computer Presentations	2.0	48
MG195	Customer Relations	2.0	36
CP233	Web Site Design	3.0	60
LE115	Business Law	2.0	36
GE214	Public Speaking	2.0	36
GE219	Human Relations	2.5	36
		16.5	336
Seventh Term			
MG601	Business Administration – Management & Marketing Internship	8.0	336
CD211	Career Preparation	2.0	30
CD212	Professional Development	2.0	30
		12.0	396

∗Not required for graduation.

CRIMINAL JUSTICE
ASB Degree Program
89.5 credits/1854 clock hours

Code	Course	Credits	Clock Hours
First Term			
EN101	English I	3.0	60
KE100	Keyboarding Essentials	1.5	30
CP101	Introduction to Computing	1.5	30
PD119	Personal Development	1.0	24
GE154	Sociology for Criminal Justice	3.0	48
CJ101	Introduction to Criminal Justice	3.0	60
CJ102	Introduction to Law Enforcement	2.0	36
		15.0	288
Second Term			
GE227	English II	4.0	60
GE236	Introduction to Psychology	2.5	36
CP212	Microsoft Office	3.0	60
CJ113	Introduction to Corrections	3.0	60

Code	Course	Credits	Clock Hours
LE109	American Constitutional Law	3.0	60
		15.5	276
Third Term			
CJ104	Criminology	3.0	60
CJ105	Introduction to Criminal Law	3.0	60
CJ106	Human Rights Issues in Criminal Justice	2.0	36
CJ108	Introduction to Victimology	2.0	36
CJ107	Rehabilitation of the Offender	2.0	36
LE116	Introduction to the Law of Torts	3.0	60
LE107	Family Law for Criminal Justice	1.0	24
		16.0	312
Fourth Term			
CJ201	Criminal Procedures & Investigation	3.0	60
CJ205	Criminal Evidence	2.0	36
CJ109	Forensic Science	1.5	30
CJ203	Physical Security & Safety	1.0	24
CJ204	Psychological Foundations of Criminal Justice	2.0	36
GE155	Writing for Criminal Justice	4.0	60
CJ110	Emergency Procedures	1.0	24
		14.5	270
Fifth Term			
GE219	Human Relations	2.5	36
CD204	Job Search Skills	1.0	24
LE105	Cyber Law	2.0	36
CJ208	Juvenile Delinquency	2.0	36
GE224	Speech	1.0	24
CJ300	Criminal Justice Capstone Project	3.0	60
	Elective	3.0	60
CJ206	Terrorism & Homeland Security	2.0	36
		16.5	312
Sixth Term			
CD212	Professional Development	2.0	30
CJ220	Critical Issues for the Criminal Justice Professional **OR**	2.0	30
CD211	Career Preparation	(2.0)	(30)
CJ601	Criminal Justice Internship	8.0	336
		12.0	396

HEALTH INFORMATION TECHNOLOGY
AST Degree Program
94.5 credits/2034 clock hours

Code	Course	Credits	Clock Hours
First Term			
MD122	Anatomy & Physiology I	3.0	58
MD123	Anatomy & Physiology I Lab	0.5	14
CP101	Introduction to Computing	1.5	30
KE100	Keyboarding Essentials	1.5	30
EN101	English I	3.0	60
MD114	Medical Terminology I	2.0	36
PD119	Personal Development	1.0	24
WP208	Word Processing for Medical Professionals	3.0	60
		15.5	312
Second Term			
MD124	Anatomy & Physiology II	3.0	58
MD125	Anatomy & Physiology II Lab	0.5	14
GE227	English II	4.0	60
HI121	Introduction to the Health Care Field	3.0	60
MD105	Medical Terminology II	2.0	36
GE153	Essentials of Mathematics	2.5	36
GE148	Introduction to Sociology **OR**	1.5	24
GE152	Psychology I	(1.5)	(24)
		16.5	288
Third Term			
HI122	Health Data Content and Reimbursement	3.0	60
HI200	Principles of Supervision	2.0	36
HI216	ICD-9-CM I	3.0	60
HI106	Pathophysiology	3.5	72
GE224	Speech	1.0	24
GE235	English III	4.0	60
		16.5	312
Fourth Term			
MD200	Pharmacology	2.0	36
HI109	Health Care Statistics	1.0	24

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Code	Course	Credits	Clock Hours
HI207	Healthcare Quality Improvement	3.0	60
HI210	ICD-9-CM II	3.0	60
HI211	CPT-4	2.0	36
HI105	Directed Practice I	2.0	84
CP104	Spreadsheets	3.0	60
		16.0	360

Fifth Term

Code	Course	Credits	Clock Hours
HI218	Electronic Health Records	2.0	36
CP105	Database	3.0	60
GE219	Human Relations	2.5	36
HI208	Health Records in Other Settings	1.5	30
HI205	Medical Legal Aspects	2.0	36
MD207	Medical Insurance Forms	3.0	60
HI108	Directed Practice II	2.0	84
		16.0	342

Sixth Term

Code	Course	Credits	Clock Hours
HI217	Advanced Coding	1.5	30
HI206	Health Care Budgeting	1.0	24
HI209	Health Information Seminar	3.0	60
CP210	Advanced Database Applications	1.5	30
CD204	Job Search Skills	1.0	24
HI112	Directed Practice III	6.0	252
		14.0	420

Human Resources Management . . .

The Human Resources Management program provides students with the knowledge and skills to contribute to the successful operation of a business enterprise by optimizing employee effectiveness.

Human resources professionals are responsible for the successful management of human capital through recruitment and placement, training and development, motivation and compensation. They are responsible for ensuring compliance with local, state, and Federal employment laws. They assist in planning processes to shape business strategies and to make employment decisions for the organization. HR professionals are directly involved in managing benefit, payroll, and personnel systems.

Graduates of this program will have a broad knowledge base of business functions, legal requirements, and financial operations. They will have developed strong skills in interpersonal relationships, written and spoken communication, organization, and decision making.

Training in Human Resources Management will prepare graduates for employment in businesses of all sizes, in positions such as human resources generalist, compensation and benefits assistant, employee relations representative, and staffing assistant. Extensive opportunities for advancement in a career in Human Resources Management exist for qualified and skilled professional.

HUMAN RESOURCES MANAGEMENT
Diploma Program
97.5 credits/2040 clock hours

Code	Course	Credits	Clock Hours

First Term

Code	Course	Credits	Clock Hours
CP101	Introduction to Computing	1.5	30
EN101	English I	3.0	60
GE147	Business Mathematics	4.0	60
KE100	Keyboarding Essentials	1.5	30
MG104	Principles of Business	3.0	60
PD119	Personal Development	1.0	24
		14.0	264

Second Term

Code	Course	Credits	Clock Hours
AC101	Accounting I	3.0	60
GE227	English II	4.0	60
HR101	Introduction to HRM	3.0	60
MG103	Management I	3.0	60
WP202	Word Processing	3.0	60
		16.0	300

Third Term

Code	Course	Credits	Clock Hours
AC109	Payroll Accounting	2.0	48
GE219	Human Relations	2.5	36
GE220	Algebra	4.0	60
GE235	English III	4.0	60
GE224	Speech	1.0	24
LE115	Business Law	2.0	36
		15.5	264

Fourth Term

Code	Course	Credits	Clock Hours
CP104	Spreadsheets	3.0	60
HR102	Employment Law I	3.0	60
HR103	Applied Psychology	3.0	60
HR104	Recruitment, Placement, & Retention	3.0	60
HR105	Strategic Management	3.0	60
		15.0	300

Fifth Term

Code	Course	Credits	Clock Hours
CP105	Database	3.0	60
HR201	Compensation and Benefits	3.0	60
HR202	Employment Law II	3.0	60
HR203	Training & Development	3.0	60
CD204	Job Search Skills	1.0	24
		13.0	264

Sixth Term

Code	Course	Credits	Clock Hours
CP206	Computer Presentations	2.0	48
GE113	Communication Principles & Practices	3.0	60
HR204	Human Resources Project	4.0	84
HR205	Performance Management	3.0	60
		12.0	252

Seventh Term

Code	Course	Credits	Clock Hours
CD211	Career Preparation	2.0	30
CD212	Professional Development	2.0	30
HR601	HRM Internship	8.0	336
		12.0	396

INFORMATION TECHNOLOGY
AST Degree Program
98.0 credits/2040 clock hours

Code	Course	Credits	Clock Hours

First Term

Code	Course	Credits	Clock Hours
CP107	Introduction to Computer Operating Systems	1.5	30
GE220	Algebra	4.0	60
KE100	Keyboarding Essentials	1.5	30
PD119	Personal Development	1.0	24
CP119	Hardware	3.0	60
EN101	English I	3.0	60
		14.0	264

Second Term

Code	Course	Credits	Clock Hours
CP109	Introduction to Programming & Logic	3.0	60
GE227	English II	4.0	60
CP206	Computer Presentations	2.0	48
CP105	Database	3.0	60
WP202	Word Processing	3.0	60
		15.0	288

Third Term

Code	Course	Credits	Clock Hours
CP104	Spreadsheets	3.0	60
CP233	Web Site Design	3.0	60
CP217	Database Programming	3.0	60
CP209	C# Programming	3.0	60
CP218	Networking Essentials	3.0	60
		15.0	300

Fourth Term

Code	Course	Credits	Clock Hours
GE224	Speech	1.0	24
CP223	UNIX/Linux Essentials	3.0	60
GE147	Business Mathematics	4.0	60
GE237	Technical Writing	2.5	36
	Technical Elective	3.0	60
	Technical Elective	3.0	60
		16.5	300

Technical Electives

Code	Course	Credits	Clock Hours
CP200	Visual Basic.NET	3.0	60
CP235	Client-Side Web Programming	3.0	60
CP229	Client Operating Systems	3.0	60
CP214	Software Survey	3.0	60
CP208	C++ Programming	3.0	60
CP230	TCP/IP	3.0	60
CP244	Computer Forensics	3.0	60

Code	Course	Credits	Clock Hours
	CP228 Website Design II	3.0	60

Fifth Term

Code	Course	Credits	Clock Hours
CP237	Project Management	3.0	60
MG202	Introduction to Business	3.0	60
CD204	Job Search Skills	1.0	24
	Technical Elective	3.0	60
	Technical Elective	3.0	60
		13.0	264

Technical Electives

Code	Course	Credits	Clock Hours
CP232	Database Administration	3.0	60
CP112	E-Commerce	3.0	60
CP236	Server-Side Web Programming	3.0	60
CP231	Server Operating Systems	3.0	60
CP211	Advanced Office Applications	3.0	60
CP245	Telecommunications	3.0	60
CP246	Game Programming with Python	3.0	60
CP234	Internet Security	3.0	60

Sixth Term

Code	Course	Credits	Clock Hours
CP238	IT Capstone Project	3.0	60
LE105	Cyberlaw	2.0	36
GE219	Human Relations	2.5	36
	Technical Elective	3.0	60
	Elective	2.0	36
		12.5	228

Technical Elective

Code	Course	Credits	Clock Hours
CP300	JAVA Programming	3.0	60
CP225	Web Server	3.0	60
CP224	UNIX/Linux Administration	3.0	60
WP203	Desktop Publishing I	3.0	60
CP243	Advanced Website Design	3.0	60
CP247	Cisco Networking	3.0	60
CP248	Ethical Hacking and Defense	3.0	60

Seventh Term

Code	Course	Credits	Clock Hours
CP603	IT Internship	8.0	336
CD212	Professional Development	2.0	30
CD211	Career Preparation	2.0	30
		12.0	396

LEGAL ASSISTANT
ASB Degree Program
93.0 credits/1980 clock hours

Code	Course	Credits	Clock Hours

First Term

Code	Course	Credits	Clock Hours
EN101	English I	3.0	60
CP101	Introduction to Computing	1.5	30
KE101	Keyboarding I and Lab	3.0	60
GE146	Introduction to Business Math	2.5	36
PD119	Personal Development	1.0	24
AC101	Accounting I	3.0	60
LE115	Business Law	2.0	36
		16.0	306

Second Term

Code	Course	Credits	Clock Hours
GE227	English II	4.0	60
KE143	Keyboarding II	2.0	56
KE144	Keyboarding II Lab	1.0	28
WP202	Word Processing	3.0	60
GE236	Introduction to Psychology	2.5	36
LE203	Introduction to Law	3.0	60
		15.5	300

Third Term

Code	Course	Credits	Clock Hours
GE235	English III	4.0	60
SS204	Editing & Proofreading	1.5	30
WP205	Advanced Word Processing	3.0	60
KE114	Transcription	1.5	30
SS110	Records Management	1.5	30
LE205	Legal Terminology	3.0	60
LE212	Wills and Estates	2.0	36
		16.5	306

Fourth Term

Code	Course	Credits	Clock Hours
CP212	Microsoft Office	3.0	60
MG207	Real Estate Fundamentals	2.0	36
LE220	Civil Litigation I	2.0	56
LE221	Civil Litigation I Lab	1.0	28
LE116	Introduction to Law of Torts	3.0	60
LE114	Introduction to Family Law	1.0	24
GE219	Human Relations	2.5	36
CD204	Job Search Skills	1.0	24
GE224	Speech	1.0	24
		16.5	348

Fifth Term

Code	Course	Credits	Clock Hours
MG210	Real Estate Practice	3.0	60
LE222	Civil Litigation II	2.0	56
LE223	Civil Litigation II Lab	1.0	28
LE105	Cyber Law	2.0	36
LE103	Introduction to Criminal Law	3.0	60
GE148	Introduction to Sociology	1.5	24
GE201	Economics	4.0	60
		16.5	324

Sixth Term

Code	Course	Credits	Clock Hours
LE601	Legal Assistant Internship	8.0	336
CD212	Professional Development	2.0	30
CD211	Career Preparation	2.0	30
		13.0	396

MEDICAL OFFICE SPECIALIST
ASB Degree Program
91.0 credits/1950 clock hours

Code	Course	Credits	Clock Hours

First Term

Code	Course	Credits	Clock Hours
MD122	Anatomy & Physiology I	3.0	58
MD123	Anatomy & Physiology I Lab	0.5	14
CP101	Introduction to Computing	1.5	30
KE100	Keyboarding Essentials	1.5	30
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
WP208	Word Processing for Medical Professionals	3.0	60
MD114	Medical Terminology I	2.0	36
		15.6	312

Second Term

Code	Course	Credits	Clock Hours
MD124	Anatomy & Physiology II	3.0	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
GE153	Essentials of Mathematics	2.5	36
HI121	Introduction to the Health Care Field	3.0	60
GE148	Introduction to Sociology **OR**	1.5	24
GE152	Psychology I	(1.5)	(24)
GE227	English II	4.0	60
		16.5	288

Third Term

Code	Course	Credits	Clock Hours
GE235	English III	4.0	60
HI216	ICD-9-CM I	3.0	60
HI122	Health Data Content and Reimbursement	3.0	60
MD202	Fundamentals of Medical Transcription	1.5	30
GE224	Speech	1.0	24
HI106	Pathophysiology	3.5	72
		16.0	306

Fourth Term

Code	Course	Credits	Clock Hours
CD204	Job Search Skills	1.0	24
HI210	ICD-9-CM II	3.0	60
MD203	Medical Transcription Skill Building	2.5	60
HI211	CPT-4	2.0	36
CP212	Microsoft Office	3.0	60
MD235	Medical Administrative Skills I	2.5	60
MD200	Pharmacology	2.0	36
KE001	Keyboarding Speedbuilding Lab	0.5	24
		16.5	360

Fifth Term

Code	Course	Credits	Clock Hours
MD236	Medical Administrative Skills II	3.0	60
MD207	Medical Insurance Forms	3.0	60
SS103	Telephone & Receptionist Techniques	1.0	24
HI205	Medical Legal Aspects	2.0	36
GE219	Human Relations	2.5	36
MD210	Computerized Patient Billing **OR**	2.5	60
MD225	Medical Transcription	(2.5)	(60)
		14.0	276

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Sixth Term

Code	Course	Credits	Clock Hours
MD601	Medical Office Specialist Internship	8.0	336
CD212	Professional Development	2.0	30
MD219	First Aid & CPR **OR**	0.5	12
DS101	First Aid & CPR-AHA	(0.5)	(12)
CD211	Career Preparation **OR**	2.0	30
CD300	Certification Preparation	(2.0)	(30)
		12.5	408

OFFICE ASSISTANT
Diploma Program
46.0 credits/906 clock hours

Code	Course	Credits	Clock Hours
First Term			
EN101	English I	3.0	60
GE146	Introduction to Business Math	2.5	36
AC101	Accounting I	3.0	60
CP114	Computer Fundamentals	3.0	60
KE101	Keyboarding I and Lab	3.0	60
PD119	Personal Development	1.0	24
		15.5	300
Second Term			
GE227	English II	4.0	60
KE143	Keyboarding II	2.0	56
KE144	Keyboarding II Lab	1.0	28
WP202	Word Processing	3.0	60
CD204	Job Search Skills	1.0	24
CP104	Spreadsheets	3.0	60
		14.0	288
Third Term			
SS110	Records Management	1.5	30
GE235	English III	4.0	60
KE114	Transcription	1.5	30
AC109	Payroll Accounting	2.0	48
CP105	Database	3.0	60
SS204	Editing & Proofreading	1.5	30
SS210	Integrated Office Simulation	3.0	60
		16.5	318

ONE-YEAR ACCOUNTING
Diploma Program
47.0 credits/876 clock hours

Code	Course	Credits	Clock Hours
First Term			
AC101	Accounting I	3.0	60
GE220	Algebra	4.0	60
CP101	Introduction to Computing	1.5	30
EN101	English I	3.0	60
PD119	Personal Development	1.0	24
MG202	Introduction to Business	3.0	60
		15.5	294
Second Term			
AC102	Accounting II	3.0	60
GE227	English II	4.0	60
GE147	Business Mathematics	4.0	60
KE100	Keyboarding Essentials	1.5	30
MG103	Management I	3.0	60
		15.5	270
Third Term			
CP104	Spreadsheets	3.0	60
GE235	English III	4.0	60
AC128	Computerized Accounting	3.0	60
AC109	Payroll Accounting	2.0	48
WP202	Word Processing	3.0	60
CD204	Job Search Skills	1.0	24
		16.0	312

COURSE DESCRIPTIONS

GUIDE TO COURSE DESCRIPTIONS

AC	Accounting	IM	Engineering Technology
BM	Business Math	KE	Keyboarding
CD	Career Development	LE	Legal
CE	Civil Engineering	MA	Medical Assistant
CJ	Criminal Justice	MD	Medical
CP	Computers	MG	Management
DS	Diagnostic Medical Sonography	MK	Marketing
EN	English	PD	Personal Development
GA	Graphic Arts	SS	Secretarial
GE	General Education	WP	Word Processing
HI	Health Information Technology		

Beginning courses are 100 level, more advanced courses are 200 level, and internships are indicated at the 600 level.

General education courses are listed below. Course descriptions may be found in the alphabetic listing.

GE221 Advanced Algebra
GE220 Algebra
GE222 Algebra and Statistics
GE239 Analysis of English Composition
GE120 Art History
GE125 The Arts
GE147 Business Mathematics
GE208 Business Writing
GE113 Communications Principles and
    Practices
GE211 Conversational Spanish
GE201 Economics
GE227 English II

GE235 English III
GE238 English Composition
GE153 Essential Mathematics
GE226 Geometry & Trigonometry
GE219 Human Relations
GE141 Introduction to Business Math
GE146 Introduction to Business Mathematics
GE1112 Introduction to Conversational Spanish
GE138 Introduction to Literature
GE236 Introduction to Psychology
GE148 Introduction to Sociology
GE149 Introduction to Statistics
GE160 Physics

GE229 Physics
GE161 Physics Lab
GE152 Psychology
GE214 Public Speaking
GE151 Sociology
GE154 Sociology for Criminal Justice
GE224 Speech
GE216 Statistics
GE237 Technical Writing
GE132 Twentieth Century Culture
GE155 Writing for Criminal Justice

DS223 ABDOMINAL ULTRASOUND I (3.0 credits/60 clock hours) Presents normal and abnormal conditions of the gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, adrenals, and bile ducts. Describes in detail the proper techniques of imaging each individual organ, including transducer selection, patient position, and scan technique. Covers the interrelationships of various organs in disease processes such as renal carcinoma, metastatic liver disease, adult and juvenile polycystic kidney disease, gallstones, adrenal tumors, and obstructive jaundice. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS261 ABDOMINAL ULTRASOUND II (3.0 credits/60 clock hours) Presents abnormal benign and malignant conditions of the gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, adrenals, bile ducts, abdominal wall, retroperitoneum, peritoneum, and great vessels. Including ultrasound-guided biopsy and drainage of the abdomen and pelvis, organ transplantation and ultrasound-guidance of catheters. Moves from techniques for scanning individual organs to learning complete scanning protocols. Covers the interrelationships of various organs in disease processes such as renal carcinoma, primary and metastic liver disease, adult and juvenile polycystic kidney disease, gallstones, gallbladder carcinoma, gallbladder polyps, adrenal tumors, pancreatic tumors, obstructive and non-obstructive jaundice, hydronephrosis, hepatitis, cirrhosis, aortic aneurysms and dissections, lymphoma, leukemia, ascites and effusions. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

AC101 ACCOUNTING I (3.0 credits/60 clock hours) The purpose of this course is to acquaint the student with the relationships between accounting and business and to define basic accounting terminology. Accounting is introduced as the common financial language used in business organizations. The course emphasizes the importance of following accepted accounting principles so that a business' financial position can be appropriately evaluated. In addition, students are introduced to the double-entry system, journals, ledgers, trial balances, worksheets, preparation of the income statement, statement of owner's equity, and balance sheet; adjusting, closing, and reversing entries; accounting for merchandising operations, classified financial statement formats, and ratio analysis. The sole proprietorship business entity is used throughout this course as it pertains to service-oriented and merchandising operations Prerequisite: None.

AC102 ACCOUNTING II (3.0 credits/60 clock hours) Accounting II further expands on the principles and procedures introduced in Accounting I. The course begins with an overview of manual and computerized accounting systems, emphasizing integrated systems using special purpose journals. This course continues with the topics of internal controls, banking transactions, and detailed studies of the accounting for short-term investments, receivables, merchandise inventory, notes payable, and long-term assets. A simulation of accounting for a merchandising enterprise is also used for reinforcement purposes. Prerequisites: Accounting I (minimum grade of C-)

AC103 ACCOUNTING III (3.0 credits/60 clock hours) Accounting III is a continuation of an in-depth study of financial accounting concentrating on partnership and corporate entities, including LLC's and Sub-Chapter S Corporations. This course includes the recording and reporting of partner and member investments, withdrawals and liquidation, corporate contributed capital, retained earnings, and long-term liabilities. In addition, the preparation of the statement of cash flow, the corporate income statement, and analysis of financial statements will be discussed. Prerequisite: Accounting II (minimum grade of C-).

AC106 ACCOUNTING FOR SMALL BUSINESS I (2.0 credits/36 clock hours) An introductory course in accounting, the purpose of which is to acquaint the students with the relationship between accounting and business and to define basic accounting terminology. This course introduces the students to the following: double-entry accounting, journalizing and posting entries, combination journals, work at the end of the fiscal period, preparing financial statements, and adjusting and closing entries. Prerequisite: None.

AP601 ADMINISTRATIVE PROFESSIONAL INTERNSHIP (8.0 credits/336 clock hours) To fulfill the requirements of the internship, the student will participate throughout his/her final term in a work-experience program which directly relates to the computerized office. Under the supervision of an administrator, office manager, or computer technician the student will have the opportunity to enhance his/her education, personal skills, computer skills, and observe the interaction of personnel within an office environment. Prerequisite: As per internship policy.

GE221 ADVANCED ALGEBRA (4.0 credits/60 clock hours) Advanced Algebra is designed to expand on the concepts developed in Algebra. The topics covered are scientific notation, review of measurements, operations of real numbers, exponents, polynominals, factoring, solving rational expressions, simplifying radicals, solving equations and inequalities, graphic equations, and solving systems of equations. This course forms a mathematical foundation for physics and courses in electronics. Prerequisite: Algebra. Additional prerequisite for DMS programs: Successful completion of GE123 Algebra with a minimum grade of "C".

HI217 ADVANCED CODING (1.5 credits/30 clock hours) This course is designed to give the student a more in-depth exposure to ICD-9-CM and CPT coding. The concepts of proper sequencing and the importance of complications and comorbidites will be reinforced. The student will code from patient records and patient scenarios utilizing the encoder/grouper. Prerequisites: CPT-4, ICD-9-CM II, Health Data Content and Structure.

GA207 ADVANCED COMPUTER GRAPHICS (3.0 credits/60 clock hours) This course is designed to further examine scanning various medias, photo-retouching and image manipulation using Adobe Photoshop using advanced techniques. Students will use software to manipulate photos using an assortment of techniques, masking, filters, resize, colorize, and re-sample for various design and multi-media formats. Prerequisites: Introduction to Computer Graphics (Photoshop).

CP210 ADVANCED DATABASE APPLICATIONS (1.5 credits/30 clock hours) In this course in database management, students will build on the database concepts and terminology which were covered in Database. The focus of the course will be to create a project—a working database application, using several linked tables. The skills that will be enhanced are the design and creation of tables, custom forms, labels, queries, reports, and a menu system. Prerequisite: Database.

CP211 ADVANCED OFFICE APPLICATIONS (3.0 credits/60 clock hours) The student will be taught advanced techniques in spreadsheets and databases, building on the skills learned in earlier classes. A class project will serve as the lecture base and the individual projects will provide student interaction with spreadsheet and database applications. Additionally, students will build on their knowledge of concepts and terminology. Prerequisites: Spreadsheets and Database.

CP216 ADVANCED SPREADSHEET APPLICATIONS (1.5 credits/30 clock hours) The student will be taught advanced techniques in spreadsheets, building on the skills learned in Spreadsheets. A class project will serve as the lecture base and individual projects will provide student interaction with spreadsheet applications. Prerequisite: Spreadsheets.

CP243 ADVANCED WEB SITE DESIGN (3.0 credits/60 clock hours) This course will continue to introduce new and advanced features of web site graphics development using Adobe Photoshop/ImageReady along with an introduction to Macromedia Flash. Various methods of site design will be covered and students will be given more of a foundation on which to further explore the possibilities of web site graphics, including site design, navigation, color theory, photo manipulation, optimization, and animation. Prerequisite: Web Site Design.

WP205 ADVANCED WORD PROCESSING (3.0 credits/60 clock hours) This course is designed to further the student's knowledge of Microsoft Office, Microsoft Word, and Microsoft Windows. Students learn advanced features such as macros, electronic forms, and document collaboration. The course includes integrating Word and Excel. Prerequisites: Keyboarding I & Lab or Keyboarding Essentials and Word Processing.

MK201 ADVERTISING & PUBLIC RELATIONS (2.5 credits/60 clock hours) This course is designed to cover two areas. Advertising will concentrate on two segments: (1) the technique and strategy of creating and writing advertisements and (2) an exploration of the advertising media available. Public relations, as related to an organization's image and its relationship to advertising, will be discussed. Upon completion the students will have a basic understanding of where and how advertising and public relations fit into our marketing, economic, and political lives. Prerequisite: Marketing.

GA204 ADVERTISING DESIGN (2.5 credits/60 clock hours) This course explores theories, methods and strategies for effectively selling a product. It provides the students with concepts of a product, price, promotion, and market analysis. Students will be lectured on target audiences, budgets, strategies, and overall company vision. Hands-on projects and presentations will be developed by the student. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), Typography, Computer Graphics – Illustrator.

GE220 ALGEBRA (4.0 credits/60 clock hours) Algebra is designed to cover basic mathematical and algebraic concepts with an emphasis on logical thinking skills. The topics that will be covered are review of decimals and fractions, basic definitions, operations with signed numbers, order of operations, simplifying algebraic expressions, evaluating algebraic expressions, manipulating and solving equations, exponents, different base systems, operations with polynominals, ratios and proportions, percentages, and word problems. This course forms the foundation for future courses in algebra, computer programming, electronics, accounting, statistics and software applications courses. Prerequisite: None.

GE222 ALGEBRA AND STATISTICS (4.0 credits/60 clock hours) Algebra and Statistics is designed to cover basic algebraic concepts and basic knowledge of statistics used in criminal justice research. The algebraic topics that will be covered are basic definitions, operations with signed numbers, order of operations, evaluating formulas, manipulating and solving equations, and percentages. In statistical concept, topics that will be covered are collection of data, organizing the data into charts and graphs, measures of central tendency, and measures of dispersion. Prerequisite: None.

LE109 AMERICAN CONSTITUTIONAL LAW (3.0 credits/60 clock hours) An investigation of the constitutional foundations of the powers of the three branches of the national government, the evolution of federal-state relationships, and a study of the nature of the judicial process. This includes the concepts of precedent and judicial review. The Bill of Rights and concepts of Equal Protection and Due Process will also be studied in relation to our criminal justice system. Prerequisite: Introduction to Criminal Justice.

GE239 ANALYSIS OF ENGLISH COMPOSITION (2.0 credits/30 clock hours) This capstone English course for business students involves writing and editing the business plan, and PowerPoint presentation, following all the writing and grammar guidelines taught in English I, II and III, and using computer tools for editing and proofreading with partners. Prerequisites: English I, II, and III or may be taken concurrently with English III.

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GA106 ANALYSIS OF FORM & SPACE (2.0 credits/60 clock hours) This course further develops basic drawing skills and understanding of visual language through studio instruction/drawing/lecture. It introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the future. It uses drawing media such as pencils, charcoal, ink wash and color media. Prerequisite: None.

MD122 ANATOMY & PHYSIOLOGY I (3.0 credits/58 clock hours) This course begins with an introduction to the human body which includes the chemical, cellular, and tissue level of organization. Then it progresses to comprehensive anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems. Lab projects will be coordinated with specific systems. Prerequisites: None.

MD124 ANATOMY & PHYSIOLOGY II (3.0 credits/58 clock hours) This course is a continuation of comprehensive anatomy and physiology covering the following body systems: sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Laboratory projects will be coordinated with specific systems. Prerequisite: Anatomy & Physiology I and Medical Terminology I. Additional Prerequisite for DMS programs: Successful completion of MD122 Anatomy & Physiology I with a minimum grade of "C."

MD123 ANATOMY & PHYSIOLOGY I LAB (.5 credit/14 clock hours) Lab projects are coordinated with specific systems studied in Anatomy & Physiology I. Prerequisite: Must be taken concurrently with Anatomy & Physiology I.

MD125 ANATOMY & PHYSIOLOGY II LAB (.5 credit/14 clock hours) Lab projects are coordinated with specific systems studied in Anatomy & Physiology II. Prerequisite: Anatomy & Physiology I, Anatomy & Physiology I Lab. Must be taken concurrently with Anatomy & Physiology II. Additional Prerequisite for DMS programs: Successful completion of MD123 Anatomy & Physiology I Lab with a minimum grade of "C".

HR103 APPLIED PSYCHOLOGY (3.0 credits/60 clock hours) Psychological theories of human behavior, learning, perception, conflict, and motivation are presented. Individual differences and group interactions are explored in the context of business organizations. Prerequisite: None.

IM224 ARCHITECTURAL CAD (3.0 credits/72 clock hours) An introduction to the concepts, practices, standards, and drafting techniques used in residential architectural drafting and design. This will include but not be limited to elevations, floor plans, electrical plans, foundation plans, plot plans, and construction details. Additionally framing methods, wall sections, and general construction specifications are covered. Prerequisite: Mechanical CAD and Building Codes.

GE120 ART HISTORY (4.0 credits/60 clock hours) This course will cover the history of art, focusing on the primary periods in time which have altered the face of design. It will explore the interrelationship between historical, social, political, religious, and technological developments. This course will discuss the modern artist's role in society. Prerequisite: None.

GE125 THE ARTS (2.0 credits/36 clock hours) This course is a general education art appreciation course designed to expose students to the arts through class discussions, opportunities to see and hear representative examples of different forms of the arts, and attendance at artistic events during the term. Prerequisite: None.

AC210 AUDITING (2.0 credits/36 clock hours) Presents broad concepts of auditing principles. Highlights the philosophy and environment of the auditing profession; presents the importance of the auditing process as it relates to a client with a focus on internal control, and the audit evidence documented by working papers. Prerequisite: Intermediate Accounting I.

CE110 BUILDING CODES (2.0 credits/36 clock hours) An introduction to international building codes that govern residential and light commercial construction. Students explore codes as they relate to the administration, building and planning, safety and fire construction requirements. Prerequisite: None.

AC601 BUSINESS ADMINISTRATION – ACCOUNTING INTERNSHIP (8.0 credits/336 clock hours) Students spend 336 hours during the final term in a practical, on-the-job work-experience program directly involved in manual or automated accounting operations under the supervision of a professional to fulfill the requirements of the internship. Experience will provide the student with an opportunity to enhance his/her education and personal skills as well as opportunity to observe the interaction of accounting personnel within an employment environment. Prerequisite: As per internship policy.

MG601 BUSINESS ADMINISTRATION – MANAGEMENT & MARKETING INTERNSHIP (8.0 credits/336 clock hours) The student will work in a professional atmosphere in either the area of management or marketing under the supervision of a professional to fulfill the requirements of the internship. The experience will provide the student with an opportunity to observe the interaction of personnel within a business environment. Prerequisite: No student may begin an internship until he/she has successfully completed all major courses through the sixth term with a grade of "C" or better.

LE115 BUSINESS LAW (2.0 credits/36 clock hours) This course provides students with basic understanding of the principles of law and its application to business. Students are introduced to the definition of law, the reasons for and methods of government regulation of business, and basic aspects of contract law. Review of legal principles in the areas of business, contracts, and individual rights in business are discussed. Discussion will revolve around the ways that business and law work and how law benefits the business organization and the consumer. Prerequisite: None.

GE147 BUSINESS MATHEMATICS (4.0 credits/60 clock hours) This course is designed to refresh the student's knowledge of math fundamentals and to apply these fundamentals in business and everyday life. The following concepts will be covered: review of percents, simple and compound interest, inventory, depreciation, payroll, cash and trade discounts, markup and markdown, banking, and related areas. Prerequisite: None

MG206 BUSINESS PLAN (3.0 credits/84 clock hours) This is the capstone course for the Business Administration – Management & Marketing program and gives students an opportunity to test their knowledge and skills. The students utilize management and marketing concepts and theories as they "start" their own small business and set organizational goals. A comprehensive business plan is written and formally presented. The plan includes a presentation of financial forecasts derived from accounting projections that could be used to open and operate the business for the first few years. Advertising and promotional campaigns are also included. This plan is a quantitative as well as a qualitative analysis. Prerequisites: Management I and II, Marketing, Small Business Management, Market Research & Statistics, Advertising & Public Relations, Managerial Accounting, Accounting I, Accounting II, and having a 2.0 cumulative GPA going into the Business Plan.

GE208 BUSINESS WRITING (4.0 credits/60 clock hours) Students apply the principles of grammar, punctuation, usage, composition, and psychology to writing effective business messages by composing memos and letters for typical business situations. Students prepare a resume, letter of application, and thank-you letter. Additionally, students write a research paper on a topic related to their field of study. Prerequisite: English I and II.

CP209 C# PROGRAMMING (3.0 credits/60 clock hours) This course in C# programming will teach students the fundamentals of C# including object-oriented programming, decision structures, repetition structures, methods and functions, and arrays. Students will follow the program development life cycle to create programs that reinforce the topics covered. Prerequisite: Introduction to Programming & Logic.

CP208 C++ PROGRAMMING (3.0 credits/60 clock hours) This course will introduce students to the compact, efficient, portable, and popular programming language known as C++. This language is a programmer-oriented language that resembles an assembly language. Students will learn the basic structures of the language, and also reinforce the use of the program development life cycle in designing and developing programs for business applications. Structured programming and good documentation will continue to be emphasized. Prerequisite: Introduction to Programming and Logic.

DS243 CARDIAC PATHOPHYSIOLOGY I (3.0 credits/60 clock hours) Systematic presentation of diseases and conditions of the heart, Part I. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS262 CARDIAC PATHOPHYSIOLOGY II (3.0 credits/60 clock hours) Continued systematic presentation of all acquired diseases and conditions of the heart, as well as presentation of congenital cardiac diseases. Introduces surgical and nonsurgical treatments and repairs. Introduces emerging less invasive cardiac procedures, such as cardiac resynchronization, septal defect repairs, device closure repairs and strain gauge analysis. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

CD211 CAREER PREPARATION (2.0 credits/30 clock hours) This course supplements the on-the-job training of the internship. Individuals from the business community present material that enhances class work and the internship experience. The purpose is to help students become more professional, more self-confident, and, ultimately, more successful. Among areas covered are professional image building, ethics, sexual harassment, financial management, and health management for men and women. Sessions are held for two hours one day a week to allow time for the presentations. Prerequisite: As per the internship policy.

CD300 CERTIFICATION PREPARATION (2.0 credits/30 clock hours) This course supplements the on-the-job training of the internship. The purpose is to help students become more professional by assisting the student to be better prepared for the certification examination as provided by applicable professional organizations. Prerequisites: As per internship policy.

CP247 CISCO NETWORKING (3.0 credits/60 clock hours) This course offers an overview of networking with Cisco hardware. Topics include: the OSI model, TCP/IP protocols, Router and IOS basics, Router configuration, network services, access lists, and switch basics and configuration. Prerequisites: Hardware and Networking Essentials.

CE203 CIVIL CAD (3.0 credits/72 clock hours) An introduction to surveying and CAD-based applications in civil engineering. Students will practice plane surveying with a transit; horizontal distances, elevations and angles, level distance measuring, note keeping, and field computations. CAD-based applications will be used to construct topographic maps and site plans. Electronic media; orthophotographs, digital raster graphic (DRG) images and digital terrain models (DTM) will be introduced. Students will learn to identify common earth coordinate systems. Global positioning systems (GPS) and geographic information systems (GIS) will be introduced. Prerequisites: Building Codes, Mechanical CAD, Geometry and Trigonometry.

CE221 CIVIL DESIGN (3.0 credits/60 clock hours) This course follows the Civil CAD course and teaches the students to execute simple design assignments. In every assignment, the students determine design requirements by researching requirements in borough and township codes and ordinances. Design assignments include site analysis, earthwork, erosion and sedimentation control plans and roadways. Students will learn how to calculate: horizontal and vertical roadway alignments, surface water drainage areas and earthwork quantities. Prerequisites: Civil CAD.

LE220 CIVIL LITIGATION I (2.0 credits/56 clock hours) This course takes students on a study of civil litigation by following a hypothetical case from beginning to end. The course provides a detailed overview of civil litigation, examination and application of the Pennsylvania Rules of Civil Procedures, description and uses of forms, documents and legal pleadings, legal transcription, specialized legal office procedures, and legal research and writing. Prerequisite: Introduction to Law, Legal Terminology, Transcription.

LE221 CIVIL LITIGATION I LAB (1.0 credit/28 clock hours) This course is designed to provide students an opportunity to practice their keyboarding skills. The hands-on lab time allows students to hone their skills and improve keyboarding speed so that they are able to attain the speed required for graduation. Prerequisites: Keyboarding I & Lab, Keyboarding II, Introduction to Law, and Legal Terminology

LE222 CIVIL LITIGATION II (2.0 credits/56 clock hours) This course takes students on a study of civil litigation by following a hypothetical case from beginning to end. The course provides a detailed overview of civil litigation, examination and application of the Pennsylvania Rules of Civil Procedure, description and use of forms, documents and legal pleadings, legal transcription, specialized legal office procedures and legal research, and writing. Prerequisites: Introduction to Law, Legal Terminology, Transcription, Civil Litigation I, and Civil Litigation I Lab.

LE223 CIVIL LITIGATION II LAB (1.0 credit/28 clock hours) This course is designed to provide students an opportunity to practice their keyboarding skills. The hands-on lab time allows students to hone their skills and improve keyboarding speed so that they are able to attain the speed required for graduation. Prerequisite: Keyboarding I & Lab, Keyboarding II, Introduction to Law, Legal Terminology, Civil Litigation I, and Civil Litigation I Lab.

CP229 CLIENT OPERATING SYSTEMS (3.0 credits/60 clock hours) This course in Client Operating Systems will cover topics essential to the installation, configuration, and administration of a current Microsoft Windows operating system. Prerequisite: Computer Fundamentals or Introduction to Operating Systems and Hardware.

CP235 CLIENT SIDE WEB PROGRAMMING (3.0 credits/60 clock hours) This course will introduce students to the concept of client side scripting using languages such as JavaScript. Prerequisite: Web Site Design and Introduction to Programming.

DS302 CLINICAL INTERNSHIP II (10.0 credits/420 clock hours) The student is assigned to a carefully selected hospital ultrasound department where he/she will begin by observing ultrasound scans. The student will gradually begin supervised scanning of actual patients, and will eventually perform complete diagnostic procedures with minimal supervision. Supervision of the student is provided by the site medical advisor (physician) and by the supervisory Diagnostic Medical Sonographer. The clinical coordinator of the program maintains regular contact with both of these individuals throughout the course to monitor progress of the student on a week-by-week basis. Prerequisites: Must be enrolled in DMS, DPP, or DMP program. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS303 CLINICAL INTERNSHIP III (10.0 credits/420 clock hours) The student is assigned to a carefully selected hospital ultrasound department where he/she will begin by observing ultrasound scans. The student will gradually begin supervised scanning of actual patients, and will eventually perform complete diagnostic procedures with minimal supervision. Supervision of the student is provided by the site medical advisor (physician) and by the supervisory Diagnostic Medical Sonographer. The clinical coordinator of the program maintains regular contact with both of these individuals throughout the course to monitor progress of the student on a week-by-week basis. Prerequisites: Must be enrolled in the DMS, DPP, or DMP program. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS204 CLINICAL OBSTETRICS (2.0 credits/36 clock hours) Begins with endocrinology of ovulation, fertilization and implantation, moving on to embryology and progressive development of the fetal and maternal structures throughout the first, second and third trimesters. Physiology and pathophysiology of the placenta are discussed. Emergent conditions such as ectopic pregnancy, placenta abruptio, and impending abortion (miscarriage) are presented. Congenital anomalies, syndromes, intrauterine growth retardation, and other pathologies involving the developing fetus are discussed. Fetal presentation and problems of labor and delivery are covered. Prerequisites: Must be enrolled in DMS, DPP, or DMP program. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

MA102 CLINICAL SKILLS I (3.0 credits/60 clock hours) This course is the introduction for the student to basic clinical skills. This introduction provides a strong foundation for students in medical programs. Topics include processing medical information, medical asepsis and infection control, and measuring vital signs.. Prerequisites: none

MA202 CLINICAL SKILLS II (3.0 credits/60 clock hours) This course is a continuation of Clinical Skills 1. The student is taught his/her role in assisting the physician in minor medical and surgical procedures. Medical asepsis and infection control principles are implemented as the student learns procedures to disinfect and sterilize equipment. Prerequisites: Clinical Skills I.

MA302 CLINICAL SKILLS III (3.0 credits/60 clock hours) This course continues to expand the student's knowledge base to assess and to assist during procedures and examinations. Topics include assisting with specialty examinations such as those performed in pediatrics, ophthalmology, and gynecology. Prerequisites: Clinical Skills I & II.

IM227 CNC PROGRAMMING (3.5 credits/72 clock hours) This course is an introduction to the computer numerical control (CNC) machines used in industry. The students will learn how to create a linear program for two axes and three axes. The students will also apply programs to produce parts on a CNC machine. Prerequisites: Machining Processes and Introduction to CAD.

IM228 CNC PROGRAMMING (3.0 credits/48 clock hours) This course is an introduction to the computer numerical control (CNC) machines and language used in industry. The students learn how to write programs for drilling, milling, and tool change operations. The students write and edit programs for making precision parts. Prerequisites: Introduction to CAD, Machining Processes and Machining Processes Lab.

IM229 CNC PROGRAMMING LAB (0.5 credits/24 clock hours) Students apply written programs to produce parts on a CNC machine. Students learn how to produce parts safely, accurately, and in a minimum amount of time. A variety of work-holding methods are learned and applied. Prerequisites: Introduction to CAD, Machining Processes. This course is taken concurrently with CNC Programming.

GA110 COLLATERAL DESIGN (3.0 credits/60 clock hours) The role of graphic design in collateral materials will be introduced and explored with a focus on brochures, billboards, posters, transit cards, point-of-sale materials, direct mail pieces, sales and promotional materials, etc. The process of developing unified advertising collateral materials involving multiple presentations will be emphasized. Prerequisite: Electronic Design I (Quark) or Electronic Design II (InDesign).

GA104 COLOR THEORY (2.0 credits/36 clock hours) This fundamental course provides an introduction to the principles of color and the exploration of color theory. Various degrees of color theory are examined, including the psychological and cultural aspects of how these determine and assist the designer in making appropriate design color decisions. Prerequisites: None.

GE113 COMMUNICATIONS PRINCIPLES & PRACTICES (3.0 credits/60 clock hours) This course focuses on communication theories, skills and strategies essential in the business environment. Emphasis is placed on the communication model, presentation of technical material, skillful language, mediation, teamwork, leadership skills, diversity, and sensitivity. This course will include a one-on-one assessment of the interpersonal skills vital to Human Resources professionals. This includes active listening, conflict resolution, perception checking, and nonverbal communication. Prerequisites: Personal Development, Human Relations, and Speech.

CJ111 COMMUNITY CORRECTIONS (1.0 credit/24 clock hours) Provides students the opportunity to develop their understanding of the community corrections system. The course involves a discussion of the procedures, practices and personnel that constitute probation, release from prison, and other community based alternatives. Focus is placed on the systems used in Pennsylvania. Topics include probation, intermediate sanctions, prisoner reentry and juvenile justice and parole. Prerequisite: Introduction to Corrections.

HR201 COMPENSATION & BENEFITS (3.0 credits/60 clock hours) Through this course, students will become familiar with a range of monetary and non-monetary employee reward systems (for example, incentives, insurance, retirement, vacation time). Various compensation programs will be introduced and evaluated for their effectiveness in establishing a positive organizational climate. The importance of establishing policies in compliance with applicable employment laws and consistent with current employment trends is also addressed. Prerequisites: Introduction to Human Resources Management, Accounting I, and Payroll Accounting.

CP244 COMPUTER FORENSICS (3.0 credits/60 clock hours) This course on computer forensics will instruct students on understanding computer investigations, data acquisitions, recovering deleted files and partitions, detecting and tracking computer attacks, using current computer forensics tools, and networking forensics. Prerequisite: Hardware and Networking Essentials.

CP114 COMPUTER FUNDAMENTALS (3.0 credits/60 clock hours) This course in operating systems is designed to introduce students to the terminology and concepts that are required for computer literacy and for future computer-related courses. Topics to be covered include hardware, software, DOS, Microsoft Windows, and a brief history of computers. Prerequisite: None.

GA206 COMPUTER GRAPHICS – ILLUSTRATOR (3.0 credits/60 clock hours) This course will explore the history, social, and artistic interpretation of typography and digital design elements. Focus will be placed upon a systematic approach and application of typographic elements to stress readability and visibility as well as communications for video, digital publishing, computer animation and broadcast graphics. Desktop application activities will include the integration of computers and vector-based drawing program. Prerequisite: Introduction to Computing (Accelerated).

CP206 COMPUTER PRESENTATIONS (2.0 credits/48 clock hours) The course will use a problem-solving approach to teach the use of the computer for presentation purposes. The student will be able to create a business-oriented presentation, document the presentation, and deliver the presentation to an audience. The student will be introduced to the concept of integrating spreadsheets, word processing and graphics with the presentation software program. Prerequisite: Computer Fundamentals or Introduction to Computing (Accelerated).

AC128 COMPUTERIZED ACCOUNTING (3.0 credits/60 clock hours) The course introduces students to computerized accounting software and examines the software selection process. This is a hands-on course where the student maintains all aspects of the accounting process for a business using a computerized accounting program. While several types of accounting software products will be introduced, one micro-computer based accounting software product will be utilized to complete an entire accounting cycle involving the accounts receivable, accounts payable, inventory, payroll, job cost allocation, and report generation for a fictitious company. Prerequisite: Accounting I with a C- or above.

MD204 COMPUTERIZED MEDICAL OFFICE PROCEDURES (3.0 credits/60 clock hours) This course reinforces the procedures developed in Medical Office Procedures with additional emphasis on the maintenance of financial and medical records. It also presents tasks involved with office management. Prerequisites: Medical Office Procedures and Microsoft Office.

MD210 COMPUTERIZED PATIENT BILLING (2.5 credits/60 clock hours) This course is to familiarize the student with all aspects of computerized account management in the medical office using current medical software. The student will follow patients from their first visit through insurance billing for services rendered. Prerequisites: Keyboarding I & Lab and taken concurrently with Medical Insurance Forms.

GA202 CONCEPT DEVELOPMENT (1.5 credits/36 clock hours) This course focuses on real-world applications of graphic design principles and theory. Problem identification, solving and research methods will be explored. Design solutions will be developed geared to a targeted audience and market will be emphasized. Effective interaction with a creative team will be developed and employed as a resource in the conceptual process, as well as idea-generating exercise. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign) and Introduction to Computer Graphics (Photoshop).

GE111 CONVERSATIONAL SPANISH (3.0 credits/60 clock hours) This is a career-based course in which students will learn basic communications skills relevant to their majors. Units of study include pronunciation, phonics, cognates, small talk, Spanish in the medical field, Spanish in the business world, and relevant cultural differences. Students will have a base knowledge of Spanish that will allow them to create with the language without limits. Prerequisite: None.

AC202 COST/MANAGERIAL ACCOUNTING (3.0 credits/60 clock hours) This course introduces the student to cost accounting principles as they apply to the two main cost systems; namely, job order and order process costing. In addition, the use of standard costing under both systems is discussed. Managerial decision making issues such as break even analysis, target profit, target sales, fixed and variable costs and other planning and budgeting topics are presented. Required journal entries based on cost allocations and the resulting financial statement preparation for a manufacturing operation are also introduced. Prerequisites: Accounting II and Business Mathematics.

HI211 CPT-4 (2.0 credits/36 clock hours) This course introduces the student to the Current Procedural Terminology format and conventions and current coding practices for coding outpatient procedures. CPT is part of the Healthcare Common Coding Procedure Coding System (HCPCS) which contains two levels of codes which will be explained and discussed. Coding principles and guidelines for evaluation and management, surgery, anesthesia, pathology and lab, radiology and medicine will be presented. Prerequisite: ICD-9-CM or ICD-9-CM I.

CJ205 CRIMINAL EVIDENCE (2.0 credits/36 clock hours) Provides students the opportunity to develop their understanding of the manner in which legal issues and disputes are resolved by trial. The course involves a discussion of the origin, nature, and admissibility of evidence against the accused. The exclusionary rule and the distinction between real and testimonial evidence as admitted or excluded from court proceedings are emphasized. Topics include the hearsay rule and its exceptions, the opinion evidence rule, character and reputation evidence, direct and cross examination of witnesses, burden of proof and presumptions, identification evidence, and other pertinent rules of evidence. Prerequisite: Introduction to Criminal Law.

CJ300 CRIMINAL JUSTICE CAPSTONE PROJECT (3.0 credits/60 clock hours) This is the capstone course for the Criminal Justice program and gives students an opportunity to test their knowledge and skills. The students utilize criminal justice concepts and theories as they develop their own projects that may range from design and implementation of a security system and emergency procedures in a business to a rehabilitation program for juvenile offenders. A comprehensive report is written and formally presented. Prerequisites: Writing for Criminal Justice, Introduction to Corrections, Introduction to Law Enforcement, Criminal Evidence, Rehabilitation of the Offender, and Criminal Procedures & Investigation.

CJ601 CRIMINAL JUSTICE INTERNSHIP (8.0 credits/336 clock hours) To fulfill the requirements of the internship, the student will participate throughout his/her final term in a work-experience program which directly relates to the criminal justice system. Under the supervision of a site supervisor, the student will have the opportunity to enhance his/her education, personal skills, computer skills, and observe the interaction of personnel within a criminal justice environment. Prerequisite: As per internship policy.

CJ201 CRIMINAL PROCEDURE & INVESTIGATION (3.0 credits/60 clock hours) This course introduces students to the rules and procedures that govern the pretrial process of criminal suspects and the conduct of criminal trials. This course also examines the basic aspects of criminal investigation; presents an overview of crimes and their elements; identifies the major goals of investigation; discusses various investigative techniques and the criminal investigators relationship with individuals and other agencies. Discussion includes a number of issues relevant to the constitutional safeguards, as well as cases reflecting current trends in criminal procedure. Particular investigative procedures employed in investigation of such crimes as homicide, rape, arson, and organized crime will be detailed. Prerequisite: Introduction to Criminal Law.

CJ104 CRIMINOLOGY (3.0 credits/60 clock hours) Examines the extent and nature of crime in today's societies, the nature of criminal behavior and other forms of deviance. Major areas of investigation include general characteristics of crime and criminals, social and individual factors producing criminality, the most significant theoretical contributions to the study of crime and delinquency, and specific forms of crime. Prerequisite: Introduction to Criminal Justice.

CJ220 CRITICAL ISSUES IN CRIMINAL JUSTICE (2.0 credits/30 clock hours) This course will review the current issues in criminal justice that the students will face as they enter the workplace. Prerequisites: Writing for Criminal Justice, Introduction to Corrections, Introduction to Law Enforcement, Criminal Evidence, Rehabilitation of the Offender, and Criminal Procedures and Investigations.

DS202 CROSS SECTIONAL & THREE-DIMENSIONAL ANATOMY (2.0 credits/36 clock hours) Presents human anatomy in various planes, and spatial relationships of organs to one another. Presents anatomic detail in cross-sectional format in 1 cm thick "slices" of the human body. Compares actual anatomical sections with ultrasound, computed topography, and MRI images. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

MG195 CUSTOMER RELATIONS (2.0 credits/36 clock hours) Principles of customer service and customer service techniques will be presented. Emphasis will be placed on communication skills, problem solving, customer retention issues, and the development of customer service strategies and policies. Prerequisite: None.

LE105 CYBERLAW (2.0 credits/36 clock hours) This course covers ethical and political issues pertaining to technology as it relates to the world of business. Subjects include a logical application of the legal issues surrounding e-commerce. The course will also provide an overview of the law and the legal system in order to provide context for the concepts studied. Prerequisite: None.

CP105 DATABASE (3.0 credits/60 clock hours) This course will cover beginning and intermediate database topics. The student will learn what a database is and how it is used in business. The student will also learn how to design and build a database, tables, reports, queries and forms. General database topics such as normalization will be covered as well as features specific to Microsoft Access. Prerequisite: Computer Fundamentals or Introduction to Computing (Accelerated).

CP232 DATABASE ADMINISTRATION (3.0 credits/60 clock hours) This course will cover advanced database topics. The student will learn how to create and manage databases including security and performance issues. Prerequisites: Database.

CP217 DATABASE PROGRAMMING (3.0 credits/60 clock hours) Students will build on database concepts developed in Database and on programming skills which were developed in BASIC programming courses. Included will be designing, writing, testing, debugging, and implementing programs in a current database language. Good documentation will continue to be emphasized. Prerequisites: Database and Introduction to Programming and Logic.

GA304 DESIGN FOR INTERACTIVE MEDIA (3.0 credits/60 clock hours) In this course students will be introduced to computational design in the context of interactive media applications. Students will learn to utilize software within design processes and to develop interactive applications for digital media. The objective of this course is to explore digital media through exercises, presentations, critiques and discussions. Static, dynamic and interactive graphics will be developed in a series of exercises, dealing with form, image, motion, gesture and interface. Prototyping skills for working with interactive media will be acquired while developing creative ideas and concepts. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), Typography, Computer Graphics – Illustrator.

WP203 DESKTOP PUBLISHING I (3.0 credits/60 clock hours) This course teaches students to create professional printed materials such as brochures, forms, newsletters, reports, and booklets on the computer. Students will learn basic design and page layout skills and produce a variety of documents which incorporate text and graphics. Prerequisite: Keyboarding I & Lab or Keyboarding Essentials, and Word Processing.

WP204 DESKTOP PUBLISHING II (1.0 credit/24 clock hours) This course is a continuation of Desktop Publishing I in which students will learn other software applications. Prerequisite: Keyboarding I & Lab or Keyboarding Essentials.

GA300 DIGITAL PHOTOGRAPHY (3.0 credits/60 clock hours) Introduces students to the history and aesthetics of photography, while encouraging artistic expression and experimentation with picture content and design focused around identifying the basic photographic tools and their intended purpose, including the proper use of camera systems, lighting, and composition. Students will learn how to operate a camera, download, print making to editing, along with presentation. Prerequisite: None.

GA208 DIGITAL PRE-PRESS (3.0 credits/60 clock hours) Students complete multiple-page digital pre-press documents that include scanned and edited images, object-defined graphics and text through the integration of a variety of files. The place of digital page make-up in modern print production is studied. Prerequisite: Electronic Design I (Quark) or Electronic Design II (InDesign).

HI105 DIRECTED PRACTICE I (2.0 credits/84 clock hours) This course provides the students' first clinical experience in a hospital health information department. Areas of focus include patient registration and admission procedures, storage and retrieval of medical records, assembly and analysis, diagnostic and procedural coding, abstracting, transcription, statistics and incomplete record control procedures. Prerequisites: Health Care Quality Improvement, ICD-9-CM II, CPT-4, Health Care Statistics, and Pharmacology.

HI108 DIRECTED PRACTICE II (2.0 credits/84 clock hours) This course provides the second clinical experience in the maintenance of health information in specialty health care organizations such as nursing homes, physician offices, prison settings, specialty facilities, etc. Areas include organization and role of the specialty facility in providing health care, record content, release of information, storage, retrieval, accreditation and licensing standards, classification systems, reimbursement and billing, secondary records and statistics. Prerequisites: Health Records in Other Settings, Principles of Supervision, and Medical Legal Aspects.

HI112 DIRECTED PRACTICE III (6.0 credits/252 clock hours) This course provides students the final clinical experience in the management of a health information department and all of its functions. Emphasis is placed on DRGs and reimbursement, external reviews by the Quality Improvement Organizations and accreditation/licensing agencies, and the role of the health information professional in quality management, utilization review and risk management. Prerequisites: Completion of all required courses for graduation from the Health Information Technology program.

KE147 DOCUMENT PROCESSING (2.0 credits/56 clock hours) This course is designed to develop the student's ability to take unarranged material and type it into error-free business documents. Proofreading, accuracy in formatting and speed will be further developed through working with projects. Prerequisite: A grade of "C" or better in Keyboarding II and Keyboarding II Lab and Word Processing.

KE148 DOCUMENT PROCESSING LAB (1.0 credit/28 clock hours) This course is designed to provide extra time on drill work and timed writings in order to increase speed and accuracy. Prerequisite: A "C" grade or better in Keyboarding II and Keyboarding II Lab.

KE045 DOCUMENT PROCESSING – SPECIAL NEEDS (2.0 credits/56 clock hours) This course is designed for students who may have difficulty passing Document Processing without special provisions. Prerequisite: A grade of "C" or better in Keyboarding II – Special Needs and Keyboarding II Lab – Special Needs, and Word Processing.

KE046 DOCUMENT PROCESSING LAB – SPECIAL NEEDS (1.0 credit/28 clock hours) This course is designed for students who may have difficulty passing Document Processing Lab. Prerequisite: A grade of "C" or better in Keyboarding II – Special Needs and Keyboarding II Lab – Special Needs.

CJ211 DRUGS, CRIME AND CRIMINAL JUSTICE (3.0 credits/60 clock hours) This course examines the role that drugs play in the U.S. Criminal Justice system. Topics covered include the identification of drugs, their physiological and psychological effects, and the recognition of the physical indicators and behavior patterns of a person under the influence of drugs. This course also discusses the relationship between drugs and crime and will

include investigation techniques that law enforcement use to apprehend drug users and traffickers. Methods of intervention and treatment are analyzed and response strategies from the War on Drugs to more recent innovations such as therapeutic communities, drug courts, and decriminalization will be focused upon. Prerequisite: None.

DS244 ECHOCARDIOGRAPHY I (3.0 credits/60 clock hours) Presentation of instrumentation and principles of Transthoracic Echocardiographic Exam Part I; including M-Mode, Two-Dimensional (2D) imaging; all views. Presentation of potential artifacts, optimization of M-Mode and 2-D imaging techniques, with attention to quality and accuracy; recognition of the limitations of a Transthoracic Echocardiogam. In-depth study of normal cardiac anatomy as seen on routine Transthoracic Echocardiography, M-Mode, and 2-D views. Positioning of the patient; selection of the transducer and applying measurements and calculations. Sonographic appearance and findings of cardiac disease as detected with M-Mode and 2-D imaging. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS247 ECHOCARDIOGRAPHY II (3.0 credits/60 clock hours) Presentation of instrumentation and principles of Transthoracic Echocrdiographic Exam Part II; including continued M-mode, 2D imaging; with the addition of basic Color/Doppler techniques; in all views. Optimization of Color/Doppler techniques with presentation of potential artifacts; attention to quality, accuracy and quantitations; recognizing limitations of Color/Doppler. Study of normal Color/Doppler displays; normal cardiac hemodynamics; basic Color/Doppler principles and instrumentation for Transthoracic Echocardiograms. Positioning of the patient; selection of the transducer and performing routine Doppler calculations. Continuing the recognition and Sonographic findings of cardiac diseases with M-Mode, 2-D and Color/Doppler techniques. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS259 ECHOCARDIOGRAPHY SPECIAL TOPICS (3.0 credits/60 clock hours) Presentation of Echo Color/Doppler principles and instrumentation, in-depth, for cardiac applications. Study of cardiovascular hemodynamics in diseased states. Presentation of basic Color Doppler and Spectral Doppler analysis from all Echocardiography views. Presentation of advanced Color Doppler and Spectral Doppler analysis of cardiac pressures, formulas and calculations that correlate with Cardiac Angiography data. Introduction of advanced quantification methods of complex hemodynamic cardiac diseases. Introduction to newer applications of Transesophageal Echo, Contrast Echo, Tissue Doppler, Intraoperative Echo, Stress Echo, Cardiac Resynchronization Therapy, Strain Gauge Analysis and 3-Dimensional are presented. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

CP112 E-COMMERCE (3.0 credits/60 clock hours) This course in Web site design and e-commerce will cover topics relating to the design of commercial web sites. Students will utilize content management systems and shopping cart software to build a website along with understanding how to incorporate technologies such as online electronic payment methods. Prerequisite: Client Side Web Programming.

GE201 ECONOMICS (4.0 credits/60 clock hours) This course is designed to introduce the student to the basic fundamentals of economics and how such knowledge can help us in understanding day to day life. We will discuss the principles of supply and demand and how these principles affect price and production in a free economy as well as in other economies. We will then discuss monetary policy and fiscal policy and their effectiveness in stabilizing our economy. We will end with a discussion of the varying degrees of competition and the subsequent effects on our economy. Prerequisite: None.

SS204 EDITING & PROOFREADING (1.5 credit/30 clock hours) This course is designed to further develop the student's ability to edit and proofread accurately and to use traditional proofreading symbols correctly in order to produce business communications in mailable form. Prerequisites: Keyboarding I & Lab or Keyboarding Essentials, Keyboarding II & Lab, Word Processing, and English I and II.

GA102 ELECTRONIC DESIGN I (QUARK) (3.0 credits/60 clock hours) This course expands the various elements, skills, and tools of graphic design to include the computer. Employing various page design software programs, the knowledge of traditional typography and production will be translated into the electronic environment. Techniques specific to computer generated design will be introduced. Prerequisite: None.

GA107 ELECTRONIC DESIGN II (INDESIGN) (3.0 credits/60 clock hours) This course expands the various elements, skills, and tools of graphic design to include the computer. Employing various page design software programs, the knowledge of traditional typography and production will be translated into the electronic environment. Techniques specific to computer generated design will be introduced. Prerequisite: Introduction to Computing (Accelerated).

HI218 ELECTRONIC HEALTH RECORDS (2.0 credits/36 clock hours) This course is a study of the computerized health information systems with emphasis on systems design and analysis and systems integration. Prerequisites: Health Data and Reimbursement, Healthcare Quality Improvement.

CJ110 EMERGENCY PROCEDURES (1.0 credits/24 clock hours) This course provides an introduction to basic OSHA requirements, hazardous materials identification and response in terms of public safety. This course also examines occupational hazards, injuries, diseases and relative prevention in the workplace. Prerequisite: None.

HR102 EMPLOYMENT LAW I (3.0 credits/60 clock hours) In this course, students will become acquainted with Federal, state, and local laws related to employment issues. Topics include relevant laws addressing employee rights, labor practices, compensation and tax issues, civil rights, and discrimination. The course emphasizes the ethical application of legal requirements in a business environment. Prerequisite: Business Law.

HR202 EMPLOYMENT LAW II (3.0 credits/60 clock hours) The application and monitoring of human resources policies and activities to ensure their alignment with Federal, state, and local regulations is the focus of this course. Occupational health and safety and privacy requirements are introduced. Students will build on their basic knowledge of laws regulating employment, record keeping, and reporting to implement the appropriate management and documentation of personnel records and organizational policies. Prerequisite: Business Law, and Employment Law I

IM601 ENGINEERING TECHNOLOGY INTERNSHIP (8.0 credits/336 clock hours) To fulfill the requirements of the internship, the student participates throughout his/her final term in an on-the-job work-experience program which is directly related to an engineering or manufacturing area of business. Through hands-on experience under the supervision of a site supervisor, the student will have the opportunity to enhance his/her education and skills and have the opportunity to observe and participate in the interactions of personnel within an organization. Prerequisite: As per internship policy.

IM256 ENGINEERING TECHNOLOGY PROJECT (4.0 credits/84 clock hours) This is the capstone course for the Engineering Technology program and gives students an opportunity to test and extend their skills and knowledge. The project is assigned by the instructor. The project may be in the area of mechanical, architectural or civil engineering technology. Students work in teams, submit a final project report, and make a project presentation upon completion, Prerequisites: Machining Processes, Architectural CAD, and Civil Design.

EN101 ENGLISH I (3.0 credits/60 clock hours) Students will learn the current practices of effective oral and written communication skills necessary for success in business and industry. Prerequisite: None.

GE227 ENGLISH II (4.0 credits/60 clock hours) In this second-level course, students will continue studying and practicing the four bases of writing (unity, support, coherence, and sentence skills) and apply those skills by writing journal entries and summaries of short articles. Students will read, summarize, and discuss magazine-length articles about current issues and business developments and give formal and informal presentations using standard conventions of spoken language. Prerequisite: English I (minimum grade of C-).

GE235 ENGLISH III (4.0 credits/60 clock hours) In order to prepare them to be successful writers of business correspondence, students will, via individual and group practice, apply the skills learned to writing effective business messages by memo, letter and e-mail. Additionally, students prepare a resume, letter of application, and thank-you letter. Prerequisite: English I and II (minimum grade of C-).

GE238 ENGLISH COMPOSITION (2.0 credits/30 clock hours) This capstone English course consists of short writing assignments requiring different structuring principles. This course requires knowledge of paragraph and essay writing as well as mastery of English sentence skills. Prerequisites: English I, II and III.

GE153 ESSENTIAL MATHEMATICS (2.5 credits/36 clock hours) Essential Mathematics is designed to cover basic mathematical and algebraic concepts with an emphasis on logical thinking skills. The topics that will be covered are review of decimals and fractions, basic definitions, operations with signed numbers, order of operations, simplifying algebraic expressions, evaluating algebraic expressions, manipulating and solving equations, exponents, and percentages. Prerequisite: None.

CP248 ETHICAL HACKING AND DEFENSE (3.0 credits/60 clock hours) This course prepares a student for network defense. Students will learn about network and computer attacks, footprinting, social engineering, port scanning, operating systems and vulnerabilities, and cryptography. The student will learn methods to defend against popular method of hacking. Prerequisite: Hardware and Networking Essentials.

LE107 FAMILY LAW FOR CRIMINAL JUSTICE (1.0 credit/24 clock hours) This course takes students on a study of family law. The course provides a detailed overview of family law including examination of the formation of the marriage contract, annulment, separation agreements, divorce procedures, child custody and child support, paternity and adoption. Prerequisite: None.

MD219 FIRST AID & CPR (.5 credit/12 clock hours) The purpose of this course is to give individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for injuries, sudden illnesses, and breathing emergencies until advanced medical personnel arrive and take over. Individuals will learn the skills necessary to perform cardiopulmonary resuscitation (CPR) for victims (adult, child and infant) of sudden cardiac arrest. Prerequisite: None.

DS101 FIRST AID & CPR-AHA (.5 credit/12 clock hours) This course teaches CPR skills for helping victims of all ages (including doing ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). This course also provides the knowledge and skills necessary to recognize and provide basic care for injuries, sudden illnesses, and breathing emergencies. It's intended for participants who provide health care to patients in a variety of settings. Prerequisite: None.

CJ109 FORENSIC SCIENCE (1.5 credit/30 clock hours) The forensic portion of the course will examine scientific aspects of the criminal investigation. The major emphasis is placed upon the collection, analysis, preservation, and processing of physical evidence. Some of the topics to be covered include the crime scene search, fingerprints, blood analysis and DNA identification, firearms, hair, fibers, and paint, and questioned documents. Prerequisite: None.

AC207 FRAUD EXAMINATION (3.0 credits/60 clock hours) Fraud Examination will cover the principles and methodology of fraud detection and deterrence. This forensic accounting course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses. Prerequisite: Accounting III or Accounting II for Non-Majors.

GA101 FUNDAMENTALS OF DESIGN (3.0 credits/60 clock hours) This course will introduce the basic principles of design. Using a variety of materials and techniques, the creative process will be introduced and developed. By exploring design elements and relationships, the students will begin to establish a basic aesthetic sensitivity that will further be utilized in various courses throughout the Graphic Arts program. Prerequisite: None.

GA103 FUNDAMENTALS OF DRAWING (2.0 credits/60 clock hours) Visual awareness of expanded through detailed observation of the principles of light upon an object. These observations are then used to translate the effect of light cast on a three-dimensional form into a two-dimensional drawing. Exploring simple to highly detailed objects, the student will develop the understanding and skills to construct drawings using line, shape, and dimension. Prerequisite: None.

AC111 FUNDAMENTALS OF INCOME TAXES (3.0 credits/60 clock hours) This course introduces the student to the current Federal and State income tax laws as they relate to the individual taxpayer. Preparation of individual tax returns and supporting schedules will be emphasized. In addition, an overview of the laws for partnerships and corporations will be presented. Prerequisites: Accounting I and II.

MD202 FUNDAMENTALS OF MEDICAL TRANSCRIPTION (1.5 credits/30 clock hours) This course introduces the fundamental skills and knowledge that a student must understand in preparation for medical transcription. Included is a discussion on the profile of the medical transcriptionist, the different types of reports and their formats, and selected guidelines. Prerequisites: Keyboarding Essentials or Keyboarding I & Lab, Word Processing for Medical Professionals, Anatomy & Physiology I and II, and Medical Terminology I and II.

CP246 GAME PROGRAMMING WITH PYTHON (3.0 credits/60 clock hours) This course introduces students to the Python programming language and deals with general concepts of game development and specifics that apply when using Python for game development. Prerequisite: Introduction to Programming & Logic.

GE226 GEOMETRY & TRIGONOMETRY (4.0 credits/60 clock hours) Geometry & Trigonometry is designed to prepare engineering students for second-year courses in Civil CAD, machining, and CNC programming. The topics covered are angular measure, calculations of perimeter, area, volume, and surface area of geometric figures, trigonometric functions with right triangles, and trigonometric functions with oblique triangles. Students will apply their knowledge to real-world situations. Prerequisite: Advanced Algebra.

GA601 GRAPHIC ARTS INTERNSHIP (8.0 credits/336 clock hours) A field internship is required to provide practical experience in a setting which is relevant to the student's course of study. Work performed during the student's internship may be utilized in developing a more cohesive portfolio upon graduation. A comprehensive final paper must be written. Prerequisite: As per internship policy.

GA109 GRAPHIC DESIGN STUDIO I (2.5 credits/60 clock hours) This courses introduces students to graphic design as a conceptual and visual discipline. Varied projects are introduced to the student with an emphasis on solving visual problems from a wide range of topics in a variety of media. Prerequisite: Electronic Design I (Quark) or Electronic Design II (InDesign).

GA211 GRAPHIC DESIGN STUDIO II (2.5 credits/60 clock hours) Students in the class will work on a variety or projects for arts and educational groups, social welfare and environmental organizations, and other clients in the nonprofit sector. Projects done in the class will actually be produced—either in print or, in the case of websites, posted on line. Students will be responsible for production preparation and supervision for course projects, which could include identities, brochures, posters, invitations, and advertising campaigns. Prerequisite: Graphic Design Studio I.

GA302 GRAPHIC SYMBOLISM – CORPORATE (3.0 credits/60 clock hours) This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in classical and contemporary contexts. Graphic elements including typography, imagery, and abstract shapes will be utilized to create logo designs and other symbolic images. A large scale corporate identity package consisting of the following will be included: logo design, stationery, and collateral materials that include a variety of forms such as booklets, brochures, posters, advertising, signage, and packaging. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), Typography, Computer Graphics – Illustrator

DS224 GYNECOLOGIC ULTRASOUND (3.0 credits/60 clock hours) Begins with anatomic relationships of the female pelvic organs as related to ultrasound imaging, comparing ultrasound images of normal and abnormal structures. Various tumors, cysts, congenital anomalies, and other pathologic conditions are covered, along with ultrasound diagnosis of these conditions. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

CP119 HARDWARE (3.0 credits/60 clock hours) This course will cover microcomputer hardware terminology, upgrade, repair, maintenance, and troubleshooting. Students will learn how to install and configure expansion cards, hard disk drives, printers and other peripheral devices. IRQs, I/O addresses, DMA channels, and conflicts will be examined in detail. Prerequisite: None.

HI206 HEALTH CARE BUDGETING (1.0 credit/24 clock hours) This course consists of an overview of financial and budgeting issues and concepts and discusses the role of non-financial managers in the health care environment. The purpose of this course is to develop an understanding of financial concepts, operations, and issues such as capital and operating budget development and control, budget variance analysis, merging of clinical and financial data, and cost containment. Prerequisite: Students must have completed, or be taking concurrently, Spreadsheets.

HI109 HEALTH CARE STATISTICS (1.0 credit/24 clock hours) The focus of this course is the presentation of descriptive and vital statistics, definitions, data collection methods, analysis and interpretation of data, accuracy of information, calculation of formulas, and methods of presenting data. Prerequisite: Health Data Content and Structure must have been completed or be taken concurrently and Spreadsheets.

HI122 HEALTH DATA CONTENT AND REIMBURSEMENT (3.0 credits/60 clock hours) This course emphasizes the importance of medical record content. Topics include the preparation and use of indexes and registers, format and uses of nomenclatures and classification systems, quantitative and qualitative analysis, documentation requirements, the medical record's role in reimbursement, the prospective payment system, reimbursement systems in health care, computerization in the health field and in health information, word processing, and transcription. Prerequisites: Anatomy & Physiology II, Medical Terminology II, and Introduction to the Health Care Field. This course must be taken concurrently with ICD-9-CM I.

HI209 HEALTH INFORMATION SEMINAR (3.0 credits/60 clock hours) This is the final course in the study in the Health Information Technology program. Topics covered include current issues in the health care delivery system, management of a medical record department, professionalism, and review of the HIM Associate degree entry-level competencies to prepare for the national accreditation examination. Prerequisites: Principles of Supervision and Health Records in Other Settings.

HI208 HEALTH RECORDS IN OTHER SETTINGS (1.5 credits/30 clock hours) This course is designed to enhance the students' knowledge of the health record in settings other than acute care hospitals. The requirements for licensure, certification, accreditation, staffing, reimbursement, and record content that apply in ambulatory care, hospice, home health, long-term care, mental health, and rehabilitation settings will be presented. Prerequisite: Health Care Quality Improvement, ICD-9-CM II, CPT-4, and Health Care Statistics.

HI207 HEALTHCARE QUALITY IMPROVEMENT (3.0 credits/60 clock hours) This course provides a in-depth study of quality assessment, quality improvement, medical staff credentialing, utilization management and risk management. The organizations that license, accredit and certify health care organizations and their standards will be presented. Prerequisite: Health Data Content and Structure and ICD-9-CM I or ICD-9-CM.

GE219 HUMAN RELATIONS (2.5 credits/36 clock hours) This course is designed to be an in-depth study and the building of specific skills in the area of one-to-one communication. Emphasis is placed on group dynamics, conflict resolution, dealing with diversity, and social responsibility. Prerequisite: None.

MG208 HUMAN RESOURCES MANAGEMENT (2.0 credits/36 clock hours) Through readings, case studies, and lectures, the student will become familiar with various aspects of human resources. Topics will include interviewing/recruiting, performance management, regulatory/legal compliance, employee relations, communications, policy administration, and recordkeeping (payroll, personnel files, etc.). Prerequisite: none.

HR601 HUMAN RESOURCES MANAGEMENT INTERNSHIP (8.0 credits/336 clock hours) This field-based course consists of a concentrated work experience with an area business. It is designed to provide practical and professional exposure to and application of the skills and knowledge acquired throughout the student's program of study. Prerequisite: All other program courses work must be completed prior to this final internship term.

HR204 HUMAN RESOURCES PROJECT (4.0 credits/84 clock hours) This is the capstone course for the Human Resources Management program. It provides students an opportunity to test and extend their skills and knowledge. The project, assigned by the instructor, will focus on one aspect of a Human Resources generalist's responsibilities in a mid-sized business. Students will work in teams, submit a final project report, and make a formal project presentation. Prerequisite: Successful completion of all specialized Human Resources Management second-term and fourth-term courses.

CJ106 HUMAN RIGHTS ISSUES IN CRIMINAL JUSTICE (2.0 credits/36 clock hours) Examines the idea of human rights, its political and legal universality, and historical evolution. Major emphasis is on the concept of ethics and legal mechanisms developed to protect them within the criminal justice system. The course addresses ethical dilemmas through different stages of the criminal justice process (criminal investigation, trial, sentencing,

punishment), seeking to determine if constitution, statues, and judicial decisions establish foundation for the policy which balances conflicting interest of the law. Prerequisite: None.

HI216 ICD-9-CM I (3.0 credits/60 clock hours) This course introduces the student to the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) format and conventions and current coding practices for diagnoses and procedures. Coding principles and guidelines for the following areas will be presented: Late effect versus current illness or injury; V codes; signs and symptoms; infectious and endocrine diseases; immunity and mental disorders; diseases of blood and nervous system; diseases of respiratory, digestive, and genitourinary systems; and diseases of circulatory system. Emphasis will be placed on abstracting and coding hospital inpatient records using the Prospective Payment System. Prerequisites: Anatomy & Physiology I and II and Medical Terminology I and II.

HI210 ICD-9-CM II (3.0 credits/60 clock hours) This course reinforces the coding skills developed in ICD-9-CM I with further emphasis on neoplasms; musculoskeletal system diseases; pregnancy, childbirth, abortion, congenital anomalies and perinatal conditions; injuries, burns, poisonings; complications of care, and E codes. The guidelines for coding diagnoses for outpatient medical records will be introduced as well. Prerequisites: ICD-9-CM I or ICD-9-CM and Pathophysiology.

MK210 INSURANCE PRACTICES (3.0 credits/60 clock hours) This course builds from the information learned in the basic course, Principles of Insurance. In this course students get a more in-depth look at property and casualty loss exposures. They learn which of these loss exposures will be covered by insurance. Also discussed are state insurance laws and the impact they have on insurance. Prerequisite: Principles of Insurance.

SS210 INTEGRATED OFFICE SIMULATION (3.0 credits/60 clock hours) This is a capstone applications course after the student has mastered the basic concepts of word processing, spreadsheet, database, and presentation software. The student will apply this knowledge through office simulations. Each student will determine what software package to use to produce the work assignments. Electronic mail will be used to receive instructions and to communicate with the instructor. Topics covered are internet research, organizing word load, scheduling with Outlook, producing spreadsheets and graphs, creating database tables and reports, preparing documents and presentations, integrating information, and working with document storage and retrieval. Prerequisites: Keyboarding I & Lab or Keyboarding Essentials, Word Processing, Spreadsheets, Keyboarding II and a keyboarding speed of 30 wpm, and Database (may be taken concurrently).

SS021 INTEGRATED OFFICE SIMULATION – SPECIAL NEEDS (3.0 credits/60 clock hours) This course is designed for students who may have difficulty passing Integrated Office Simulation. Prerequisites: Word Processing, Spreadsheets, Keyboarding II, and Database (make be taken concurrently).

AC201 INTERMEDIATE ACCOUNTING I (3.0 credits/60 clock hours) Intermediate Accounting I is an in-depth study of financial accounting, concentrating on the accounting profession as a whole, as well as the conceptual framework of accounting. A more detailed study is made of the income statement, balance sheet, and cash flow statement along with current assets including cash, receivables, and inventory. Prerequisites: Accounting III with a minimum grade of C-.

AC204 INTERMEDIATE ACCOUNTING II (3.0 credits/60 clock hours) Intermediate Accounting II is a continuation of an in-depth study of financial accounting, concentrating on accounting for non-current assets, debt financing, stockholder's equity, and financial statement analysis. Prerequisites: Intermediate Accounting I with a minimum grade of C-.

MK200 INTERNET MARKETING (2.0 credits/36 clock hours) Introduction to e-business functions using the Internet. Topics include search engine marketing (SEM), search engine optimization (SEO), e-business, social networking, blogging, discussion groups, e-mail, the different functions and applications of the Internet, and how interactive technologies have changed business and consumer practices. Emphasis on the effect of the use of interactive technology on a company's existing marketing mix and current and potential uses of the Internet for marketing tactics and strategies. Prerequisite: Marketing.

CP234 INTERNET SECURITY (3.0 credits/60 clock hours) This course will introduce students to the world of Internet Security. Upon completion of the course students will have knowledge of the areas of general security concepts, communication security, infrastructure security, basics of cryptography and operational/organizational security. Prerequisites: Hardware and Networking Essentials.

MG202 INTRODUCTION TO BUSINESS (3.0 credits/60 clock hours) This course is designed to prepare the student to interact with the business world in a knowledgeable manner whether he/she owns the business, works for the business, or just deals with the business as a customer. The course will cover areas including forms of business ownership; the process of management and empowerment; the global dimensions of business; working in teams; promotional strategy; and labor/management relations. Prerequisite: None.

GE141 INTRODUCTION TO BUSIENSS MATH (2.0 credits/36 clock hours) This course is designed to refresh the student's knowledge of math fundamentals and to apply these fundamentals in business and everyday life. The concepts covered are a review of decimals and fractions, banking, percentages, payroll, cash and trade discounts, and related areas. Prerequisite: None.

GE146 INTRODUCTION TO BUSINESS MATH (2.5 credits/36 clock hours) This course is designed to refresh the student's knowledge of math fundamentals and to apply these fundamentals in business and everyday life. The concepts covered are a review of decimals and fractions, banking, percentages, payroll, cash and trade discounts, and related areas. Prerequisite: None.

IM220 INTRODUCTION TO CAD (2.5 credits/60 clock hours) An introduction to computer-assisted drafting systems using AutoCAD. This course will present the basic commands and techniques required to create, annotate, revise, and print technical drawings using a computer. The course material will be reinforced through hands-on examples and projects. Prerequisites: Algebra, Mechanical Drafting, Introduction to Computing.

DS245 INTRODUCTION TO CARDIOVASCULAR TECHNOLOGY (2.0 credits/36 clock hours) Presentation of a broad spectrum of invasive and noninvasive diagnostic procedures used in the assessment of heart disease. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

GA108 INTRODUCTION TO COMPUTER GRAPHICS (PHOTOSHOP) (3.0 credits/60 clock hours) This course is based on the software Adobe Photoshop. Students will learn to scan photographs and manipulate them using Photoshop tool box and special effects filters. They will learn the basics in color correcting photos; mask image using channels; create duotone, tri-tone, and quad tone images; and prepare photos for use in printing and on the web. Prerequisite: Introduction to Computing (Accelerated) or Computer Fundamentals.

CP101 INTRODUCTION TO COMPUTING (1.5 credits/30 clock hours) This accelerated course is designed to provide students with a solid foundation in using personal computers and the current version of the Microsoft Windows operating system. Prerequisite: None.

GE112 INTRODUCTION TO CONVERSATIONAL SPANISH (2.0 credits/36 clock hours) In this course, students will be exposed to Spanish through a variety of teaching methods and learn basic Spanish communication skills relevant to their majors. Units of study include: pronunciation, phonics, small talk, Spanish conversations in their program of study, and relevant cultural differences. While the main goal is to learn some basic conversational Spanish, learning the culture and language go hand-in hand. Prerequisite: None.

CJ113 INTRODUCTION TO CORRECTIONS (3.0 credits/60 clock hours) The course is an overview of the corrections field: courts, sentencing, adult institutions, probation, and parole are included as well as the role of the criminal justice professional. The various types and forms of community corrections will also be analyzed. The course will be an active and interactive learning experience and in addition to lectures will include a tour of a correctional facility and special presentations by experienced corrections professionals. The student will build a framework for understanding sentencing and correctional practices that will benefit the student regardless of career choices in the criminal justice system. Prerequisite: None.

CJ101 INTRODUCTION TO CRIMINAL JUSTICE (3.0 credits/60 clock hours) An introductory survey of the American criminal justice system. Discussion of the police, defense and prosecuting attorneys, courts, institutional corrections, community-based corrections, and the juvenile justice system. The definition and the measurement of crime, and various efforts to explain the causes of crime are covered. General issues for consideration include discretion in the administration of criminal justice; due process; and contemporary changes in the American criminal justice system. Prerequisite: None.

CJ105 INTRODUCTION TO CRIMINAL LAW (3.0 credits/60 clock hours) Viewing the criminal law as a means to the end of influencing human behavior, intensive analysis is made of various principles of criminal liability that apply in virtually every criminal case: justification, attempt, conspiracy, and parties to crime. Focus is also on legal requirements for criminal defenses such as ignorance and mistake, immaturity, insanity, and intoxication. The law of homicide is explored in all its facets. The common law and statutes of Pennsylvania are studied. Prerequisite: None.

LE103 INTRODUCTION TO CRIMINAL LAW (3.0 credits/60 clock hours) This course takes students on a study of criminal law and procedure. The course provides a detailed overview of criminal litigation, examination and application of the Rules of Criminal Procedure, an examination of the steps of a criminal trial, and use of forms, documents and pleadings, and practical tips. Prerequisite: None.

LE104 INTRODUCTION TO FAMILY LAW (2.0 credits/30 clock hours) This course takes students on a comprehensive study of family law. The course provides a detailed overview of Pennsylvania family law including the examination of premarital agreements, marriage, annulments, separation agreements, divorce grounds and procedures, property division, child custody and child support, and paternity. Prerequisite: None.

LE114 INTRODUCTION TO FAMILY LAW (1.0 credit/24 clock hours) This course takes students on a study of family law. The course provides a detailed overview of family law including examination of family law issues that tend to arise in the criminal justice arena such as divorce and separation, child custody and support, and protection from abuse actions. Prerequisite: None.

CP106 INTRODUCTION TO HARDWARE & NETWORKING (1.5 credits/30 clock hours) This course is designed to provide students with a solid foundation in setting up and troubleshooting IBM compatible personal computers. The course will also introduce students to the different network configuration they may come in contact with in the workplace and how to best take advantage of those networks. Prerequisite: Computer Fundamentals or Introduction to Computing (Accelerated).

HI121 INTRODUCTION TO THE HEALTH CARE FIELD (3.0 credits/60 clock hours) This course introduces the student to the healthcare delivery system and the professionals involved in healthcare. Topics include the history of healthcare; the organizations that set standards or regulations in healthcare; the types of settings in which healthcare is rendered; the organization of hospitals and their medical staffs; the content, uses and format of the patient record; methods of storage, retention and retrieval of patient records; and medical staff committees. Prerequisites: Anatomy & Physiology I and Medical Terminology I.

HR101 INTRODUCTION TO HUMAN RESOURCES MANAGEMENT (3.0 credits/60 clock hours) This course provides an overview of the specialized functions of Human Resources personnel and to the contributions they make to a successful business operation. Strategic planning, workforce development, HRIS (Human Resources Information System), and basic principles for the effective management of human capital are introduced. Prerequisite: None.

CJ102 INTRODUCTION TO LAW ENFORCEMENT (2.0 credits/36 clock hours) Gives an understanding of the role and function of policing in a modern democratic society. Examines contemporary American policing in light of its roots, and compares it to policing in other countries. Discussion is focused on a wide spectrum of law enforcement agencies, identifying most important characteristics of city, state, and federal police work. Particular attention is paid to current issues and trends in law enforcement, including race, index crime, drugs, disorder, conflict, and riot. Prerequisite: None.

LE203 INTRODUCTION TO LAW (3.0 credits/60 clock hours) This course provides a broad overview of the environment of the law, including: an examination of the legal system, the role and duties of persons involved in law firms and the court system, examination of the broad areas of the law, and general information regarding legal secretarial and paralegal skills. Prerequisite: None.

LE106 INTRODUCTION TO THE LAW OF TORTS (2.0 credits/36 clock hours) This course is designed to provide the student an overview of tort law generally and historically. Topics to be covered include: negligence and its defenses; special negligence actions, such as premises liability, vicarious liability, product liability and strict liability; and intentional torts. Prerequisite: None.

LE116 INTRODUCTON TO LAW OF TORTS (3.0 credits/60 clock hours) This course is designed to provide the student an overview of tort law generally and historically. Topics to be covered include: negligence and its defenses; special negligence actions, such as premises liability, vicarious liability, product liability and strict liability; and intentional torts. Prerequisite: None.

GE138 INTRODUCTION TO LITERATURE (3.0 credits/60 clock hours) This course is an introduction to the study of literary forms, including short story, the novel, and drama. Students will read texts from a wide variety of genres and historical periods. Students will also learn vocabulary and techniques of literary analysis. Prerequisite: None.

DS240 INTRODUCTION TO MEDICAL IMAGING (3.0 credits/60 clock hours) Introduction to various diagnostic imaging modalities in use today. Includes Radiography, Computed Tomography, Magnetic Resonance Imaging, Nuclear Medicine and Ultrasound. Includes several site visits to medical imaging facilities. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

CP107 INTRODUCTION TO OPERATING SYSTEMS (1.5 credits/30 clock hours) This introductory course is designed to provide students a fundamentals understanding of operating systems. This course covers topics such as: client operating systems, server operating systems, Windows operating systems, Linux operating systems, Macintosh operating systems, current and past operating systems, file management, installation, and virtual machines. Prerequisite: None.

CP109 INTRODUCTION TO PROGRAMMING & LOGIC (3.0 credits/60 clock hours) This introductory course is designed to give students an understanding of the basic methods and concepts of problem solving and applying them to a programming language. The course will focus on logic and critical thinking as it pertains to the problem-solving process. The student will be introduced to standard design tools, such as flowcharts and the UML. Prerequisite: None.

GE236 INTRODUCTION TO PSYCHOLOGY (2.5 credits/36 clock hours) This course is an overview of basic psychological concepts. The relationship of psychology and states of consciousness to behavior is explored. Topics of study include an introduction to the areas of learning, memory, thinking, and intelligence; motivation; emotion; stress; personality; and social psychology. Emphasis is placed on the application of these principles in the student's life at work and home. Prerequisite: None.

GE148 INTRODUCTION TO SOCIOLOGY (1.5 credit/24 clock hours) In this survey course students are encouraged to think about society critically, by examining such topics as: culture, socialization, social interaction, and social change. Included is the study of sociological perspectives, sociological imagination, and sociological research. Prerequisite: None.

DS110 INTRODUCTION TO SONOGRAPHY (3.0 credits/60 clock hours) This course is for those enrolled in the Diagnostic Medical Sonography program. This course is an introduction to the field of medical Sonography, including common ultrasound nomenclature, scan plane orientation, responsibilities of the sonographer, certification/licensure standards for the professional sonographer, and lab accreditations/accrediting organizations, within the ultrasound community. Other topics to be discussed include various subspecialties of ultrasound, the variety of career directions within Sonography, and current issues facing sonographers in the workplace. A brief introduction to proper ergonomics for sonographers will also be presented. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

GE149 INTRODUCTION TO STATISTICS (3.0 credits/48 clock hours) This course is designed to give the student a basic knowledge of the statistics used in today's world. Although most students do not plan to become statisticians, a working knowledge of descriptive and inferential statistics is required for most entry-level positions. The following areas will be covered: collection of data, deceptive statistics, measures of central tendency, measures of dispersion, introduction to probability concepts, and an introduction to sampling concepts. Prerequisite: Algebra.

DS234 INTRODUCTION TO VASCULAR ULTRASOUND (3.5 credits/72 clock hours) This course is an introduction to the various applications of Ultrasound to the diagnosis and treatment of vascular disorders, including cerebrovascular, peripheral arterial, and peripheral venous applications. It begins with the anatomy and physiology of the veins and arteries, and includes pathogenesis of atherosclerosis, cerebral ischemia, and deep vein thrombosis. It includes hemodynamics of atherosclerotic lesions, and reduction of catheter induced pseudoaneurysms. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

CJ108 INTRODUCTION TO VICTIMOLOGY (2.0 credits/36 clock hours) The course focuses on the criminal justice system's treatment of crime victims, victim programs and services, and the impact of victimization on individuals and communities. The course will discuss why victims have been "rediscovered" recently, why they often do not report crimes to the police, how some victims might share responsibility for the crimes with the offenders, how they can be repaid for their losses through offender restitution and government compensation; and what new services are available to help victims prevent crime and survive attacks. Prerequisite: None.

CP238 IT CAPSTONE PROJECT (3.0 credits/60 clock hours) This course serves as a practicum for the IT program. As far as possible, students will be assigned an area of business and work with management and users in designing system solutions, writing (or choosing) the actual software, making hardware recommendations, designing user's guides, and (where appropriate) training users of the system. Students will document all details of the process by preparing a comprehensive, in-depth project folder. Prerequisites: Hardware, Introduciton to Programming & Logic, Database, Project Management.

CP603 IT INTERNSHIP (8.0 credits/336 clock hours) To fulfill the requirements of the internship, the student will participate throughout his/her final term in an on-the-job, work-experience program which is directly related to a computer-oriented area of business. Through hands-on computer experience under the supervision of a computer professional, the student will have the opportunity to enhance his/her education, computer skills and personal skills as well as an opportunity to observe the interaction of personnel within an employment environment. Prerequisite: As per internship policy.

CP300 JAVA PROGRAMMING (3.0 credits/60 clock hours) This course in Java will teach students the fundamental of Java including object oriented programming, packages, and applets. Students will follow the program development life cycle to create programs that reinforce the topics covered. Prerequisites: Introduction to Programming and Logic.

CD204 JOB SEARCH SKILLS (1.0 credit/24 clock hours) This course prepares students for the job search process. Topics include skill identification, resume development, cover letters and thank-you letters, interviewing skills, and job-seeking methods. Studetns will conduct an informational interview with a professional in their field of interest, role-play a mock interview in the classroom to practice interviewing skills, and start to develop a list of prospective employers for which they would like to work. Prerequisite: None.

CJ208 JUVENILE DELINQUENCY (2.0 credits/36 clock hours) An intensive analysis of delinquent behavior by juveniles, with special emphasis upon the unique facets of delinquency (types of origins) which differentiate it from other forms of criminal behavior. Examines the legal rights, treatment, and rehabilitation of juveniles who have been adjudicated "delinquent". Special attention is given to the problems inherent in the police handling of juveniles and the functions of juvenile courts. Prerequisite: None.

KE100 KEYBOARDING ESSENTIALS (1.5 credits/30 clock hours) This course is designed to teach the students the correct keyboarding techniques and to help the student operate the letters, numbers, symbols and number pad by touch. Introduction to letters and simple reports will be taught. Prerequisite: None.

KE101 KEYBOARDING I & LAB (3.0 credits/60 clock hours) This course is designed to teach the students correct keyboarding techniques and to help the student operate the letters, number, and symbol keys. It introduces the students to letters, memorandums, centering, and simple report styles. This class will also provide time for students to increase their speed and accuracy through drill work and timed writings. Prerequisite: None.

KE143 KEYBOARDING II (2.0 credits/56 clock hours) The Keyboarding II class will reinforce the format for letters, memorandums and reports, itineraries, agenda, minutes, and press releases, and further develop speed and accuracy on timed writings. Production tests will be taken to develop speed and accuracy on business documents. Prerequisite: A grade of "C" or better in Keyboarding I & Lab or Keyboarding Essentials.

KE144 KEYBOARDING II LAB (1.0 credit/28 clock hours) This course is designed to build speed and accuracy by providing extra time to work on drill work and timed writings. Prerequisite: A "C" grade or better in Keyboarding I & Lab or Keyboarding Essentials.

KE123 KEYBOARDING I & LAB – SPECIAL NEEDS (3.0 credits/60 clock hours) This course is designed for students who may have difficulty passing the regular keyboarding course. Any student who successfully completes this course may advance into Word Processing for Special Needs or take the keyboarding exemption test required for advanced placement in the regular Word Processing course. Prerequisite: None.

KE128 KEYBOARDING II – SPECIAL NEEDS (2.0 credits/56 clock hours) This course is designed for students who may have difficulty passing Keyboarding II. Prerequisite: A student must receive a Pass grade in Keyboarding I & Lab or Keyboarding Essentials.

KE140 KEYBOARDING II LAB – SPECIAL NEEDS (1.0 credit/28 clock hours) This course is designed for students who may have difficulty passing Keyboarding II Lab. Prerequisite: A student must receive a Pass grade in Keyboarding I & Lab or Keyboarding Essentials.

KE001 KEYBOARDING SPEEDBUILDING LAB (0.5 credits/24 clock hours) This lab is designed to provide the opportunity for any student to increase keyboarding speed by using skill building software. The student's updated keyboarding speed will be recorded on the student's transcript with the grade. Prerequisite: Keyboarding I & Lab or Keyboarding Essentials.

MA105 LABORATORY PROCEDURES I (3.0 credits/60 clock hours) This course teaches the student about collecting specimens and performing a variety of laboratory procedures. The student learns to properly perform procedures such as electrocardiogram and urine testing. Prerequisites: Clinical Skills I and II, and Pharmacology.

MA205 LABORATORY PROCEDURES II (3.0 credits/60 clock hours) This course provides additional information about laboratory procedures. Emphasis is placed on blood collection and testing. Prerequisites: Laboratory Procedures I.

DS263 LAW AND ETHICS IN MEDICAL IMAGING (3.0 credits/60 clock hours) Various medical/legal and medical/ethical situations will be presented and discussed. Medical malpractice and negligence will be highlighted with multiple court cases and possible scenarios researched and reviewed. Ethical and legal standards of the Sonography professional will be presented. Discussion of how to professionally relate to multiple ethnicities will be conducted. The legal responsibility of sonographers when dealing with documentation, record keeping, privacy and confidentiality will be introduced. Other topics to be covered include patient rights, labor law, employment discrimination laws, risk management, and safety regulations and practices. Prerequisite: None.

LE601 LEGAL ASSISTANT INTERNSHIP (8.0 credits/336 clock hours) To fulfill the requirements of the internship, the student will participate throughout his/her final term in a work-experience program which directly relates to the administrative/legal office. Under the supervision of an administrator, office manager, or computer technician the student will have the opportunity to enhance his/her education, personal skills, computer skills, and observe the interaction of personnel within an office environment. Prerequisites: As per internship policy.

LE205 LEGAL TERMINOLOGY (3.0 credits/60 clock hours) This course teaches terminology commonly used in law. The course will provide context and explanations for the terminology in major content areas of the law, such as contracts, torts and constitutional law. This course will also teach the spelling and pronunciation of commonly used legal terms. Prerequisite: None.

IM217 MACHINING PROCESSES (3.5 credits/72 clock hours) A study of machine tools, tool room safety, measurement systems, bench and hand tools, fasteners, carbide tool technology, and conventional machining. Additionally, the student spends lab time learning how to successfully operate a mill, lathe, and drill press to produce simple parts. Prerequisite: Geometry & Trigonometry.

IM218 MACHINING PROCESSES (3.0 credits/58 clock hours) A study of machine tools, tool room safety, measurement systems, bench and hand tools, fasteners, carbide tool technology, and conventional matching. The students learn how to successfully operate a mill, lathe, and drill press to produce simple parts. Prerequisite: Geometry & Trigonometry.

IM219 MACHINING PROCESSES LAB (0.5 credits/24 clock hours) A study of machine tools, tool room safety, measurement systems, bench and hand tools, fasteners, carbide tool technology and conventional machining. The students spend lab time learning how to successfully operate a mill, lathe, and drill press to produce simple parts. Prerequisites: Geometry & Trigonometry. Taken concurrently with IM218 Machining Processes.

MG103 MANAGEMENT I (3.0 credits/60 clock hours) The purpose of this course is to acquaint the students with the basics of management, including basic management terminology.   Concepts of management are explored from a historical and practical perspective.   The four functions of management—planning, organizing, leading, and controlling—are defined. Managerial planning is examined and qualitative and quantitative planning techniques are introduced. Organizational design and structure is analyzed to determine its impact on goal attainment. Prerequisite: None.

MG104 MANAGEMENT II (3.0 credits/60 clock hours) Management II expands on principles introduced in Management I. This course begins by examining the role of the manager as a supervisor. Techniques of motivation and human resource management are explored. Total Quality Management and the role of the manager in the control function are defined. Methods for creating control systems including inventory control, budget creation, and quality management are analyzed. Prerequisite: None.

MG108 MANAGEMENT & SUPERVISION (3.0 credits/60 clock hours) Concepts of management are explored from a historical and a practical perspective. The four functions of management (planning, organizing, leading and controlling) are examined. Organizational design and structure are analyzed to determine the impact on goal attainment. The management hierarchy is studied and special emphasis is placed on the skills required for effective supervision. Prerequisite: None.

AC205 MANAGERIAL ACCOUNTING (3.0 credits/60 clock hours) Managerial Accounting is a one-term course that emphasizes the use of accounting data by internal managers of a business. The course highlights the difference between financial and managerial accounting, the need for managers to analyze cost behavior and make decisions based on this information, and the methods of preparing comprehensive budgets. Topics covered include fixed versus variable costs, contribution margin, break-even analysis, target selling price, target profits, sales forecasts, purchase budgets, cash budgets, and budgeted income statements and balance sheets. Prerequisites: Accounting I.

MK213 MARKET RESEARCH & STATISTICS (2.5 credits/60 clock hours) A project approach to marketing research will be presented. Actual hands-on experience in the area of collecting, analyzing and using marketing data will be stressed along with information on the uses of marketing research. Descriptive and inferential statistics as they apply to marketing research and the business world will be explored. Emphasis will be placed on studying measures of central tendency, measures of variability, probability, and sampling. Prerequisite: Marketing and Algebra.

MK101 MARKETING (3.0 credits/60 clock hours) An introduction to the principles of marketing. Through readings, case studies and lecture, the student will become familiar with consumer behavior as well as the 4 P's (price, promotion, place and product). The marketing of services and non-business situations will also be discussed. Prerequisite: None.

IM207 MATERIALS SCIENCE (3.0 credits/60 clock hours) This course introduces students to materials used in the civil engineering field and in manufacturing. These materials include metals, plastics, concrete, soils, and wood. Specific areas of study include structure, properties, and testing of materials. Prerequisite: Algebra

IM223 MECHANICAL CAD (2.5 credits/60 clock hours) An intermediate course of 2D drafting using AutoCAD. This course will present advanced commands and techniques to create, annotate, revise and print technical drawings. This course will build on the first CAD class to allow the student to become more proficient with AutoCAD. The course material will be reinforced through hands-on examples and projects. Prerequisite: Introduction to CAD.

IM250 MECHANICAL DESIGN (3.0 credits/60 clock hours) This course provides the concepts and procedures necessary to identify, describe, and use machine elements commonly found in mechanical devices. The machine elements covered include: belt and chain drives, gears, keys, shafts, seals, bearings, couplings, collars, cams, and springs. The students use lab time to assemble machine elements into working devices. Prerequisites: Physics and Algebra.

IM232 MECHANICAL DRAFTING (3.0 credits/60 clock hours) This course is a practical approach to freehand and manual engineering drawing. Included are ANSI, ASME, AWS, and SI standards. Concepts covered include scales and precision measurement, auxiliary views, sections and dimensioning. This course is a prerequisite for computer aided drafting, CAD. Prerequisite: None.

GA111 MEDIA AND DESIGN STUDY (3.0 credits/60 clock hours) This course will provide the students with an in-depth study and history of graphic design elements, related arenas (animation art, design, multi-media/web), and how they have impacted our society. Furthermore it will focus on assisting the student in preparing a career path and skills necessary for success. Regional differences and employment types are also discussed. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), and Introduction to Computer Graphics (Photoshop).

MD235 MEDICAL ADMINISTRATIVE SKILLS I (2.5 credits/60 clock hours) This course provides the required background for the responsibilities of the administrative medical assistant. This includes dealing with patients by handling telephone calls, scheduling appointments, greeting patients, preparing effective written communications, and transcribing chart notes. The student will be introduced to the procedures for preparing and organizing patients' charts and the financial records of the medical office. Prerequisites: Keyboarding Essentials or Keyboarding I & Lab and Medical Terminology I and II.

MD236 MEDICAL ADMINISTRATIVE SKILLS II (3.0 credits/60 clock hours) This course reinforces the procedures developed in Medical Office Procedures with additional emphasis on the maintenance of financial and medical records. It also presents the tasks involved with office management. Prerequisites: Medical Administrative Skills I, and Microsoft Office

MA601 MEDICAL ASSISTANT INTERNSHIP (8.0 credits/336 clock hours) The student will work in a professional atmosphere under the supervision of experienced professionals to fulfill the requirements of the internship. The experience will provide the student with an opportunity to enhance his/her education, personal skills, and observe the interaction of personnel within an office setting. Prerequisites: As per internship policy.

MD207 MEDICAL INSURANCE FORMS (3.0 credits/60 clock hours) This course introduces the student to medical insurance and handling of claims (CMS-1500 and UB-04) for various types of third-party carriers including managed care, Medicare, Medicaid (Pennsylvania) and TRICARE. The guidelines for coding diagnoses for outpatient services will be presented and coding of professional services utilizing CPT will be further emphasized. Medical abbreviations and symbols will also be presented. Prerequisite: ICD-9-CM or ICD-9-CM I and CPT-4.

HI205 MEDICAL LEGAL ASPECTS (2.0 credits/36 clock hours) This course is the study of basic concepts, terminology, and principles of law and their application to the health care field and health information departments. Legal issues dealing with confidentiality of health information, release of health information, consent forms, liability of health care providers, HIPPA regulations, and other current issues will be presented. Prerequisites: Introduction to the Health Care Field.

MD229 MEDICAL OFFICE PROCEDURES (2.5 credits/60 clock hours) This course provides the required background for the responsibilities of the administrative medical assistant. This includes dealing with patients by handling telephone calls, scheduling appointments, greeting patients, preparing effective written communications, and transcribing chart notes. The student will be introduced to the procedures for preparing and organizing patients' charts and the financial records of the medical office. Prerequisites: Keyboarding Essentials or Keyboarding I & Lab and Medical Terminology I and II.

MD601 MEDICAL OFFICE SPECIALIST INTERNSHIP (8.0 credits/336 clock hours) The student will work in a professional medical atmosphere under the supervision of experienced professionals to fulfill the requirements of the internship. The experience will provide the student with an opportunity to enhance his/her education, personal skills, and observe the interaction of personnel within an office environment. Prerequisite: As per internship policy.

MA109 MEDICAL SEMINAR (3.0 credits/60 clock hours) This course is designed to implement knowledge and skills learned throughout the program. The emphasis is to assist the transition of students to employee. Role play/simulations of day-to-day medical office encounters are incorporated. Prerequisites: Anatomy & Physiology I and II and Lab I and II, Medical Terminology I and II, Introduction to the Healthcare Field, Clinical Skills I and II, Fundamentals of Medical Transcription, Pathophysiology, ICD-9-CM I and II, CPT-4, Medical Administrative Skills I and II, Medical Insurance Forms, Computerized Patient Billing, and Laboratory Procedures I. Taken Concurrently with Clinical Skills III, Laboratory Procedures II, Medial Legal Aspects, and First Aid and CPR.

MD114 MEDICAL TERMINOLOGY I (2.0 credits/36 clock hours) Presentation of medical terms, including medical prefixes, root words/combining forms, suffixes, abbreviations and diagnostic tests as they correlate with specific body systems presented in Anatomy & Physiology I. Prerequisite: None, but taken concurrently with Anatomy & Physiology I.

MD105 MEDICAL TERMINOLOGY II (2.0 credits/36 clock hours) Presentation of medical terms, including medical prefixes, root words/combining forms, suffixes, abbreviations and diagnostic tests as they correlate with specific body systems presented in Anatomy & Physiology II. Prerequisites: Anatomy & Physiology I and Medical Terminology I. Taken concurrently with Anatomy & Physiology II. Additional Prerequisite for DMS programs: Successful completion of MD114 Medical Terminology I with a minimum of a "C" grade.

MD225 MEDICAL TRANSCRIPTION (2.5 credits/60 clock hours) The student is further introduced to acute care/inpatient work types such as history and physical exams, operative reports, discharge summaries, consultations, and ancillary department reports. Transcription fo advanced healthcare dictation using advanced proofreading, editing, and research skills, while meeting progressively demanding accuracy and productivity standards. Prerequisites: Fundamentals of Medical Transcription and Medical Transcription Skillbuilding.

MD203 MEDICAL TRANSCRIPTION SKILLBUILDING (2.5 credits/60 clock hours) The student is further introduced to the preparation of medical reports—history and physical exams, operative reports, discharge summaries, consultations, and ancillary department reports. The medical reports are dictated and must be transcribed by the student using proper format and correct punctuation and spelling, helping students to develop their editing and proofreading skills. Prerequisites: Fundamentals of Medical Transcription.

IM240 METROLOGY (3.0 credits/60 clock hours) This course presents mechanical inspection techniques and tools used by technicians in quality, engineering, and manufacturing jobs. Topics covered include geometric dimensioning and tolerancing, common measuring tools, surface plate inspection methods, calibration techniques, and statistical analysis of measurements. Prerequisites: Geometry & Trigonometry.

IM241 METROLOGY (2.5 credits/36 clock hours) This course presents mechanical inspection techniques and tools used by technicians in quality, engineering, and manufacturing jobs. Topics covered include geometric dimensioning and tolerancing, common measuring tools, surface place inspection methods, calibration techniques, and statistical analysis of measurements. Prerequisites: Geometry & Trigonometry.

IM242 METROLOGY LAB (0.5 credits/24 clock hours) This course presents mechanical inspection techniques and tools used by technicians in quality, engineering, and manufacturing jobs. Lab exercises include geometric dimensioning and tolerancing, common measuring tools, surface plate inspection methods, calibration techniques, and statistical analysis of measurements. Prerequisites: Geometry & Trigonometry. Taken concurrently with IM241 Metrology.

CP205 MICROCOMPUTER SYSTEMS MANAGEMENT (3.0 credits/60 clock hours) This course covers material pertaining to microcomputer systems and networks. The emphasis is on how computers are networked together and how to design, use and troubleshoot networks. Prerequisite: Computer Fundamentals or Introduction to Computing (Accelerated).

CP212 MICROSOFT OFFICE (3.0 credits/60 clock hours) The current vision of MS Office is an integrated suite of applications providing word processing, spreadsheet capabilities, presentation graphics, and database management. This course will acquaint the student with a broad range of tools and techniques for each application, as well as an understanding of how information is shared between applications. Prerequisite: Computer Fundamentals or Introduction to Computing (Accelerated).

CP218 NETWORKING ESSENTIALS (3.0 credits/60 clock hours) This course in Networking Essentials will familiarize students with networking concepts, terminology, theory, design, and implementation. Topics will include network topologies, components, purposes, and administration. Prerequisite: Computer Fundamentals or Introduction to Computer Operating Systems.

DS218 OBSTETRIC ULTRASOUND (3.0 credits/60 clock hours) Presents an in-depth study of Ultrasound evaluation of the pregnant uterus in the first, second, and third trimesters. Begins with Ultrasound diagnosis of pregnancy, ectopic pregnancy, abnormalities in early gestation, miscarriage, blighted ovum, and moving on to Ultrasound dating of pregnancy, fetal anomalies, general malformations and syndromes, placental development, placental abnormalities, placental abruptio, and multiple pregnancy. Also includes discussion on infertility, genetic testing, and determination of fetal sex. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS264 OB AND GYN ULTRASOUND II (3.0 credits/60 clock hours) Sonographic description and recognition of multiple fetal syndromes, genetic malformations and anomalies will be introduced, e.g. Triploidy, Turner Syndrome, VACTERL Sequence, etc. High-Risk pregnancies including, but not limited to twin pregnancies, Gestational diabetes, and pre-eclampsia will be discussed and reviewed. Development and performance of ultrasound exams, (e.g., Biophysical Profiles, First Trimester Screening, Second Trimester Anatomical Survey, and Amniotic Fluid Index) utilized to evaluate for these abnormalities. Continues to explore the use of ultrasound in the diagnosis of gynecologic abnormalities, including ovarian, uterine, and adnexal disease. Emphasizes the techniques of scanning the pelvis for all ages. Presents Doppler and Color Doppler applications in obstetrics and gynecology. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

SS106 OFFICE PRACTICE (3.0 credits/60 clock hours) This course is designed to give the student a broad overview of the administrative professional career and its expectations through work assignments, projects, lectures, field trips and demonstrations. Areas covered will be the role of the office professional, public relations, preparing final documents, processing incoming communications, compositing assignments, outgoing communications, reprographics, communication systems and services, travel arrangements, and meetings. The student will have the experience of arranging for a speaker through a teamwork approach. Also, the student will interview a human resources or personnel manager and give a presentation to the class. Prerequisites: English I and II, Keyboarding I & Lab or Keyboarding Essentials and Keyboarding II & Lab.

SS201 THE OFFICE PROFESSIONAL (3.0 credits/60 clock hours) The Office Professional course is a capstone course for students. The course provides students with the opportunity to integrate their knowledge and skills in the areas of keyboarding, shorthand, desktop publishing, letter composition, word processing, communications, and human relations. Professionalism will be stressed. Students will also explore the changing office environment with emphasis on the electronic office. Students complete projects and activities using various computer applications. Prerequisites: Keyboarding I & Lab or Keyboarding Essentials, Keyboarding II & Lab, Word Processing, and Desktop Publishing I.

GA210 PACKAGING DESIGN (2.5 credits/60 clock hours) This course focuses on package design for a variety of products. Some assignments address real-world content while others are more experimental. Students work with concept, surface design, materials, and the physical construction of three-dimensional forms. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), Typography, Computer Graphics – Illustrator.

HI106 PATHOPHYSIOLOGY (3.5 credits/72 clock hours) This course is a study of abnormal anatomy and physiology associated with prominent clinical disease processes. Emphasis is placed on the nature, cause, diagnosis, treatment, and management of these conditions. Topics include diagnostic methods, interpretation of laboratory tests, and drug therapies. Prerequisites: Anatomy & Physiology I and II and Medical Terminology I and II.

Additional prerequisite for DMS programs: Successful completion of Anatomy & Physiology I, Anatomy & Physiology I Lab, Anatomy & Physiology II, Anatomy & Physiology II Lab, Medical Terminology I and Medical Terminology II with a minimum grade of "C" in each of the above classes.

DS120 PATIENT CARE (3.0 credits/60 clock hours) Presentation of simple to advanced patient care techniques such as moving patients, taking a history, managing patients with IV's, proper aseptic techniques, and infection control procedures. Prerequisite: None.

AC109 PAYROLL ACCOUNTING (2.0 credits/48 clock hours) Payroll accounting introduces the student to the history of employment laws in the United States, the requirements for maintaining employees' payroll records, the computations necessary to determine proper wages and appropriate tax withholdings, the procedures for remitting the taxes, and the employer's responsibilities for reporting payroll information to the various governmental agencies. Current Federal and Pennsylvania requirements will be discussed. In addition, the student will be exposed to an overview of the process necessary to record payroll transactions in a manual and computerized payroll system. Prerequisites: Accounting I or Accounting for Small Business I, and Introduction to Business Math or Business Mathematics.

HR205 PERFORMANCE MANAGEMENT (3.0 credits/60 clock hours) In this course, students will learn to use, interpret, and evaluate qualitative and quantitative tools for the selection and placement of new hires and for the assessment of current employees. The value and effectiveness of performance appraisal and management methods will be examined through a series of cases. Prerequisite: Compensation & Benefits.

PD119 PERSONAL DEVELOPMENT (1.0 credit/24 clock hours) This course is designed to explore the fundamental building blocks to a student's success in school and ultimate success in the workplace. Prerequisite: None.

MG231 PERSONAL FINANCIAL MANAGEMENT (2.0 credits/36 clock hours) Upon completion of this course, the student will be able to: set realistic financial goals; understand how, when and where a recordkeeping system should be developed; develop a budget; understand debt and debt reduction; and understand Social Security benefits. Additionally, the following topics will be covered: savings and investment, the home as an investment, funding college education, purchasing an automobile, insurance, retirement, wills, and financial fitness for women on their own. Prerequisite: None.

PD107 PERSONAL HEALTH MANAGEMENT (2.0 credits/36 clock hours) The goal of this course is to increase each student's awareness of nutrition and of current lifestyle, exercise, and health issues that may affect him/her. Through a series of lecture/workshops, field trips, and demonstrations, proper nutrition, exercise options and current health topics will be explored. Prerequisite: None.

MD200 PHARMACOLOGY (2.0 credits/36 clock hours) This course is an introduction to basic pharmacological concepts as it applies to the allied health fields. Various drugs will be presented according to their therapeutic applications. Pertinent physiology and related diseases will be reviewed. Emphasis is placed on current drug therapy. Each drug classification will be discussed in regard to its mechanism of action, main therapeutic effects and adverse reactions produced by the drugs. Prerequisites: Anatomy & Physiology I and II, Medical Terminology I and II, and Pathophysiology.

CJ203 PHYSICAL SECURITY & SAFETY (1.0 credit/24 clock hours) The use of physical controls for securing facilities, as well as methods of prevention of internal and external losses in business. Topics include parking and traffic control, security and fire alarm systems, locking systems, and electronic access control devices. Safety and liability problems are also discussed. Prerequisite: None.

GE229 PHYSICS (4.5 credits/72 clock hours) An algebra-based course for the ET, DMS, and DPP program students. Topics covered include technical measurements, mechanics, simple machines, fluids, temperature, optics, wave motion, and sound. Students work together in laboratory exercises to supplement lectures. Prerequisite: Advanced Algebra or enrolled in the Diagnostic Medical Sonography Professional Plus (DPP) program.

GE160 PHYSICS (4.0 credits/58 clock hours) An algebra-based course for the ET, DMS, and DPP program students. Topics covered include technical measurements, simple machines, light and optics, elasticity, fluids, temperature and expansion, wave motion, and sound. Prerequisites: Advanced Algebra or enrolled in Diagnostic Medical Sonography Professional Plus (DPP) program.

GE161 PHYSICS LAB (0.5 credits/14 clock hours) A lab-based course for the ET, DMS, and DPP program students. Topics covered include technical measurements, simple machines, light and optics, elasticity, fluids, temperature and expansion, wave motion, and sound. Studens work together in laboratory exercises to supplement the lectures. Prerequisites: Advanced Algebra or enrolled in Diagnostic Medical Sonography Professional Plus (DPP) program. This course is taken concurrently with GE160 Physics.

MG104 PRINCIPLES OF BUSINESS (3.0 credits/60 clock hours) This course introduces students to four major aspects of business: management, marketing, accounting, and human resources management. This overview provides students with a basic understanding of how these four interrelated components of business administration function within successful businesses. Prerequisite: None.

MK207 PRINCIPLES OF INSURANCE (2.0 credits/36 clock hours) This course is designed to provide the student with the basic knowledge necessary to make informed decisions about their personal insurance needs. The information learned in this course will help the student understand auto, home, life and health insurance coverage. Students can understand the insurance policies they currently have and identify any additional insurance coverage they might need. The student will also be introduced to risk management. Risk management discusses alternative ways to deal with the uncertainty and possibility of losses, like an automobile accident. Prerequisite: None.

HI200 PRINCIPLES OF SUPERVISION (2.0 credits/36 clock hours) This course covers a variety of topics that impact the supervisor in the work force. The areas presented include the role of the supervisor in the work place, employee expectations, goal setting, planning, problem identification and resolution, organizations and organization charts, staffing, training new employees, theories of motivation, leadership styles, effective communication, performance appraisals, counseling problem employees, legislation impacting the work place, employee safety standards and labor unions. Prerequisite: None.

MG200 PRINCIPLES OF SUPERVISION (2.0 credits/36 clock hours) Concepts of management, including basic theories, planning, controlling, organizing, staffing, and training will be presented. Emphasis is placed on human relations, motivation, leadership, and communication. Preparation of budgets, time management, dealing with unions, and writing job descriptions will also be covered. Prerequisite: None.

GA212 PRINT PORTFOLIO (2.5 Credits/60 clock hours) The course focuses on the development of the student's portfolio in preparation for entering the graphic design profession. Several projects will focus them on developing their conceptual skills, execution of final projects and professional presentation. Students will design a self-representing identity campaign incorporating a personal log, resume, and supporting body of work. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), Typography, Introduction to Computer Graphics (Photoshop), Computer Graphics – Illustrator, Typography as Design, Graphic Design Studio I, Concept Development, Advertising Design, Publication Design, Web Site Design.

CD212 PROFESSIONAL DEVELOPMENT (2.0 credits/30 clock hours) This course is taken concurrently with the internship. The faculty advisor and the student discuss the student's progress at the internship site in a group setting and, for specific problems and successes, individually. Weekly reports are submitted and the experiences of the week are reviewed. In addition, classroom instruction may be given to address areas where the interns, faculty, or site supervisors feel additional work is needed. Field trips to explore different business environments and/or to expand knowledge about the area of study may be taken. Prerequisite: Taken concurrently with the internship.

DS225 PROFESSIONAL DEVELOPMENT I (2.0 credit/30 clock hours) The student meets with his/her classmates and instructor for a full day, several times during the concurrent internship term, to discuss interesting cases which the student has researched and written up during his/her internship experience. Additional classroom time is utilized for topics which require further study and may involve outside professionals speaking to the class. Pertinent journal articles are also presented and discussed. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS226 PROFESSIONAL DEVELOPMENT II (2.0 credits/30 clock hours) The student meets with his/her classmates and instructor for a full day, several times during the concurrent internship term, to discuss interesting cases which the student has researched and written up during his/her internship experience. Additional classroom time is utilized for topics which require further study and may involve outside professionals speaking to the class. Pertinent journal articles are also presented and discussed. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

CP237 PROJECT MANAGEMENT (3.0 credits/60 clock hours) This course is designed to provide up-to-date information on how good project management and effective use of software can help manage information technology projects. Students will study the nine project management knowledge areas—project integration, scope, time, cost, quality, human resource, communications, risk, and procurement management—and all five process groups—initiating, planning, executing, monitoring and controlling, and costing—to information technology projects. Prerequisite: Technical Writing.

CJ207 PROTECTIVE SECURITY LAW (1.0 credits/24 clock hours) Basic legal issues facing a private security officer. An overview of legal powers, limitations and general liabilities are addressed. Major topics include powers of arrest, detention, search and seizure, use of force, interrogation and probable cause. The civil and criminal penalties applicable to security agents who engage in abuse of power or illegal activities are discussed. Prerequisite: None.

CJ204 PSYCHOLOGICAL FOUNDATIONS OF CRIMINAL JUSTICE (2.0 credits/36 clock hours) This course is designed to explore and apply psychological principles and practice to the varied police functions in present-day society. Some of the specific topics that will be discussed and critically examined are: the unique psychological stresses of police work and their effect on the police officer, his/her family, and the public; identification and management of the problem police officer; psychological stresses of command; psychology of crowds; riots and their effective control; the application of psychological principles of detective work. The interpersonal psychodynamics of the police with civilian complainants, victims, and violent, aggressive, individuals will be reviewed in depth. Prerequisite: Introduction to Psychology.

GE152 PSYCHOLOGY I (1.5 credits/24 clock hours) This course is an overview of basic psychological concepts. The relationship of psychology and states of consciousness to behavior is explored. Topics of study include an introduction to the areas of learning, memory, thinking, and intelligence; motivation; emotion; stress; personality; and social psychology. Emphasis is placed on the application of these principles in the student's life at work and home. Prerequisite: None.

GE214 PUBLIC SPEAKING (2.0 credits/36 clock hours) Public Speaking will introduce students to fundamentals in communication with an emphasis on improving speaking and listening skills. Both informative and persuasive speeches will be emphasized. Prerequisite: Taken concurrently with The Business Plan.

GA209 PUBLICATION DESIGN (2.5 credits/60 clock hours) Using skills learned from previous classes, students will apply those principles of complex design problems which involve lengthy manuscripts, multiple-page documents, large-scale formats, periodicals and/or books that are functional and typographical solutions that are sophisticated and visually distinctive. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), Typography, Computer Graphics – Illustrator.

MG207 REAL ESTATE FUNDAMENTALS (2.0 credits/36 clock hours) Real Estate Fundamentals is designed to familiarize students with the laws, terminology, and principles governing real estate. The definitions of land, real property and real estate are the basis from which the course is built. The concept of title as well as the transfer of property and rights therein will be discussed. An introduction to real estate financing, including mortgage law, documentation, foreclosure and the primary and secondary markets will be discussed. Prerequisite: None.

MG211 REAL ESTATE PRACTICE (2.5 credits/60 clock hours) Where Real Estate Fundamentals was a theoretical course focusing on the ownership rights and legalities of real property, Real Estate Practice emphasizes the practicalities of the real estate business. Subjects that will be covered in detail are the following: specialization within the real estate business including brokerage and sales, property management, investment and appraisal, real estate finance, and closing of the real estate transaction. Title records, fair housing laws, and the Pennsylvania Real Estate Licensing and Registration Act will be examined. Prerequisite: Real Estate Fundamentals.

MG210 REAL ESTATE PRACTICE (3.0 credits/60 clock hours) Where Real Estate Fundamentals was a theoretical course focusing on the ownership rights and legalities of real property, Real Estate Practice emphasizes the practicalities of the real estate business. Subjects that will be covered in detail are the following: specialization within the real estate business, including brokerage and sales, property management, investment and appraisal, real estate finance, and closing of the real estate transaction. Title records, fair housing laws, and the Pennsylvania Real Estate Licensing and Registration Act will be examined. Prerequisite: Real Estate Fundamentals.

SS110 RECORDS MANAGEMENT (1.5 credit/30 clock hours) This course teaches the fundamentals of filing through a series of instructions, exercises and quizzes. Using a practice file kit, the student will apply correct procedures for filing records as well as requests to charge out records and follow-up. Records retention, transfer, and disposition will be discussed. Alphabetic, numeric, correspondence, and subject systems will be used in accordance with popular ARMA rules. Prerequisite: None.

HR104 RECRUITMENT, PLACEMENT & RETENTION (3.0 credits/60 clock hours) This course provides students with the knowledge and skills required to plan and implement policies and practices to acquire and retain staff to meet an organization's employment needs. Job analysis, employment sourcing, employee selection and placement, and retention strategies are explored. Prerequisite: Introduction to Human Resources Management.

CJ107 REHABILITATION OF THE OFFENDER (2.0 credits/36 clock hours) Through examination of literature, this course will explore correctional programs designed to rehabilitate offenders. The study of both institutional treatment models and community-based models will include: family intervention, counseling, self-help programs, diversion, house arrest, community service, probation and halfway houses and others. Prerequisite: Introduction to Psychology.

MK191 RETAILING (3.0 credits/60 clock hours) This course examines the different aspects of working in a retail store. Duties such as merchandising inventory control, pricing, buying, store operations, display, and store management will be stressed. Field trips and retailing-oriented speakers will be used to give the student a true picture of the world of retailing. Prerequisite: None.

MK192 SELLING (2.0 credits/48 clock hours) Principles of personal selling and selling techniques will be presented. Attention will be focused on the fact that personal selling is a key element of a firm's promotional strategy. Particular emphasis will be placed on building person-to-person relationships; how and why customers buy; and the role of salespeople as advisors, consultants, and partners to the buyer. Traditional topics such as prospecting, the sales presentation, negotiating resistance, and closing a sale will also be examined. Prerequisite: None.

CP231 SERVER OPERATING SYSTEMS (3.0 credits/60 clock hours) This course in server operating systems will cover topics essential to the installation, configuration, and administration of a current Microsoft Windows server operating system. Prerequisites: Networking Essentials.

CP111 SERVER SIDE WEB PROGRAMMING (3.0 credits/60 clock hours) This course in web programming will introduce students to concepts of server-side scripting using tools such as PHP, ASP, and CGI. Prerequisites: Web Site Design and Introduction to Programming.

MG223 SMALL BUSINESS MANAGEMENT (2.0 credits/48 clock hours) This course will feature a real project detailing the fundamental principles of starting and maintaining a real small business. Retail, manufacturing and service businesses will be examined. Emphasis will be placed on financing and managing business operations, developing and executing a marketing strategy, understanding business risks, and organizational structure and legalities. The course is project oriented. Prerequisites: Marketing and Accounting I.

GE151 SOCIOLOGY I (2.5 credits/36 clock hours) In this course, students are encouraged to think about society critically, by examining such topics as culture, socialization, social interaction, deviance, social inequality, of current and social change. Students are encouraged to develop and use their sociological imagination in the study of current sociological issues. Prerequisite: None.

GE154 SOCIOLOGY FOR CRIMINAL JUSTICE (3.0 credits/48 clock hours) In this course, students are encouraged to think about society critically, by examining such topics as: culture, socialization, social interaction, social inequity, and social change. Included are the study of race and ethnicity, sex and gender, families, government, healthcare, urbanism and the environment. Prerequisite: None.

CP214 SOFTWARE SURVEY (3.0 credits/60 clock hours) Students will have the opportunity to install and explore a wide variety of commercial software packages in this course. The emphasis will be on independent learning, so that the students will develop the skills necessary to install, evaluate, and use software packages that they will encounter in the future. In addition, students will be required to make an oral marketing presentation on one package, and to develop and conduct a training workshop to train several other students, using that same or another software package. Prerequisites: Computer Fundamentals or Introduction to Computing or Introduction to Operating Systems and Word Processing.

IM246 SOLID MODELING CAD (3.5 credits/72 clock hours) An introductory course of 3D solid parametric modeling using Autodesk Inventor. This course will present methods to create part models and assemblies, and create multi-view drawings based on those models and assemblies. The course materials will be reinforced through hands-on examples and projects. Prerequisite: Mechanical CAD.

GE224 SPEECH (1.0 credit/24 clock hours) This introductory course offers fundamentals in communication with emphasis on improving speaking and listening skills. This course will emphasize informational speeches and familiarize students with formal speech preparation, presentation skills, and nonverbal communication. Prerequisite: None.

CP104 SPREADSHEETS (3.0 credits/60 clock hours) This course uses a problem-solving approach to teach spreadsheet functions. The student will be introduced to beginning and intermediate level spreadsheet functions that will be used for creating, manipulating, and enhancing a worksheet; for creating graphics based on the worksheet; enhancing a worksheet; and integrating worksheets and graphics. Prerequisite: Computer Fundamentals or Introduction to Computing (Accelerated).

GE216 STATISTICS (4.0 credits/60 clock hours) This introductory course is designed to give the student a basic knowledge of descriptive and inferential statistics. The following areas are covered: statistical data, averages, dispersion, data display, probability, and sampling. Prerequisite: Algebra.

HR105 STRATEGIC MANAGEMENT (3.0 credits/60 clock hours) The leadership role of the human resources professional within the business organization is the focus of this course. Students will be prepared to plan and manage organizational change based on corporate initiatives and employee feedback. Leadership, project management, and change management concepts are reinforced. Prerequisite: Principles of Business and Introduction to Human Resources Management.

CP203 SYSTEMS ANALYSIS & DESIGN (3.0 credits/60 clock hours) This course is designed to teach students who are already familiar with systems hardware, programming, and the program development cycle and software applications, how to analyze and design a small and large systems. To do this, students will focus on the five components of a business information system and use a process known as the systems development life cycle. Prerequisites: Database and Hardware.

CP204 SYSTEMS ANALYSIS & DESIGN PROJECT (3.0 credits/60 clock hours) This course serves as a practicum for the CIS program. As far as possible, students will be assigned an area of business and work with management and users in designing system solutions, writing (or choosing) the actual software, making hardware recommendations, designing user's guides, and (where appropriate) training users of the system. Students will document all details of the process by preparing a comprehensive, in-depth project folder. Prerequisites: Introduction to Programming, Database, Hardware, and Systems Analysis & Design.

CP230 TCP/IP (3.0 credits/60 clock hours) This course in TCP/IP will cover topics essential to the installation, configuration, and administration of the TCP/IP protocol suite. Prerequisites: Networking Essentials.

GE237 TECHNICAL WRITING (2.5 credits/36 clock hours) The students will apply their English I and II experience in learning how to write effective business documents. Types of documents include: resumes, cover letters, technical descriptions, process descriptions, work instructions, and

proposals. The students perform readability tests and learn how to improve existing documentation. Prerequisites: English I, English II, and Word Processing.

CP245 TELECOMMUNICATIONS (3.0 credits/60 clock hours) This course offers an introduction to both the technical and business aspects of data and voice communications. It covers the OSI stack with an emphasis on the lower layers and an overview of the public switched telephone network. Topics include: voice communications, wireless communications, data communications, wide area networks, and broadband technologies. Prerequisites: Hardware and Networking Essentials.

SS103 TELEPHONE & RECEPTIONIST TECHNIQUES (1.0 credit/24 clock hours) This course is designed to give the student formal training on how to answer the telephone professionally and greet the office visitor in a businesslike manner. Prerequisite: None.

CJ206 TERRORISM AND HOMELAND SECURITY (2.0 credits/36 clock hours) Studies the phenomena of international and domestic terrorism from the historical and criminal justice perspectives. Historical and political viewpoints are discussed, as well as a study of the changing trends in homeland security and justice. Prerequisite: None.

HR203 TRAINING & DEVELOPMENT (3.0 credits/60 clock hours) Basic elements of adult learning processes will be introduced as the foundation of developing and implementing employee-training programs designed to increase individual and organizational effectiveness. Various training methods are applied to orientation procedures, specialized training, and instruction in occupational policies and procedures. Students will learn to evaluate and revise training activities to comply with employment laws and to achieve organizational goals. Prerequisite: Introduction to Human Resources Management.

KE114 TRANSCRIPTION (1.5 credits/30 clock hours) This course stresses aural communications correctly transcribed into mailable business letters. Prerequisite: Keyboarding I & Lab or Keyboarding Essentials, Keyboarding II , Keyboarding II Lab and English II.

GE132 TWENTIETH CENTURY CULTURE (2.0 credits/36 clock hours) A survey of modern Western culture from circa 1900 to 2000. The course will give students a familiarity with major figures and ideas of the century in the arts, science and politics. Important historical periods and events will be presented through literature, music and the visual arts in order to give students a better understanding of the present. Prerequisite: None.

GA105 TYPOGRAPHY (3.0 credits/60 clock hours) This fundamental typography course focuses on the expressive and functional aspects of typography in graphic design. Assisting the student in forming a basic understanding of typography based design elements will enable them to advance themselves imaginatively, creatively, and eloquently. Prerequisite: None.

GA203 TYPOGRAPHY AS DESIGN (3.0 credits/60 clock hours) Continues the study of typography; this course will further examine the relationship of type and graphic design. Using traditional and computer generated typography as a dominant element, projects will be accomplished to study current typographic trends in graphic design. Prerequisite: Typography.

GA205 TYPOGRAPHY – EXPRESSIVE & EXPERIMENTAL (3.0 credits/60 clock hours) Emphasis is placed on the expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools. Prerequisite: Typography.

GA303 TYPOGRAPHY – HIERARCHY (3.0 credits/60 clock hours) This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem-solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills. Prerequisite: Typography.

DS201 ULTRASOUND PHYSICS & INSTRUMENTATION I (2.0 credits/48 clock hours) This course presents basic physics of diagnostic ultrasound, including properties of pulse-echo ultrasound, display modes, instrumentation, and resolution. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS229 ULTRASOUND PHYSICS & INSTRUMENTATION II (2.0 credits/48 clock hours) Begins with discussion of the Doppler effect, calculation of flow velocities via the Doppler equation, methods of spectral analysis such as FFT (fast fourier transformation), analog and digital displays, and color Doppler. Covers properties of Doppler ultrasound instruments such as pulse repetition frequency (PRF), aliasing, and Nyquist limit. Includes discussion of power and intensity measurements of ultrasound instruments, and various methods of calculating dosage. Discussion of legal ramifications of output power of ultrasound instruments. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS210 ULTRASOUND OF THE THYROID, BREAST, AND SUPERFICIAL STRUCTURES (3.0 credits/60 clock hours) Describes diseases and sonographic anatomy of the breast, including discussion of Xray, mammography, ultrasound screening, and biopsy. Presents endocrinology of the thyroid gland, including diseases such as thyroiditis, multinodular goiter, hyper and hypothyroidism, and various benign and malignant tumors. Also describes diagnostic blood tests for thyroid dysfunction. Other topics include evaluation of the testicles and prostate gland, superficial cysts, and muscle tumors (sarcoma). This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

CP224 UNIX/LINUX ADMINISTRATION (3.0 credits/60 clock hours) This course will equip the student with the ability to perform basic and intermediate level system administration tasks in the UNIX/Linux operating environment. The class will take a practical hands-on approach to learning UNIX administration. Each student will be provided with his/her own workstation during class, in which they will be afforded 'root' privileges. Prerequisite: Each student must have successfully completed UNIX/Linux Essentials receiving a "C-" or better, in order to enroll in this course.

CP223 UNIX/LINUX ESSENTIALS (3.0 credits/60 clock hours) This course will equip the student with the ability to perform basic and intermediate level system administration tasks in the UNIX/Linux operating environment. The class will take a practical hands-on approach to learning UNIX administration. Each student will be provided with his/her own workstation during class, in which they will be afforded "root" privileges. Prerequisite: Introduction to Operating Systems or Computer Fundamentals.

DS254 VASCULAR PATHOPHYSIOLOGY (3.0 credits/60 clock hours) Systematic presentation of diseases and conditions of the vascular system. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS252 VASCULAR TECHNOLOGY I (3.0 credit/60 clock hours) This is an in-depth course teaching various applications of ultrasound to the diagnosis and treatment of vascular disorders, including cebrovascular, aorto-iliac and lower extremity arterial and lower extremity venous disease. It begins with the anatomy and physiology of the extracranial arterial, lower extremity venous and lower extremity arterial circulation systems and includes pathogenesis and duplex assessment of aorto-iliac lower extremity atherosclerosis and aneurysmal disease, cerebral ischemia, deep vein thrombosis, and venous insufficiency. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS253 VASCULAR TECHNOLOGY II (3.5 credits/72 clock hours) This is a course teaching various applications of ultrasound in the diagnosis and treatment of vascular disorders, building upon the continuing topics in Vascular Technology I. This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

DS258 VASCULAR ULTRASOUND SPECIAL TOPICS (3.0 credits/60 clock hours) This course will focus on instructing the student in the assessment of case studies and journal articles, the development of preliminary reports, and the completion of an in-depth research paper and presentation. The classroom discussion and instruction will revolve around special aspects of vascular testing, new procedures, vascular laboratory management and assessment of new vascular treatment methods such as endovascular grafts, stents, dialysis access, and arterial and venous mapping. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs. Entrance into this class is granted after successful completion of all classes in prior terms with a "C" or better grade.

GA301 VIDEO PRODUCTION AND EDITING (3.0 credits/60 clock hours) This course introduces the student to video production and non-linear digital video editing. Instruction is given on basic techniques of projection incorporating camera operation, lighting, audio, and storyboarding. Using appropriate software, the student will learn how to operate desktop non-linear editors. Prerequisites: None.

CP200 VISUAL BASIC.NET (3.0 credits/60 clock hours) The course will focus on advanced techniques in Visual BASIC; including procedures, arrays, sequential files, random access files, control break reports and graphics. Good documentation will continue to be emphasized. Prerequisite: Introduction to Programming and Logic.

CP225 WEB SERVER (3.0 credits/60 clock hours) This course will introduce the student to two popular Web servers, Apache and Microsoft IIS. The student will learn how to install, configure, manage and maintain both of these applications. The course will address issues such as security, performance, virtual hosting, CGI, etc. Each student will control his/her own machine, in which he/she will install and configure the Web server software. Prerequisite: UNIX/LINUX Essentials, Web Site Design.

CP233 WEB SITE DESIGN (3.0 credits/60 clock hours) This course introduces Web site design using Macromedia Dreamweaver and Web graphics editing using Adobe Fireworks or Adobe Photoshop. Students will learn the basic techniques of creating Web sites using Dreamweaver as well as using HTML programming code. Various methods of site design will be covered. The course will then cover intermediate and advanced Web design features, enabling students to create more dynamic, interactive and commercially viable Web pages. Students will also learn to create and edit graphs, images and animation for the Web. Prerequisite: Computer Fundamentals or Introduction to Computing (Accelerated).

CP228 WEB SITE DESIGN II (3.0 credits/60 clock hours) This course introduces advanced web site design techniques using Adobe Dreamweaver and Advanced Web graphics editing using Adobe Photoshop. Students will learn advanced techniques of creating Wet sites using Dreamweaver XHTML programming code. Various methods of site design will be explored. Primary focus will be on further developing the students skills using CSS/ AJAX/ and Javascript when developing a website, enabling students to create more dynamic, interactive, and commercially viable Web pages. Prerequisite: Web Site Design.

LE212 WILLS & ESTATES (2.0 credits/36 clock hours) Provides students the opportunity to develop their understanding of the wills and estate planning process. The course involves a discussion of probate procedures, practices and personnel. Focus is placed on the systems used in Pennsylvania. Topics include state planning tools, probate property, intestate succession, changing and revoking wills, types of trusts and probate taxes. Prerequisite: None.

WP202 WORD PROCESSING (3.0 Credits/60 clock hours) This course is designed to provide students with the basic understanding of word processing applications, concepts, and terminology. The purpose of the course is to develop an ability to use the current version of Microsoft Word for both professional and personal use. Prerequisite: Keyboarding I & Lab or Keyboarding Essentials.

WP202 WORD PROCESSING SPECIAL NEEDS (3.0 credits/60 clock hours) This course is designed for students not enrolled in the Administrative Professional program. It will provide a basic understanding of word processing concepts and skills. Students will progress as far as possible according to their ability. Prerequisites: Keyboarding I & Lab – Special Needs or Keyboarding Essentials.

WP208 WORD PROCESSING FOR MEDICAL PROFESSIONALS (3.0 credits/60 clock hours) This course is designed to provide students pursuing careers in allied health to develop the basic understanding of word processing keyboarding applications, concepts, and terminology. The purpose of the course is to develop an ability to use the current version of Microsoft Word for creating, editing, and formatting documents that students may find in an office setting of a hospital or medical practice. Prerequisites: Keyboarding I & Lab or Keyboarding Essentials.

GE155 WRITING FOR CRIMINAL JUSTICE (4.0 credits/60 clock hours) Students will apply the principles of grammar, punctuation, usage, composition, and critical thinking to writing effective legal and business messages. Students will learn acceptable business correspondence formats and will prepare a resume, a letter of application, and a thank-you letter. Students will also write a legal article for publication. As a final project, students will also produce a legal issue brief on recent legal legislation or case law. The legal brief will discuss the issues, identify stakeholders, and evaluate the pros and cons of the issue. Some writing assignments will team students with partners for a collaborative writing experience. Students will also take weekly vocabulary/writing quizzes, and the average score of all quizzes will equal one test score. Prerequisite: English II.

ACADEMIC INFORMATION

Attendance . . .

In order to assure the best possible training, prompt and regular attendance is expected. All students must be present for tests and examinations.

A student should notify the school of his/her absence and the cause preferably before the first class in the morning. Absences due to illness, death in the immediate family and unusual circumstances are considered excused. If the student must leave the school early or arrives late, he/she is required to sign in or out at the main desk.

Repeated absences or late arrival for class will necessitate the student to meet with the school Director or Academic Affairs Officer to discuss the student's willingness to continue in the program. Excessive absences could result in dismissal. See Automatic Withdrawal.

Excessive Absences. If a student is absent from any individual course for a period of 10 consecutive school days, the student will be withdrawn from that course. After the official drop period for the term (at the 75% point), students will receive the grade earned and may not withdraw from any class.

If a student has mitigating circumstances as to why he/she was absent and has notified the school of such circumstances, he/she may appeal an excessive absence withdrawal decision. The appeal regarding this decision must be made to the Director of Education or the Academic Affairs Officer in writing. A decision on the appeal will be made by the Academic Affairs Committee comprised of the Director, the Director of Education, the Academic Affairs Officer, the student's faculty advisor, and the Financial Aid Director. The student will be expected to explain what type of circumstances contributed to the excessive absence problem; include the necessary documentation, and discuss the plans the student has to eliminate those potential problems in the future. The decision of the committee will be final.

Please see the chart below.

Class Meets:	Absences in 10 Consecutive School Days:	Outcome:
1 time per week	2	Withdrawal from class
2 times per week	4	Withdrawal from class
3 times per week	6	Withdrawal from class
4 times per week	8	Withdrawal from class
5 times per week	10	Withdrawal from class
6 times per week	12	Withdrawal from class

Attendance not only affects how you do in class, but also will affect how employers view you when you are ready for employment.

Course Registration Cancellation. To be considered registered for a course, students must attend classes within the first five days of the term. After the fifth day, a student's registration for any course(s) will be canceled.

Credit Structure, Credit Transfer, And Exemption Credit . . .

A quarter credit hour is a unit of curricular material that is taught in a minimum of 14 clock hours of instruction. For laboratory instruction, a quarter credit hour represents a minimum of 28 clock hours. For internship (practicum/directed practice) experience, a quarter credit hour represents a minimum of 42 clock hours.

Note: A quarter credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

Transfer credit from an accredited business school, college or university to South Hills School of Business & Technology is considered on an individual basis. No more than 50 percent of program credits can be transferred into a student's program. Technical (computer) courses or core program courses shall be considered for credit if they have been completed within the last five years (may be extended if an academic award was received or the student is working in the field). Specific or required math and science courses have a ten-year age limit. General education credits have no age limit. In order to be considered for transfer credit, the student must supply an official copy of his/her college transcript, along with a copy of the course description(s) no later than the start of his/her first term.

Transfer credits may include credits from an accredited business school, college or university and College Level Exam Prep (CLEP) credits. Transfer credit may be granted: (1) if the course taken at another post-secondary institution was successfully completed with a grade of "c" or better, (2) meets the age of credits requirement, and (3) is comparable to the course given at South Hills School of Business & Technology.

Prior Learning Assessment credit (PLA) is available to students under certain circumstances. If PLA credits are granted, the credits will be counted within the 50 percent transfer rule. A maximum of 12 PLA credits will be allowed.

South Hills School of Business & Technology reserves the right to require the student to take an exemption examination if the student exhibits enough prior knowledge to potentially complete the exam successfully. Successful completion of the exam would give the student Exemption Credit, which will be counted within the 50 percent transfer rule. There is a standard $25 fee for an exemption test.

Exemption tests are available to take from a limited number of classes. A $25 fee is required for all exemption tests except Algebra, Computer Fundamentals, and Introduction to Computing.

Transfer, CLEP, PLA and exemption credits will not be used in calculating the student's GPA or in calculating academic progress.

If a student is eligible to be exempt from a course, that student may substitute an elective or may take a reduced course load.

Prior to taking an exemption test, it is the student's responsibility to obtain accurate information from the Business Office as to the effects such exemption credit may have on his/her financial aid and tuition charges.

If a student is exempting out of a class, such action should be discussed with someone in the Academic Affairs Office.

A $25 per-credit charge will be assessed when a new test is developed for an individual request. The Director will decide any exceptions to this policy.

Decisions concerning the acceptance of credits earned in any course taken at the school are made at the discretion of the receiving institution. The school makes no representation whatsoever concerning the transferability of any credit earned at the school to any other institution. Any student considering continuing his/her education at, or transferring to, another institution, must contact the registrar of that receiving institution to determine what credits earned at South Hills, if any, that institution will accept.

Clock Hours . . .

A clock hour is equivalent to 50 minutes of classroom instruction. The total clock hours listed for each program are the minimum required by the school for completion of a diploma or degree.

Make-Up Work . . .

Each faculty m ember will establish and publish his/her specific policies regarding the circumstances in which students are allowed to make up work, quizzes, and exams missed because of excused absences. If make-up work is allowed, students will not be charged any additional fees to submit this work.

Teleconferencing . . .

On occasion, courses will be delivered via teleconference. In those cases, the primary instructor will be on location with one group of students, while an assistant instructor will be in the classroom with students at the second site. The primary instructor of the course will prepare all course materials and assign grades to all students.

Grading . . .

Students are graded on the basis of overall performance, including class attendance, attitude, work and study habits, periodic examinations and the attainment of the necessary levels of proficiency in class. An overall "C" average is necessary for graduation.

The grading scale used at South Hills School of Business & Technology is below. Please note that instructors are permitted to give "plus" or "minus" grades but that the plus or minus will make no difference in the grade-point equivalent.

A	= 95-100 (4.0)	C+	= 83-84 (2.0)
A-	= 93-94 (4.0)	C	= 78-82 (2.0)
B+	= 91-92 (3.0)	C-	= 76-77 (2.0)
B	= 87-90 (3.0)	D	= 70-75 (1.0)
B-	= 85-86 (3.0)	F	= Below 70 (0.0)

WD	= Withdraw, No Grade
EC	= Exempt Credit
TC	= Transfer Credit
PC	= PLA Credit
P	= Pass
I	= Incomplete

All "F" grades must be repeated. The mark of "I" (incomplete) is entered on the record when a student cannot complete course requirements because of extenuating circumstances within the normal time limit of the course. An incomplete grade must be removed two weeks after the completion of the course or it automatically becomes the grade earned. This time frame may be adjusted at the discretion of the Director or instructor.

A student must attain a "C" grade in all major courses in his/her curriculum except in the Business Administration – Accounting and Medical Office Specialist programs which allow a "D" in one major course. If a student changes his/her curriculum, it will be necessary for him/her to repeat any course for which he/she receives a "D" grade which is a major course in the new program.

Students enrolled in the Health Information Technology program must earn a "C" or better in ALL courses in order to graduate. This requirement also applies to the student's eligibility to sit for the Registered Health Information Technology (RHIT) examination. Students earning less than a "C" would have to repeat the course or courses before they earn their associate degree in this field or take the RHIT examination.

Students enrolled in the Diagnostic Medical Sonography, Diagnostic Medical Sonography Professional, and Diagnostic Medical Sonography

Professional Plus programs must meet the following requirements: Entrance into each term is granted only after successful completion of the coursework in all prior terms. Successful completion constitutes a "C" or better. The following could result in academic dismissal from any of the DMS programs: (1) less than a "C" in any course in the sonography curriculum and (2) students that do not complete term prerequisites.

Some courses may be impossible to grade with the usual grading scale. In those courses a Pass/Fail scale may be used. If a course is to be graded on this basis, the student will be notified by the instructor in the syllabus.

A student passing a Pass/Fail course will receive no quality points and the credits received will **not** be used in calculating the grade-point average. Failures are treated as an "F" in the usual scale.

Note: Algebra, Advanced Algebra, and Geometry & Trigonometry are considered major courses in the Engineering Technology program. Additionally, a "B" or better grade in Algebra is required to get into Advanced Algebra and to continue in the Engineering Technology program. Any exceptions to this requirement are addressed on a case-by-case basis and must be approved by the math and technology program coordinators.

Instructors will distribute specific course grading requirements at the beginning of each course.

To determine your GPA, use the following formula: Divide the total quality points by the total credits attempted minus the credits withdrawn. Plus and minus grades will not effect the student's GPA.

Report Cards . . .

Report cards are distributed to the students at the conclusion of each term. A grade, the number of absences, grade-point average, and the speed attained in skills courses are indicated on the report.

At the mid-term period review meetings will be held with all students receiving below a "C" grade.

Dean's List . . .

In 1979 a Dean's List was established to honor those students in all curricula who receive a grade-point average of 3.5 or better in any term. Students must be taking 6.0 credits (half-time) to be eligible for the Dean's List. A list of those students to be so honored is posted at the school at the end of each term. At graduation, students will be further honored for maintaining high academic excellence for all terms attended.

Double Major . . .

A double major may be earned at South Hills School of Business & Technology by taking the additional courses necessary to finish the second major beyond those courses required for the first major.

Degree/Diploma Completion . . .

South Hills School understands that an interruption of a student's education may occur. Students often reapply and finish their education at a later date. Students enrolled in an ASB/AST degree or diploma program at South Hills School must complete that program within five years from the date they first enroll in that program. Any student wishing to complete a degree/diploma in which he/she originally enrolled beyond this time must seek permission from the Director. Please see the financial aid section of this catalog for information about degree completion as it relates to financial aid eligibility.

Distance Education . . .

In addition to our regular, on-campus classes, students may have the opportunity to attend real-time, video-based classes that are taught by experienced faculty. These classes have the exact same content, instructors, and expectations as the on-campus classes; the only difference is that students watch the instructor onscreen in a state-of-the-art multimedia lab, fitted with communications equipment that allows them to interact with their instructor as if they were in the same room.

There are no additional fees associated with taking distance-education classes at South Hills. Regular tuition covers all costs.

Changing Programs/ Dropping & Adding Courses . . .

A student may contact the Academic Affairs Officer with a request to change programs at any time. The Academic Affairs Officer will develop a projection of courses and the time which will be necessary to complete the new program. The change in program will become effective at the start of the following term.

A student may add a course no later than one week after the course begins. A student dropping a course after that time period and before the end of the ninth week of a full-term course or the fourth week of a half-term course will receive the notation, "Withdrew," on the transcript. A student withdrawing from a course after the drop period (at the 75 percent point) will receive the grade earned for the course.

To officially make any change, the student must complete the official Drop/Add/Change of Program form, obtainable from the academic affairs office. The drop, add, or change of program is not effective until all signatures have been obtained on the form. In the case of dropping a course, the student is to continue to report to class until the form has been completed.

Satisfactory Progress . . .

The academic year for students enrolled at South Hills School of Business & Technology is three 12-week quarters per year. The school determines at the end of each quarter that a student is progressing satisfactorily, using the grade-point average. The student is notified of an "academic warning" or "academic probation" status by a notation on his/her report card and notification of a required meeting with the Academic Affairs Officer.

The maximum allowable time frame for a student to complete the program in which he/she has originally enrolled is 1.5 times the length of the program (see Table 1 below). At the 25 percent point of the program a student must have successfully completed 55 percent of his/her credits attempted with a minimum cumulative GPA of 1.25. At the 50 percent point of his/her program, the student must have successfully completed 67 percent of credits attempted with a minimum of a 1.5 cumulative GPA. At the completion of the program, the student must have a 2.0 cumulative GPA in order to graduate. In programs longer than two years, at the two-year point (six quarters), students must have a minimum of a 2.0 cumulative GPA. In cases where a student enrolled in a two year program is still enrolled after two years, the student must have a minimum of a 2.0 cumulative GPA at the end of the two-year point (six quarters) and at the end of each subsequent academic year. **In no case can any student exceed one and one-half times the standard program length and receive the original academic credential (diploma or ASB/AST degree) for which he or she enrolled.**

Table 1

School Program Length	Maximum Time Frame (School Program Length x 1.5)	25 % Evaluation Point	50 % Evaluation Point
2 quarters	3 quarters	End of 1st quarter	End of 1st quarter
3 quarters	4 quarters	End of 1st quarter	End of 1st quarter
4 quarters	6 quarters	End of 1st quarter	End of 2nd quarter
6 quarters	9 quarters	End of 1st quarter	End of 3rd quarter
7 quarters	10 quarters	End of 1st quarter	End of 3rd quarter
9 quarters	13 quarters	End of 2nd quarter	End of 4th quarter

Academic Warning. Students receive this notation when the quarter GPA is below a 2.0 with a cumulative GPA of 2.0 or better.

Academic Probation. At the end of the second quarter or any subsequent quarter, if the cumulative GPA is below a 2.0, probation becomes automatic. At the completion of any program, the student must have a minimum of a 2.0 cumulative GPA.

While on probation, the student must earn at least a 2.0 GPA each quarter to maintain diploma or associate in specialized business or technical degree status. To be removed from probationary status, a student's cumulative GPA must be a 2.0 or above, and the student must meet the requirements of the 25 and 50 percent evaluation points in the satisfactory progress policy as outlined above (see above policy and Table 2).

Table 2

Program Name	Total Credits	25% Evaluation Point	50% Evaluation Point
Administrative Professional	101.5	22	45
Business Administration – Accounting	90.0	22.0	45
Business Administration – Management & Marketing	106.5	25	51
Computers Plus	39.5	11	22
Criminal Justice	89.5	23	47
Diagnostic Medical Sonography	134.0	33	66
Diagnostic Medical Sonography Professional	55.0	13	26
Diagnostic Medical Sonography Professional Plus	83.5	21	43
Engineering Technology	107.0	25	51
Graphic Arts	106.0	25	51
Health Information Technology	94.5	23	47
Human Resource Management	97.5	24	49
Information Technology	98.0	22	45
Intensive Job Skills	28.0	7	15
Legal Assistant	93.0	22	45
Medical Assistant	102.0	22	45
Medical Office Specialist	91.0	23	47
Office Assistant	46.0	11	22
One-Year Accounting	47.0	12	24
Retail Management	42.5	11	22

Students will be placed on probation unless it is determined that a student will be unable to achieve graduation requirements within the maximum time frame as outlined above. If it is determined that a student will be unable to meet the graduation requirements within the maximum time frame allowed, the student will be dismissed. **Students may not be placed on academic probation for more than three consecutive quarters**. At the end of the third consecutive quarter of probation, the student will be dismissed from his/her program. The probationary student whose GPA falls below a 2.0 in any quarter will be dismissed from his/her program. He/she will lose all Federal, state or other student financial aid. Once the student has been dismissed from his/her program, the student may return to school as a certificate student, but will not be able to enroll in any program and will not be eligible for financial aid until the cumulative GPA reaches a 2.0. The student who has been dismissed from his/her program for three consecutive probationary periods cannot be reinstated into the program in which he/she was originally enrolled.

Extended Enrollment Status. If a student loses his/her diploma or ASB/AST degree status because of not meeting satisfactory progress

or cumulative GPA requirements, he/she will be placed on an extended enrollment status and may continue training as a certificate student. Certificate students are ineligible for any federal, state or other student financial aid. Re-entry into a diploma or ASB/AST degree program will be based on the student achieving a minimum cumulative GPA of 2.0, and successfully completing 67% of the credits attempted. The student may then be eligible for federal, state or other student financial aid. However, in no circumstances may the student exceed the 150% maximum time frame as outlined above and graduate in the original program. Credits taken by the student on extended enrollment status will be counted as credits attempted, and will be used in calculating cumulative GPA.

Failure. Students who fail all courses in any quarter are dismissed from the school as diploma or ASB/AST degree students. They may, however, continue training as certificate students and the policy below for reinstatement will apply. The student will not be eligible for financial aid during this period and will be responsible for the cost of these certificate credits.

Incompletes. An incomplete is identified on the report card with an "I." An incomplete grade must be removed two weeks after the completion of the course or it automatically becomes the grade earned. This time frame may be adjusted at the discretion of the Director or Director of Education. The incomplete grade has no effect on the GPA. However, the incomplete grade is considered as credits attempted, but not competed, in calculating the percentage needed for satisfactory academic progress. After the two week period and the course completion, the student receives his/her grade, and the student's GPA and satisfactory academic progress are recalculated.

Course incompletes must be completed within two weeks of the end of the current quarter or at the discretion of the Director or Director of Education. If the incomplete is not completed within the assigned time frame, the grade earned will result. If the incomplete takes the completed credits below the 36.0 required yearly for financial aid, the student cannot receive additional financial aid until the credits are completed.

Withdrawals. A student may add a course no later than one week after the course begins. A student dropping a course after that time period and before the end of the ninth week of a full-term course or the fourth week of a half-term course (the 75% point), will receive the notation "Withdrew" on the transcript. A student withdrawing from a course after the drop period will receive the grade earned for the course and may not withdraw from class.

A course with the designation of "Withdrew" has no effect on the quarter's grade-point average and is not considered as credits earned in calculating the percentage needed for satisfactory progress. It is counted as credits attempted in determining the maximum course completion length allowed.

After the official drop period as outlined above, students will not be allowed to withdraw from school without receiving grades, but they will receive the grades earned for all courses. If a student has mitigating circumstances as to why he/she needed to withdraw from school after the official drop period, and has notified the school of such circumstances, he/she may appeal the withdrawal decision. The appeal regarding this decision must be made to the Director of Education or the Academic Affairs Officer in writing. A decision on the appeal will be made by the Academic Affairs Committee comprised of the Director, the Director of Education, the Academic Affairs Officer, the student's faculty advisory, and the Financial Aid Director. The student will be expected to explain what type of circumstances contributed to the need to withdraw and include the necessary documentation. The decision of the committee will be final.

Repetitions. A repeated course is identified on the transcript with an asterisk beside the grade. A student may only repeat a course one time after failing (or receiving a "D" in a course considered a "major" course). The grade and credits earned for a repeated course are included when determining the GPA but not when determining satisfactory academic progress for financial aid purposes.

Pass/Fail Courses. Pass/Fail courses are rarely given and do not affect the grade-point average. Hours will count toward satisfactory progress.

Change Program. When a student changes programs or seeks an additional degree, only the credits attempted and the grades earned for those courses which are applicable to the new program will be used to determine satisfactory academic progress.

Leave of Absence. A leave of absence must be approved by the Director and Academic Affairs Officer for no longer than 60 days. A form with this approval is kept on file in both the academic office and the financial aid office. Hours do not count toward satisfactory progress.

Appeal Process. If a student wishes to appeal a satisfactory progress decision, it may be taken to the Academic Progress Committee and the student may present his/her case for a decision. A student who wishes to appeal a satisfactory progress decision may have special or mitigating circumstances. The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. This explanation must be documented and may be taken into consideration. An appeal regarding the satisfactory progress decision may also be requested in writing by a teacher, advisor, the Academic Affairs Officer, or the Director.

An appeal of the satisfactory progress decision will be taken to the Academic Progress Committee which consists of the faculty advisor in the student's program area, the Academic Affairs Officer, the Director, the Director of Education, the Student Records Coordinator, and the Financial Aid Administrator. The results of the appeal will be given to the student and to the financial aid office.

A student whose appeal has been granted will then be placed on probation. The student will then remain on probation for the specified period as outlined under the Academic Probation section above. In addition, the student on probation must meet all the requirements as outlined in the Academic Probation section and in Table 2 above.

Reinstatement Procedure. Students who have been dismissed from school and wish to be reinstated as diploma or ASB/AST degree candidates must reapply for school and attend school for one quarter as a certificate student. If the student demonstrates, after completing a minimum of 6.0 credits during that quarter with a 2.0 GPA, that he/she is academically and motivationally prepared to continue in the program, the student may be reinstated as a diploma or ASB/AST student. To be reinstated, the student must also meet the requirements of satisfactory progress as outlined above. In no case can any student exceed one and one-half times the standard program length and receive the original academic credential (diploma or ASB/AST degree) for which he or she enrolled (see Tables 1 and 2 above). The Academic Affairs Officer must approve reinstatement, which is based on evaluations made by instructors familiar with the student's work.

Program/Course Revisions . . .

Programs are reviewed annually by the Director, Director of Education, and faculty directly involved with the program and with faculty in certain core curriculum areas. The impetus to change often starts with the faculty and/or internship supervisors who are in contact with employers.

A group meeting is held with the faculty associated with the program or course area, Director of Education, and Academic Affairs Officer. Once a consensus is achieved, the change is implemented in the next year. The revisions are sent to the State Board of Private Licensed Schools, the Associate Degree Division of the Pennsylvania Department of Education (if applicable), and to ACICS. Once approval is received, PHEAA and other applicable agencies are notified and an addendum is attached to the catalog.

Current students are notified and given the choice to continue in their original program or to change to the revised program. Students are encouraged to follow the revised program because it is more up to date and reflects the needs expressed by employers.

Student Activities and Organizations . . .

Ambassadors. South Hills Ambassadors are members of a service organization who represent the school on campus, in the community, in the workplace, and at high schools. The primary mission of the Ambassadors is to endorse the educational, personal, and professional benefits of being a part of the South Hills School community. Ambassadors assist with various office tasks and school events including orientation, group visits, career and job fairs, internship luncheons, and graduations. Membership is open to all students in all majors. (All locations)

Club IT. Club IT offers students the opportunity to build their computer skills through interaction with the community around them. Club IT also provides students with the opportunity to gain additional knowledge as well as networking opportunities within the local business community. The club shows students ways in which the skills they are learning apply to the real world and gets them accustomed to working with end-users. Membership is open to students in all majors. (All locations)

C.O.P.S. C.O.P.S. was formed in 2009 and stands for Community Outreach and Public Service Club. The idea of creating a Criminal Justice club was formed by first- and second-year Criminal Justice students. Student members vote on a governing body at the beginning of the school year to help run the club more efficiently. Students will have the opportunity to be proactive with community service projects during and after school. They work together as a group to accomplish their club goal. Membership is open to students who are enrolled in the Criminal Justice program, and who are in good academic standing. (State College)

Health Careers Club.   Health Careers Club provides a unique program of leadership development, motivation, and recognition exclusively for students pursuing health care careers. The Health Careers Club will help plan and organize sponsored events, providing educational opportunities for students enrolled in allied health programs and work with faculty advisors on activities and meetings. Membership is open to students who are enrolled in allied health programs. (Altoona and State College)

Newspaper Club. Newspaper Club is a student-run club. Students conduct meetings to organize, write, and format interesting articles for current students, staff, and faculty to read. The student-run club publishes and produces three or more newspaper issues per year. Membership is open to students in all majors. (Philipsburg)

Phi Beta Lambda. Phi Beta Lambda is an association of students preparing for careers in business-related fields. PBL promotes a sense of civic and personal responsibility and develops leadership skills. The members compete in state and national competitions and perform civic duties such as organizing blood drives and promoting school spirit.   PBL strives to help students focus on business connections and community connections throughout the school year. Membership is open to students in all majors. (All locations)

Student Forum.   Student Forum plays an important role in our students' lives. The group acts as a sounding board for the student body. It was formed in March 1975 as the Student Council. In 1985 the name was changed to Student Forum. The Forum sponsors cultural, educational, and recreational events throughout the year. Student Forum provides a channel of communication between students and the administration. Membership is open to students in all majors. (All locations)

Tutors. Tutors are current students volunteering their time to help other South Hills students with their academic progress throughout the school year.   The student Tutors and the faculty work together assisting current students with their courses. Tutors provide tutoring in a variety of courses. Membership is open to students in all majors. Students must maintain a B or above in the course(s) for which they tutor. (Lewistown, Philipsburg, and State College)

Yearbook. The Yearbook club offers students a chance to publish a book reflecting their time at South Hills. The club also builds skills in layout and design, editing and proofreading, photography, marketing, advertising, and sales.   The club provides current students the opportunity to build friendships within the student body and the community. The yearbook serves as a memorable keepsake and networking tool for future events. Membership is open to students in all majors. (Lewistown)

Alumni Association. The South Hills Alumni Association was formed for the graduates of South Hills. With over 5,000 alumni from four locations, the Association continues to grow. A bi-annual alumni on-line newsletter published by the Association provides valuable news, profiles, and opportunities for continuing education and professional growth.   Staying connected to South Hills helps strengthen professional and personal networking and provides inspiration to current students. Membership is open to all graduates of South Hills School of Business & Technology.

Library . . .

South Hills School subscribes to the Ebrary electronic library. This on-line resource has more than 47,000 electronic books that cover a broad range of topics. You can read the books online, print out pages, or copy and paste sections into your documents. The Ebrary is available to all students at all locations of the school.

This resource helps students to become confident users of all types of information they will be encountering in their careers and personal lives. Because the vast amount of the information will be found in an Internet-based information universe, we believe the Ebrary provides the best means for helping students become truly information literate.

Main Campus. The open-shelf library at the main campus contains approximately nine hundred volumes of textbooks, general academic and business sources, standard reference works, and Internet research sources, as well as an online database collection to which the school subscribes. Business and technical periodicals and newspapers are also available.

Students have access to the library's catalog from any of the computers on the campus' network. Students may conduct Internet research from the library computers, as well as from any of the computers in the classrooms. Students may obtain a library card from the Penn State Library, which is located approximately three miles from the South Hills main campus.

The learning sites also have access to the school's Internet research sources. Additionally, the learning sites have access to public and/or university libraries.

Altoona Branch Campus.   The open-shelf library at the Altoona Branch Campus contains approximately nine hundred volumes of textbooks, general academic and business sources, standard reference works, general Internet research sources, as well as an online database collection to which the school subscribes. Various other general interest and business periodicals, as well as general interest fiction works are available.

General and program-specific reference materials and periodicals are kept in the library, with additional program-specific resources kept in the classrooms and maintained by the instructors.

Students have access to the library's catalog from any of the computers on the campus' network. Access to the Internet and online databases is also possible from the computers in the library, or any other networked computer at the Altoona Branch Campus. The Branch Campus also has access to public and/or university libraries.

Internship Policy . . .

A student enters into an internship only upon completion of all course work or in the term which the internship is scheduled while simultaneously completing limited course requirements. No student may begin an internship until he/she has successfully completed all major courses through the fifth term (six-term programs) or the sixth term (seven-term programs) with a "C" or better grade. A "D" is

acceptable only in a <u>terminal</u> major course where a "D" is permissible. A student must have a 2.0 cumulative grade-point average to go on internship.

Any exception made to the above policy will be determined by a joint decision of the faculty advisor of the intern, the internship committee, and the Director.

Graduation and Graduation Requirements . . .

Graduation exercises are held in June and September of each year. Graduation standards include:

- Students enrolled in diploma and associate in specialized business or associate in specialized technology degree programs are required to have a 2.0 (C) cumulative grade-point average in order to graduate from South Hills School of Business & Technology.

- Students must have completed the program of study for which they are enrolled with a minimum of a "C" grade in major courses. "D" grades in major courses must be repeated with a minimum of a "C" grade except in the Business Administration – Accounting and Medical Office Specialist programs which allow a "D" in one major course. If a student changes his/her curriculum, it will be necessary for him/her to repeat any course for which he/she receives a "D" grade which is a major course in the new program.

- Students enrolled in the Health Information Technology program must earn a "C" or better in ALL course in order to graduate. This requirement also applies to the student's eligibility to sit for the Registered Health Information Technology (RHIT) examination. Students earning less than a "C" would have to repeat the course or courses before they earn their associate degree in this field or take the RHIT examination.

- Students enrolled in any of the sonography programs must complete all coursework with a minimum of a "C" or better in ALL courses in order to graduate.

- Students are required to have completed the total credits and clock hours listed for their diploma/degree programs. No student will be permitted to participate in the graduation ceremony until all course, credits, and hours are completed.

- Students are required to pay the full balance of tuition and charges due the school prior to graduation. No student will be permitted to participate in the graduation ceremony if any balance is due the school.

- Students are required to pay the full balance of tuition and charges due the school prior to graduation in order to be eligible for awards or to participate in the graduation ceremony.

An Associate in Specialized Business Degree (ASB) will be issued to those students completing ASB degree programs who have met the standards listed above.

An Associate in Specialized Technology Degree (AST) will be issued to those students completing AST degree programs who have met the standards listed above.

A diploma will be issued to those students completing diploma programs who have met the standards listed above.

A certificate of achievement is issued to a student taking one or more of the listed diploma or ASB/AST degree classes who have attained the standards above.

Honors and Awards . . .

Students achieving a cumulative grade-point average of 3.75 or above will graduate with highest honors. Those achieving a cumulative grade-point average of 3.5 to 3.74 will graduate with honors.

Students are required to pay the full balance of tuition and charges due the school prior to graduation in order to be eligible for awards or participate in the graduation ceremony.

State College, Lewistown & Philipsburg

The Karen Louise Weber Memorial Award was established by the students and faculty in memory of a graduate. The award is presented to the graduate with the highest academic achievement in the Medical Office Specialist program.

The Susan Alliene Guglielmi Memorial Award is given to the Office Assistant graduate with the highest academic standing in the class. This award was established in memory of a graduate.

The Eva T. Burke Memorial Award is presented to the Legal Assistant graduate with the highest academic average. Eva T. Burke was the first director of the school.

The Lesa Thompson Memorial Award was established for the Intensive Job Skills program.

The Travis W. Mellott Memorial Award was established for the Business Administration – Accounting program.

The Kristi Joann Taylor Memorial Award is given to the Administrative Professional graduate with the highest academic standing in the class.

In Business Administration – Management & Marketing, the Earl P. Strong Memorial Award is given. Dr. Strong was the third director of South Hills School.

South Hills School of Business & Technology Awards are given in all other program areas.

In order to be eligible to receive any of the academic awards, a minimum of a 3.5 cumulative grade-point average must be achieved.

The JoAnn M. Bonfatto Memorial Award was established in 2001 by her husband, Francis Bonfatto of Bellefonte. This memorial award is in memory of a former employee. Graduating students from each major nominate a graduating student in his/her major. A ballot is distributed to faculty/staff members listing the graduating students in each major that where nominate. Faculty/staff members will then vote by ballot for the student that they feel best typifies the following attributes: enthusiasm, willingness to help others, friendly and cheerful personality, dependability, and initiative.

Altoona Branch Campus

The Michael Dublin Award was established in 2003 in memory of Michael, a South Hills student who showed determination and dedication to withstand overwhelming obstacles to reach his goal. This award is presented to the graduate that has displayed these outstanding qualities.

The Leah Hoover Memorial Award was established in 2005 in memory of Leah, a South Hills Student. This award is presented to the Business Administration – Management & Marketing graduate with the highest academic standing.

The Beth Nelson Memorial Award was established in 2005 in memory of Beth, a South Hills student. This award is presented to the Medical Office Specialist graduate with the highest academic standard.

The Ray Houseman Award was established in 2010 in memory of Ray, a South Hills instructor for many years. This award is presented to the Business Administration – Accounting graduate with the highest academic standard.

South Hills School of Business & Technology Awards are given in all other programs.

Brush-up Privileges . . .

Brush-up privileges for all courses taken at South Hills School are offered without charge to all South Hills School of Business & Technology graduates who at some future time may need refresher practice. The offer is subject to the limitations of space, priority going to those who are enrolled at the time the graduate applies.

Veterans Regulations . . .

All students receiving assistance from the Veterans Administration are subject to the following policies:

Leave. A leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.

Absence. An excused absence is one due to illness, death in the immediate family, or any other unavoidable circumstance; however, the school must be apprised of the reason for said absence within 24 hours and the reason must be supported by documentary evidence, or said absence will be recorded as unexcused. Three unexcused absences in any one month may result in dismissal.

Class Cuts. Class cuts are not permitted and shall be recorded as unexcused absences.

Make-up Work. Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

Tardiness. Any student not physically present at the start of his/her scheduled class period will be considered tardy.

Unsatisfactory Progress. Students receiving failing grades are placed on probation for a maximum of two terms (120 days). If unsatisfactory progress continues beyond the probationary period, the student's training will be immediately interrupted and all concerned will be notified accordingly. Students dismissed because of unsatisfactory progress may apply for re-entrance; however, each case will be considered on the basis of the facts involved.

Credit for Previous Education and Training. Appropriate credit is given for comparable previous education and training, and the training period will be adjusted accordingly.

Accreditation and Approvals . . .

Accredited by:
The Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, 202-336-6780, to award diplomas, associate in specialized business and associate in specialized technology degrees.

Licensed by:
Commonwealth of Pennsylvania, State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333, 717-783-8228.

Approved by:
The Secretary of Education, Commonwealth of Pennsylvania, to award the Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST) Degrees

Commonwealth of Pennsylvania, Department of Education for training Veterans

Commonwealth of Pennsylvania, Office of Vocational Rehabilitation, for the training of rehabilitation students

Pennsylvania Higher Education Assistance Agency (PHEAA) for Grants and Loans

Department of Health, Education and Welfare for the Pell (Federal) Grant Program

Health Information Technology Program accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) in cooperation with the sponsoring professional organization, the Health Information Management Association (AHIMA). Graduates are eligible to apply to sit for the national qualifying examination as a Registered Health Information Technician (RHIT).

The Diagnostic Medical Sonography AST degree program, the Diagnostic Medical Sonography Professional diploma program, and the Diagnostic Medical Sonogrpahy Professional Plus diploma program are all accredited by the Commissionfor Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to sit for the ARDMS certification examinations immediately upon completion of the program. Students are eligible to sit for the ARDMS Sonography Principles and Instrumentation examination during the last term of the program.

Real estate courses (Real Estate Fundamentals and Real Estate Practice) approved by the Pennsylvania Real Estate Commission for students sitting for the sales exam

Authorized by:
Federal law for enrollment of nonimmigrant alien students

Memberships . . .

South Hills School of Business & Technology or individual staff are members of:
Allegheny Mountains Convention and Visitors Bureau
Altoona/Blair County Development Corporation
American Academy of Procedural Coders (AAPC)
American Association of Medical Transcription (AAMT)
American Bar Association
American Health Information Management Association
American Registry of Diagnostic Medical Sonographers
  Certification Committee
American Society of Echocardiography
American Society for Engineering Education
American Society for Quality
Bellefonte Intervalley Area Chamber of Commerce
Blair County Chamber of Commerce
Blair County Employer Advisory Council
Centre County Bar Association
Central Pennsylvania Health Information Management
  Association (CHIMA)
Chamber of Business & Industry of Centre County
Clearfield Chamber of Commerce
Cold Stream Recreation Foundation
Dubois Chamber of Commerce
Eastern Business Education Association
Health Occupations Students of America (HOSA)
Human Resource Association of Centre County
Human Resource Management Association of Blair County
International Association of Administrative Professionals
Lion Country Visitors & Convention Bureau
Mid-State Literacy Council
Moshannon Valley Economic Development Partnership
National Business Education Association (NBEA)
Northeastern Association of Two-Year Colleges
 Pennsylvania Association of Private School
  Administrators (PAPSA)
Pennsylvania Association of Student Financial Aid
  Administrators (PASFAA)
Pennsylvania Bar Association
Pennsylvania Business Education Association (PBEA)
Pennsylvania Health Information Management
  Association (PHIMA)

Phi Beta Lambda (PBL)
Philipsburg YMCA
Philipsburg Kiwanis
Philipsburg Revitalization Corporation, Inc.
Philipsburg Rotary
Society for Human Resource Management
Society for Clinical Coding
Society of Diagnostic Medical Sonographers
Society of Manufacturing Engineers
State College Area YMCA
State College Rotary Club

Corporate Officers . . .

South Hills School of Business & Technology was incorporated in 1970 under the name of South Hills Secretarial School, Inc. The school operated under the name of South Hills Business School from 1973-1997. Corporate officers are: S. Paul Mazza, President and Treasurer, and Maralyn J. Mazza, Secretary.

Appeals Process . . .

Should the student or his/her parent(s) or guardian(s) have questions or concerns or wish to counteract a decision at South Hills School of Business & Technology, he/she/they may go through the following appeals route: (1) the teacher, (2) the advisor, (3) the Academic Affairs Officer, (4) the school Director, (5) the President of South Hills School of Business & Technology.

The school is licensed by the State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved through the appeals process listed above may be brought to the attention of the State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333 or to our accrediting agency, Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, 202-336-6780.

Advisory Boards . . .

Altoona Branch Campus

Altoona's advisory Boards are listed below:

Business Programs
Darlene Black, Director of Human Resources
  Kopp Drug, Inc.
Norman Callan, Esq.
  Attorney at Law
Lisa Cohen
  Cohen Law Offices
Scott Cunningham, SHSBT Class of 2009
  Turn Out the Lights Production
Kathy Dickensen
  Blair County Juvenile Probation Office
Irene Focht, SHSBT Class of 2005
  New Pig
Denise Kelly, Director of Training Employee Development
  The Hite Company
Jessica Minnoia, SHSBT Class of 2004
  McQuade Blasko Attorneys at Law
Lieutenant Jeff Pratt, Commander of Patrol Division
  Altoona Police Department
Cindy Sollenberger, Accountant
  Altoona Area School District
Mike Vladic, Accountant
  Home Health Resource

Information Technology
Josh Bartley, SHSBT Class of 2006
  Altoona Area School District Junior High School

Rebecca Brown, Clerical Associate III
  City of Altoona, Department of Codes & Inspections
Pam Filer, Office Manager
  Dr. Donald G. Snyder, OD/Rich's Optical
Lindsay Johnson, SHSBT Class of 2007
  Saint John The Evangelist School
Michael Lingenfelter, Technology Coordinator
  Bellwood Antis School District

Allied Health
Ginny Berkhiemer, Health Information Management Director
  Nason Hospital
Donna Brandt, SHSBT Class of 2006
  Altoona Regional Health System
Patricia Geesey, Employment Coordinator
  Altoona Regional Health System
Diane Harris, Health Information Management Director
  Altoona Regional Health System
Michelle Scanlan, Director of Human Resources
  Home Nursing Agency
Pamela Starr, Health Information Services Director
  Blair Medical Associates
Bonnie Yingling, Vice President Product Portfolio Management
  Delta Health Technologies, LLC

Lewistown Learning Site

South Hills – Lewistown has a community advisory board. Members are listed below:

Robert Postal, Executive Director
  Mifflin County Industrial Development Corporation (MCIDC)
Melody Hassinger, Teacher
  Lewistown Area High School
Tara Weigle, Guidance Counselor
  Indian Valley High School
Margy Zook, Guidance Counselor
  Indian Valley High School
Beth Hassinger, Adult Education
  Mifflin County Industrial Development Corporation (MCIDC)
David Krentzman, Director of Operations
  Krentzman, Joe & Son, Inc.
Lisa Hubler, Business Services Representative
  Career Link
Cher Harpster
  Big Brothers/Big Sisters
Tom Walker, Director
  Penn State Learning Center, Lewistown
Carol Shefrin, Adult Education Director
  MCIDC Plaza
Jon Zimmerman
  Crider Construction Company
James Felmlee, President
  Lewistown Borough Council
Jill Haubrick
  Juniata Valley Visitors Bureau
Gloria Kline, Office Manager
  South Hills School of Business & Technology
S. Paul Mazza, President
  South Hills School of Business & Technology
Maralyn J. Mazza, Director Emeritus
  South Hills School of Business & Technology
Mark Maggs, Director
  South Hills School of Business & Technology
David Schaitkin, Director of Education
  South Hills School of Business & Technology
Barbara Harer, Director
  South Hills School of Business & Technology – Lewistown

Philipsburg Learning Site

The Philipsburg Learning Site Advisory Board is listed below:

Paul Springer
  Philipsburg Marble & Granite

Kelly Pisarchick, Placement Counselor
  NCPRPDC
Samuel Witt, Principal
  Philipsburg-Osceola High School
J. Hugh Dwyer, Executive Director
  Central Intermediate Unit 10
Sandra Craft, Superintendent
  West Branch Area School District
Michael Zenk
  Cornell Companies, Inc.
Lois Richards
  CCTC
Jeff Holter
  Central Intermediate Unit 10
Doug Sankey, Guidance Counselor
  West Branch Area School District
Emily Gette-Doyle, Program Manager
  MVEDP
Dave Cassler, Retired
Stan LaFuria, Executive Director
  Mosnannon Valley Economic Development Partnership
Jennifer Sanker
  Geisinger Medical Group
Jan Pepperday, Counselor
  Youth Services – WIA, Philipsburg CareerLink Access Point
Chuck Young, Superintendent
  Philipsburg-Osceola High School
Bonnie Baum, Admissions Coordinator
  South Hills School of Business & Technology
David Whitmarsh, Learning Site Director
  South Hills School of Business & Technology
Mark Maggs, Director
  South Hills School of Business & Technology
David J. Schaitkin, Director of Education
  South Hills School of Business & Technology
S. Paul Mazza, President
  South Hills School of Business & Technology

Main Campus

The Main Campus Engineering Technology advisory board is listed below:

Mike Hoy (SHSBT Class of 2005)
  General Dynamics
Larry Smith (SHSBT Class of 2006)
  Spectrum Control
John Nicholas (SHSBT Class of 2007)
  DMS Environmental Services
Glenn Strouse (SHSBT Class of 2007)
  Nittany Building Specialties
John Berry (SHSBT Class of 2003)
  Sound Technology
Karen Hughes (SHSBT Faculty Member)
John Henry (SHSBT Faculty Member)
Gary Powers (SHSBT Faculty Member)
Heather Fink (SHSBT Faculty Member)

The Main Campus Business Administration – Management & Marketing advisory board is listed below:

Jill Lillie
  Director of Marketing, The Village at Penn State
Jackie Sheader
  Marketing Manager, CATA Bus
Jessica Dolan (SHSBT Class of 1998)
  Owner, Room to Breathe
Amy Shuey (SHSBT Class of 2003)
  Youth and Member Education Specialist, Penn State Federal
  Credit Union
Devron Von Gunden (SHSBT Class of 2004)
  Marketing, Customer Service and Support Manager, ZedX
Mark Parfitt (SHSBT Class of 2005)
  Marketing Associate, Penn State Outreach
Terra Ingram (SHSBT Class of 2006)
  Staff Assistant, Penn State Smeal College of Business Marketing
  Department

Megan Reighart (SHSBT Class of 2007)
  Office Manager, Custom Stuff
Harry Smith (SHSBT Faculty Member, Altoona Branch Campus)
Patricia Helbig (SHSBT Faculty Member, Altoona Branch Campus)
Harry Geedey (SHSBT Faculty Member, Lewistown Learning Site)
Mike Gates (SHSBT Faculty Member)
Susan Vidmar (SHSBT Faculty Member)

Administration and Staff . . .

Main Campus

S. Paul Mazza, President
B.S.C., University of Notre Dame
J.D., Harvard Law School

Maralyn J. Mazza, Director Emeritus
B.A., Bates College

Mark Maggs, Director
B.S., Lock Haven University

David Schaitkin, Director of Education
M.B.A., Bloomsburg University
B.A., Boston University

Carolyn L. Hettich, Assistant to the Director
Diploma, South Hills Secretarial School

**Joan L. Andrews, Assistant to the Director of Education/
Library Assistant**
B.A., State University College, Potsdam, NY

Vickey A. Warshaw, Director of Admissions

Jennifer Palmer, Admissions Representative

Doug Roles, Admissions Representative
B.A., Lock Haven University

Dennis C. Lingenfelter, Recruiting Coordinator
B.S., The Pennsylvania State University

Harriet L. Arndt, Director of Financial Aid
A.S.B., South Hills Business School

Anne Falk, Financial Aid Assistant
B.Ed., University of New Brunswick
Diploma, Atlantic Business College

Sandra Dreibelbis, Financial Aid Assistant
B.S., Lock Haven University

Steven Russell, Financial Aid Assistant
A.S.B., South Hills School of Business & Technology

James E. Arndt, CPA, Bursar
B.S., The Pennsylvania State University

Trudy R. Musser, Assistant to the Bursar
Diploma, South Hills Business School

Gary Waite, Student Accounts Representative
B.A., The Pennsylvania State University
B.S., The Pennsylvania State University

Gina Mazza, Director of Marketing
Diploma, Art Institute of Philadelphia

Jacqueline M. Edwards, Academic Affairs Officer
B.F.A., The Pennsylvania State University
M.Ed., The Pennsylvania State University

Sandra J. Gibble, Academic Affairs Officer
M.B.A., University of Pittsburgh
B.A., The Pennsylvania State University

Rachel Yoder, Student Records Coordinator
A.S.B., South Hills School of Business & Technology

Jean J. Cole, Student Records Assistant
B.S., The Pennsylvania State University

Ellen Gilpatrick Spinelli, Career Services Coordinator
B.S., The Pennsylvania State University

Lora Beamenderfer, Career Services Assistant
A.S.B., South Hills School of Business & Technology

Heather Harpster, Career Services Assistant
A.S.T., South Hills School of Business & Technology

Maryann F. Lingenfelter, Student Services Coordinator
B.S., The Pennsylvania State University

Joshua Lee, Student Services Assistant
A.S.B., South Hills School of Business & Technology

Matthew R. Musser, Information Technology Manager
Certificate, South Hills Business School

Michele H. Lucas, MCSE, Systems Administrator
A.S.B., South Hills Business School

Jodie LeMaster, Webmaster
A.S.T., South Hills School of Business & Technology

Ralph J. Catherman Jr., Network Administrator
A.S.T., South Hills School of Business & Technology

Ann E. Davis, Admissions Assistant
A.S.B., South Hills School of Business & Technology

Anja C. Lucas, Receptionist

Cindy Crater, Cafeteria Manager

Altoona Branch Campus

Joan K. Grassi, Director
A.S.B., Altoona School of Commerce

Joan S. Grassi, Financial Aid Assistant
A.S.B., South Hills School of Business & Technology

Hope A. Ray, Career Services Coordinator/ Assistant to the Director
A.S.B., South Hills School of Business & Technology

Holly Emerick, Director of Admissions
B.S., Mount Aloysius College
A.S.T., South Hills School of Business & Technology

Christie Forcellini, Recruiter
B.A., St. Francis University
M.A., Indiana University of Pennsylvania

Kelly Hall, Admissions Representative
A.A., University of Phoenix

James Swope, Admissions Representative
A.S.B., South Hills School of Business & Technology

Patricia D. DeRosa, Academic Affairs
A.S.B., Altoona School of Commerce

Carol L. Adams, Financial Assistant/Library Assistant
A.S.B., Altoona School of Commerce

Jodi L. Jeffries, Computer Technician
A.S.T., South Hills School of Business & Technology

Philipsburg Learning Site

David C. Whitmarsh, III, Learning Site Director
M.Ed., Westfield State University
B.A., Washington and Jefferson College
A.S.T., South Hills School of Business & Technology

Michael Gathagan, Financial Aid Assistant
A.S.B., South Hills School of Business & Technology

Kathy Mextorf, Academic Affairs Assistant

Brittani Bell, Office Assistant/Admissions Representative
A.S.B., South Hills School of Business & Technology

Paul Springer, Admissions Representative
B.A., Thiel College

Lewistown Learning Site

Barbara E. Harer, Director
A.S.B., South Hills School of Business & Technology
A.S.T., South Hills School of Business & Technology

Brenda L. Woodward, Admissions Coordinator
B.A., Indiana University of Pennsylvania

Megan Beers, Financial Aid/Academic Affairs
A.S.B., South Hills School of Business & Technology

Gloria Kline, Office Manager
Diploma, South Hills School of Business & Technology

Natalie Pry, Admissions Clerk

Learning Solutions Center

Jeffry P. Stachowski, Training Coordinator
B.S., The Pennsylvania State University

Margaret Reams, Assistant, Corporate Training
A.S.B., South Hills School of Business & Technology

Faculty . . .

Main Campus

John Cieply
A.S., Rochester Institute of Technology
B.S., Rochester Institute of Technology
Teaching Area: Computer Technology

James Colbert
A.S.T., Art Institute of Pittsburgh
Teaching Area: Graphic Arts

M. David Coopey
B.S., The Pennsylvania State University
B.S., Bloomsburg State College
Teaching Area: Accounting and Computer Technology

Karen Donovan
B.S., Indiana University of Pennsylvania
B.S., The Pennsylvania State University
Teaching Area: Office Technology

Crystal Douglas
A.S., Mount Aloysius College
Diploma, Mount Aloysius College
Teaching Area: Allied Health

Heather L. Duseau
B.A., Lebanon Valley College
J.D., Widener University School of Law
Teaching Area: Law

Wendy Eismont
B.S., The Pennsylvania State University
Teaching Area: Accounting

Pam Santavicca Ferguson
B.A., Rutgers University
M.Ed., Rutgers University
Teaching Area: English and Humanities

Heather Fink
A.S., Pennsylvania College of Technology
Teaching Area: Engineering Technology

Michael E. Gates
B.S., The Pennsylvania State University
Teaching Area: Business

Mark Gentzel
B.S., Lock Haven University
M.Ed., The Pennsylvania State University
Teaching Area: English

Rick Gority
B.A., The Pennsylvania State University
Teaching Area: Graphic Arts

Dee Dee Granger
B.S., Florida State University
M.A., California State University, Long Beach
Teaching Area: General Education

Thomas M. Hart
B.S., Clarkson University
A.A.S., State University of New York
Teaching Area: Criminal Justice

Susan Heckendorn
B.S., Lock Haven State College
Diploma, South Hills Business School
Teaching Area: Computer Technology

John Henry
B.S., The Pennsylvania State University
Teaching Area: Engineering Technology

Karen M. Hughes
B.S., East Tennessee State University
Teaching Area: Engineering Technology

Elizabeth Ladrido, RDMS, RVT
Diploma, South Hills School of Business & Technology
B.S., The Pennsylvania State University
Teaching Area: Diagnostic Medical Sonography

Beth A. Lampe, RDMS, RDCS
B.S., The Pennsylvania State University
Graduate, Maryland Institute of Ultrasound Technology
Teaching Area: Diagnostic Medical Sonography

Salvatore LaRusso, RDMS, RT(R)
M.Ed., St. Joseph's College of Maine
B.S., Thomas Jefferson University
A.A., Keystone College
Teaching Area: Diagnostic Medical Sonography

Barbara M. Lee, RN
B.S.N., University of Wisconsin
M.A., The Pennsylvania State University
Teaching Area: Allied Health

Ray Liddick
B.F.A., Tyler School of Art, Temple University
Teaching Area: Computer Technology and Graphic Arts

Louis Lombardi
B.A., The Pennsylvania State University
J.D., Brooklyn Law School
Teaching Area: Law and Criminal Justice

Brad Martz, MCSE, MCP
B.S., Bob Jones University
Teaching Area: Computer Technology

Jessica Matzko
M.A., Bob Jones University
B.A., Bob Jones University
Teaching Area: English

John M. McCullough
B.S., Bryn Mawr College
B.S., Ursinus College
Teaching Area: Criminal Justice

Pamela G. Meister, RN
B.S.N., York College of Pennsylvania
Teaching Area: Allied Health

David Molek
J.D., Dickinson School of Law
Teaching Area: Criminal Justice

Gary Powers
M.S., Pepperdine University
B.S., U.S. Naval Academy
Teaching Area: Engineering Technology

Sharon A. Rivell
M.Ed., The Pennsylvania State University
B.S., The Pennsylvania State University
Diploma, DuBois Business College
Teaching Area: Office Technology

Keith Robb
B.S., The Pennsylvania State University
M.S., Shippensburg University
Teaching Area: Criminal Justice

Tina Schroeder
M.A., Pepperdine University
B.A., UNC, Chapel Hill
Teaching Area: General Education

Ron Shroyer
Teaching Area: Graphic Arts

Brenna Shutika
B.S., The Pennsylvania State University
Teaching Area: Accounting

Eric Smith
J.D., Widner University School of Law
B.A., The Pennsylvania State University
Teaching Area: Real Estate and Law

Brenda Ream Stover, RHIT, CCS
A.A., Hagerstown Medical Secretarial School
A.S.B., South Hills Business School
Teaching Area: Allied Health

Jennifer L. Stover
B.S., The Pennsylvania State University
M.Ed., Lock Haven University of Pennsylvania
Teaching Area: Criminal Justice

Kay A. Strigle, RHIA
B.S., University of Pittsburgh
Teaching Area: Allied Health

Ingrid Thompson
B.S., The Pennsylvania State University
Teaching Area: Mathematics

Greg Tressler, RT (R), RDMS
A.R.D.M.S. Certification, Harrisburg Hospital of Radiologic Technology
R.T.(R) Certification, Magnetic Resonance
  Imaging at Picker Radiology Technical Training Institute
Teaching Area: Diagnostic Medical Sonography

Tricia Turner
B.S., The Pennsylvania State University
Diploma, South Hills School of Business & Technology
Teaching Area: Diagnostic Medical Sonography

Susan Vidmar
B.A., The Pennsylvania State University
Teaching Area: Business, Career Development, and General Education

Paul R. Wagner, RDMS/CS, RVT
A.R.D.M.S. Certification, Thomas Jefferson
  University Hospital School of Diagnostic Ultrasound
B.S., The Pennsylvania State University
Teaching Area: Diagnostic Medical Sonography

Ricky Wert
A.S.T., South Hills School of Business & Technology
Teaching Area: Computer Technology

Stephanie R. Wilson, RVT, RDMS
AST, South Hills School of Business & Technology
B.S., Oregon Institute of Technology
Teaching Area: Diagnostic Medical Sonography

Susan J. Wise
B.S., Bloomsburg State College
Teaching Area: Office Technology

Sonya Witmer
B.A., The Pennsylvania State University
A.S.B., South Hills School of Business & Technology
Teaching Area: Allied Health

Altoona

Mary Beth Campion
B.S., Western Connecticut State University
M.S., Capella University
Teaching Area: Criminal Justice

Patricia A. Helbig
B.S., St. Francis University
Teaching Area: Business and General Education

Robert P. Helbig
B.S., St. Francis University
Teaching Area: Accounting

Jeffrey Joiner
M.Ed., Harvard University
B.A., Harvard University
Teaching Area: Computer Technology

Barbara J. Krause
B.S., St. Francis University
A.S.B., South Hills School of Business & Technology
Teaching Area: Accounting and Mathematics

Louis Lombardi
B.A., The Pennsylvania State University
J.D., Brooklyn Law School
Teaching Area: Law and Criminal Justice

Steve Madden
B.A., Ambassador College
A.A., Illinois Central College
Teaching Area: English and General Education

Yeva V. Madden, RHIA
B.S., Temple University
Teaching Area: Allied Health

Belinda Maines, RHIT, CCS
A.S.B., South Hills School of Business & Technology
Teaching Area: Allied Health

Mary M. Prorok
M.S., Indiana University of Pennsylvania
B.S.N., St. Francis University
A.S.N., Mount Aloysius Junior College
Teaching Area: Allied Health

Guido J. Santella
B.S., University of Delaware
Teaching Area: Computer Technology

Barbara A. Seeger
B.S., Lock Haven University
Diploma, Computer Learning Network
Teaching Area: Computer and Office Technology

Kathy S. Seymore, GRI
Licensed Real Estate Broker
Teaching Area: Real Estate

Harry L. Smith
B.S., Susquehanna University
Teaching Area: Business

Kathy S. Waksmunski
B.S., Indiana University of Pennsylvania
Teaching Area: Office Technology

Philipsburg

Russell Akers
M.B.A., The Pennsylvania State University
B.S., Allegheny College
Teaching Area: Computer Technology

Brian D. Baker
M.A., Vermont College, Union Institute and University
B.S., The Pennsylvania State University
Teaching Area: Criminal Justice

Rick Gority
B.A., The Pennsylvania State University
Teaching Area: Computer Technology

Cathy Gruss
M.S., Hofstra University
B.A., Indiana University of Pennsylvania
Teaching Area: Computer Technology

Jill Irwin, CPA
B.A., University of Pittsburgh
Teaching Area: Accounting and Mathematics

Jeffrey Joiner
M.Ed., Harvard University
B.A., Harvard University
Teaching Area: Computer Technology

Julie A. LaFuria
B.S., The Pennsylvania State University
M.Ed. Candidate, The Pennsylvania State University
Reading Specialist Certificate
Teaching Area: English

Hal Mannan
M.S., Georgia State University
M.B.A., Indiana University of Pennsylvania
Teaching Area: Computer Technology

Kris Matson
B.A., Lock Haven University
Teaching Area: Office Technology

John M. McCullough
B.S., Bryn Mawr College
B.S., Ursinus College
Teaching Area: Criminal Justice

Carol Pepper, RN
B.S., The Pennsylvania State University
Teaching Area: Allied Health

Eric Smith
J.D., Widner University School of Law
B.A., The Pennsylvania State University
Teaching Area: Real Estate and Law

Lewistown

Reana Donaldson
B.A., Juniata College
Teaching Area: English

Stephen Duseau
M.B.A., State University of New York at Buffalo
B.S., State University of New York at Buffalo
Teaching Area: Business and Accounting

John M. McCullough
B.S., Bryn Mawr College
B.S., Ursinus College
Teaching Area: Criminal Justice

David Molek
J.D., Dickinson School of Law
Teaching Area: Criminal Justice

Carol Pepper, RN
B.S., The Pennsylvania State University
Teaching Area: Allied Health

Matthew Penning
B.S., Liberty University
M.A., Webster College
A.A.S., Community College of the Air Force
Teaching Area: Computer Technology

Venus Shade
B.A., The Pennsylvania State University
M.S., Shippensburg University
Teaching Area: Criminal Justice

Mary Stong
M.A., Gonzaga University
B.S., The Pennsylvania State University
Teaching Area: Office Technology

Emily Wible
B.S., Central PA College
A.S.B., Central PA College
Teaching Area: Business

Charles Wall IV
B.A., Juniata College
A.S.T., South Hills School of Business & Technology
Teaching Area: Computer Technology

Calendar

FALL TERM 2010
August 26 and 27, 2010 ....Orientation
August 30, 2010.. Fall Term Begins
September 6, 2010.. Labor Day
November 22, 2010..Fall Term End

WINTER TERM 2010-2011
December 2, 2010...Orientation
December 6, 2010...Winter Term Begins
December 24, 2010.................................... Holiday Break Begins
January 4, 2011.. Classes Resume
February 21, 2011.. Presidents' Day
March 9, 2011 .... Winter Term Ends

SPRING TERM 2011
March 24, 2011 ....Orientation
March 28, 2011 ....Spring Term Begins
April 22, 2011.. Holiday Break
May 30, 2011 .... Memorial Day
June 21, 2011 .... Spring Term Ends
July 2, 2011..Commencement

SUMMER TERM 2011
June 27, 2011 .... Summer Term Begins
July 4, 2011.. Holiday Break
September 19, 2011.....................................Summer Term Ends
September 29, 2011....................................Commencement

FALL TERM 2011
August 25 and 26, 2011 ....Orientation
August 29, 2011 .... Fall Term Begins
September 5, 2011...Labor Day
November 21, 2011..Fall Term Ends

WINTER TERM 2011-2012
December 1, 2011..Orientation
December 5, 2011..Winter Term Begins
December 26, 2011 .... Holiday Break Begins
January 3, 2012... Classes Resume
February 20, 2012.. Presidents' Day
March 6, 2012.. Winter Term Ends

SPRING TERM 2012
March 22, 2012 ....Orientation
March 26, 2012 ....Spring Term Begins
April 6, 2012.. Holiday Break
May 28, 2012 .... Holiday Break
June 19, 2012 .... Spring Term Ends
June 30, 2012 ....Commencement

SUMMER TERM 2012
June 25, 2012 .... Summer Term Begins
July 4, 2012.. Holiday Break
September 15, 2012.....................................Summer Term Ends
September 29, 2012..Commencement

FALL TERM 2012
August 23 and 24, 2012 ....Orientation
August 27, 2012.. Fall Term Begins
September 3, 2012...Labor Day
November 19, 2012..Fall Term Ends

WINTER TERM 2012-2013
November 29, 2012..Orientation
December 3, 2012...Winter Term Begins
December 24, 2012 .... Holiday Break Begins
January 2, 2013... Classes Resume
February 18, 2013.. Presidents' Day
March 21, 2013 .... Winter Term Ends

SPRING 2013
March 21, 2013 ....Orientation

March 25, 2013..Spring Term Begins
March 29, 2013.. Holiday Break
May 27, 2013...Memorial Day
June 17, 2013 ....Spring Term Ends
June 29, 2013 .... Commencement

SUMMER TERM 2013
June 24, 2013 ....Summer Term Begins
July 4, 2013 .... Holiday Break
September 16, 2013.....................................Summer Term Ends
September 28,2013... Commencement

FALL TERM 2013
August 22 and 23, 2013...Orientation
August 26, 2013 ....Fall Term Begins
September 2, 2013...Labor Day
November 18, 2013.. Fall Term Ends

WINTER 2013-2014
November 28, 2013..Orientation
December 2, 2013... Winter Term Begins
December 23, 2013.....................................Holiday Break Begins
January 2, 2014 ....Classes Resume
February 17, 2014...Presidents' Day
March 6, 2014 ....Winter Term Ends

SPRING TERM 2014
March 20, 2014... Orientation
March 24, 2014... Spring Term Begins
April 18, 2014.. Holiday Break
May 26, 2014...Memorial Day
June 17, 2014 ....Spring Term Ends
June 28, 2014 .... Commencement

SUMMER TERM 2014
June 23, 2014 ....Summer Term Begins
July 4. 2014 .... Holiday Break
September 15, 2014.....................................Summer Term Ends
September 27, 2014.................................... Commencement

FALL TERM 2014
August 28 and 29, 2014 ....Orientation
September 2, 2014...Fall Term Begins
November 24, 2014... Fall Term Ends

WINTER TERM 2014-2015
December 4, 2014... Orientation
December 8, 2014.. Winter Term Begins
December 24, 2014......................................Holiday Break Begins
January 5, 2015 ....Classes Resume
March 12, 2015...Winter Term Ends

SPRING TERM 2015
March 26, 2015... Orientation
March 30, 2015.. Spring Term Begins
April 3, 2015.. Holiday Break
May 25, 2015...Memorial Day
June 22, 2015...Spring Term Ends
July 11, 2015... Commencement

SUMMER TERM 2015
June 24, 2015 ....Summer Term Begins
July 3, 2015 .... Holiday Break
September 17, 2015.....................................Summer Term Ends
September 26, 2015... Commencement

FALL TERM 2015
August 27 & 28, 2015..Orientation
August 31, 2015...Fall Term Begins
September 7, 2015...Labor Day
November 20, 2015... Fall Term Ends

COURSE DESCRIPTIONS
Page 37

Change the prerequisite for CP112 E-Commerce to Server Side Web Programming.

ACADEMIC HONOR AND EXCELLENCE
Added to the catalog, Page 3

South Hills School of Business & Technology is fully committed to the highest standards of academic honor and excellence. We at SHSBT expect the same commitment from our students, staff, and faculty. Following is a list of expectations that we must adhere to in order for us to achieve our goals of academic honor and excellence. Although this list is not exhaustive, it does provide guidelines for everyone to follow.

1. Everyone (staff, faculty and students) will arrive on time for work, class, meetings, etc.

2. All students are expected to attend all classes. In the event of emergencies, students are to contact their instructors **in advance** if an absence is expected to occur. If it is impossible to convey advance notice, the instructor is to be notified ASAP. This will still be viewed as an absence.

3. All students will perform their own work (copying/giving test answers and copying/giving papers/homework/projects is prohibited).

4. Credit must be given to the proper sources for work that is not original (plagiarism).

5. All employees and students of SHSBT will treat one another with dignity and respect. The following will not be tolerated:
   ● Obscene language
   ● Obscene clothing: language, images, over exposure of body
   ● Obscene gestures
   ● Violence: physical violence, threats of violence, verbal abuse
   ● Aggressive or disrespectful language

6. SHSBT is a drug- and alcohol-free school. Students, faculty and staff sign a statement attesting to their understanding of this policy, i.e. no drugs or alcohol in the facility or on the grounds.

Any non-compliance with the above expectations may result in termination/expulsion. Disciplinary action is at the discretion of the director and/or an appointed disciplinary committee. Ignorance will not be viewed as excusable.

TUITION
Page 11

The total tuition for the 2011-2012 school year will be $14,856 (three fulltime terms).

Cost Per Term

Student Status	Credits Carried	Tuition
Fulltime	12.0-16.5	$4,952
Three-Quarter Time	9.0-11.5	$3,714
Half-Time	6.0-8.5	$2,476
Certificate	Varies	$413 per credit

A diploma or associate in specialized business or technology degree student taking less than six credits per term will be charged by the individual credit rate of $300 per credit. Students taking more than 16.5 credits will be charged by the individual credit rate of $300 per credit. Students taking more than 16.5 credits will be charged $300 per credit over 16.5.

Associate in Specialized Technology Degree Diagnostic Medical Sonography (DMS) students will be charged the above rates for terms one through five. For terms six through nine, they will be charged as shown below. Diploma students in the DMS Professional program will pay the rates below for all terms of the program. Diploma students in the DMS Professional Plus program will pay the above rates for terms one and two and the rates below for terms three through six.

Student Status	DMS Tuition
Fulltime	$5,927
Three-Quarter Time	$4,445
Half-Time	$2,964

Associate in Specialized Technology Degree Engineering Technology (ET) students will be charged the rates below for all terms:

Student Status	ET Tuition
Fulltime	$5,152
Three-Quarter Time	$3,872
Half-Time	2,581