

SouthHills

School of Business & Technology

Changing Lives Since 1970

Course Catalog

2015-2016

SouthHills

School of Business & Technology

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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.

South Hills School of Business & Technology is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, religion, color, age, gender, sexual orientation, natural origin, disability, genetic information, or any other protected status, in employment, in admissions, and in educational programs and activities. In accordance with Title IX regulations and the Education Amendment of 1972, South Hills School of Business & Technology does not discriminate or limit access to its programs, activities, or employment.

GENERAL INFORMATION

Location . . .

State College (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

The Altoona campus is located at 508 58th Street, Altoona, 48 miles from State College. 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. Additional space has been added at 541 58th Street.

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.

Lewistown

The Lewistown location is in the heart of downtown Lewistown at 124 East Market Street, 30 miles from State College. This location is within walking distance of several parking lots and numerous eateries. This exciting educational venture was 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 former practicing attorney from State College, founded it in 1970. Starting with only seven students in the first class, it is now training over five 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 (Business Administration – Accounting, Business Administration – Management & Marketing, Business Office Specialist, Criminal Justice, Medical Assistant, and Administrative Medical Assistant) 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 location was added in 1996 at the request of the Moshannon Valley Economic Development Partnership. This location closed in 2013.

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 ASB degree program was added in 2010.

The Lewistown location 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 Business Office Specialist, Business Administration – Management & Marketing, Medical Assistant, and Criminal Justice programs and the Information Technology AST degree.

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 Business Office Specialist, Business Administration – Accounting, Business Administration – Management & Marketing, Criminal Justice, Medical Assistant, and

Administrative Medical Assistant programs and the AST degree in the Information Technology and Health Information Technology programs.

Under the direction of Mark Maggs, 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 77; the student/faculty ratio is 11 to 1. The Lewistown faculty and staff number 16. The student/faculty ratio is 8 to 1. The faculty and staff at the Altoona Campus number 23; the student-faculty ratio is 9 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 . . .

State College

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 270 networked computers with Internet access.

Specialized equipment is used in the Sonography, Medical Assistant, and in the Engineering Technology programs.

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

Lewistown

The Lewistown location 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 75 computers with Internet access have been installed for student use.

Altoona

The Altoona campus 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.

In 2011, additional classroom space was added. This additional space, located at 541 58th Street, is within easy walking distance of the main building.

Over 125 computers with Internet access have been installed for student use at the Altoona campus.

Program Integration . . .

Students have the opportunity to complete the following associate degree programs at the Altoona campus: Business Administration –

Accounting, Business Administration – Management & Marketing, Information Technology, Business Office Specialist, Administrative Medical Assistant, Criminal Justice, Health Information Technology, and Medical Assistant.

Students have the opportunity to complete the following associate degree programs at the Lewistown location: Business Office Specialist, Business Administration - Management & Marketing, Criminal Justice, Medical Assistant, and Information Technology.

South Hills School of Business & Technology provides the same course work within identical programs at all three campuses.

Students who are off-track or part-time may be required to complete their program at another campus if the program does not have a subsequent start.

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.

Advising . . .

Personal attention and advising are an important part of your South Hills experience. We care about you and your concerns when you join our school. Your time at South Hills School should be fruitful—time dedicated to the acquisition and sharpening of skills and knowledge. The problems which come up should not be yours alone. For this reason, the faculty and staff make themselves available to you.

Advising and/or referral are available in the following areas:

Career Services. South Hills School has a Career Services staff who will assist you in finding your first job as well as with any changes you may wish to make later in your employment career.

Financial. Financing your education is another crucial area that makes your education possible. Our Financial Aid staff is available to assist you with your application for grants and loans, and the Bursar can answer any questions you have about your finances at South Hills School.

Academic. Students should see the Academic Affairs Officer at the main campus; the program advisor, Academic Affairs Coordinator or the Director in Altoona; or the Director, Student Services Assistant, or the Program Advisors at the Lewistown Location. Students having concerns about their major (program) may also see their advisors.

Personal. Staff members are available for you to talk to about personal concerns or problems and to provide referral information. Students should see the Student Attendance Manager/Counselor at the main campus, the Director and Student Services Assistant at the Lewistown location, or the Director at the Altoona location.

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 Career Services staff provides job search assistance to students seeking full-time, 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 location. 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 submitting a pre-application online or by calling the Admissions office.

The first step in the application process begins with a personal interview with an Admissions Representative. During the personal interview, the Admissions Representative will discuss your career interests to help you choose a program of interest. You will also receive a tour of the school, complete the entrance assessment and meet with a Financial Aid representative.

Admissions requirements are as follows:

- Interview
- High school diploma or equivalent or GED (high school attestation will be accepted if transcripts are not available at time of interview)
- Successful completion of entrance assessment
- Application
- Completion of additional admissions requirements for Diagnostic Medical Sonography, Graphic Arts, Criminal Justice, and Medical programs.

Completed applications are reviewed by the Director of Admissions or School Director upon receipt. Acceptance is based on the requirements listed above.

Upon acceptance, you will then complete an enrollment agreement.

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.

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 Regional 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
- Writing sample*

- 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 selection committee will make a decision based on an evaluation of the application and interview.

*Applicants are required to complete a writing sample. The sample will be scored on a scale of 1-5. A score of 3 or above is required for consideration of acceptance into the DMS, DPP, and DMP programs.

* **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, as well as a child abuse clearance. An FBI background check is required for applicants who have resided in the state of Pennsylvania for less than 2 years. Additional criminal record and child abuse checks will be performed as a condition for internship placement. Cost of the Pennsylvania State Police criminal background check is currently \$10 and the child abuse clearance is an additional \$10. The cost of the FBI background check is variable. These costs are the responsibility of the applicant/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 by the school, which may result in disqualification from the program, depending on the nature and severity of the offense(s). One felony or two misdemeanors, other than DUI convictions, will disqualify the student/applicant from the program.

Students in the DMS, DPP, and DMP programs are required to report any arrest and/or conviction of a non-summary offense that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

If the applicant has more than one misdemeanor DUI conviction that is five years old or older, the applicant can apply for the ARDMS predetermination of eligibility. If the applicant is declared eligible through the ARDMS predetermination process, prior to the start of the program, the applicant will be eligible to enroll in the program if accepted.

Many health care facilities will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants for employment at these facilities may be screened for nicotine as part of the pre-employment physical examination process, and those who test positive for nicotine will not be considered for employment.

**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 may 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 propoxyphene. 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 the U.S Bureau of Labor Statistics.

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 degree or diploma or equivalent in a medical imaging specialty such as Radiologic Technology or Nuclear Medicine Technology. Admission to the DMP program assumes a strong background in college level anatomy, physiology, medical terminology, patient care, and imaging sciences. Applicants must have the following college level courses prior to admission:

- Algebra, Statistics, or higher mathematics courses
- Communication Skills
- General Physics or Radiographic Physics
- Human Anatomy and Physiology
- Medical Terminology
- Pathophysiology

A grade of at least a "C" in each of the above courses is required, unless our articulation agreement with your university lists a higher grade requirement. Applicants for the DMP program will be considered when their admissions requirements are completed.

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 must have completed the following college level courses prior to admission with a grade of "C" or higher:

- Algebra, Statistics, or higher mathematics courses
- Communication Skills

*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, provided there are seats available, 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 and not guaranteed a seat in the program. See application process above.

Withdrawal Based on Inability to Meet Academic Requirements

All courses in the DMS, DMP, and DPP programs must be completed with a grade of C+ (77%) or better in order for the student to continue in the program. Students who receive one or more grades below C+ in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.

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-serve 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.

Students in the Graphic Arts program are required to purchase a laptop computer prior to the start of school. Specification requirements are furnished to the students when they enroll in the program.

Additional Admissions Requirements Information Technology Program

Students in the Information Technology program are required to purchase a laptop computer prior to the start of school. Specification requirements are furnished to the students when they enroll in the 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 (PATCH). Cost of the Pennsylvania State Police criminal background check is currently \$10 and is the responsibility of the student/applicant. A second criminal history check may be required prior to internship placement and the cost again is the responsibility of the student/applicant.

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. Cost of the FBI background check is variable and is the responsibility of the student.

Applicants are asked to declare ALL previous arrests and/or convictions for any offense other than traffic violations.

Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following WILL bar admission to and WILL be grounds for dismissal from the Criminal Justice Program:

- Any and all felonies;
- Two separate incidents that resulted in misdemeanor convictions;
- Crimes involving violence against the person, including, but not limited to, child abuse and domestic violence;
- Crimes involving possession with intent to deliver or sell illegal drugs;
- Crimes involving illegal use or possession of weapons, including, but not limited to: guns, knives, explosives or other dangerous objects.
- Crimes involving dishonesty including: perjury, fraud, deception, or embezzlement.
- Any other crime(s) or pattern of recurrent criminal or illegal behavior(s) will be reviewed on an individual basis.

If applicant is currently on probation or parole, he/she will not be considered for admission to the program until such time as their sentence had been completed.

Students in the CJ program are required to report any arrest and/or conviction of a non-summary offense that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

Additional Admissions Requirements Administrative Medical Assistant Program Health Information Technology Program Medical Assistant Program

In addition to the general admissions requirements, the following requirements specifically apply to the medical programs.

Applicants are required to complete a writing sample. The sample will be scored on a scale of 1-5. A score of 3 or above is required for acceptance into these programs.

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 of the Pennsylvania State Police criminal background check is currently \$10 and is the responsibility of the student. Cost of the FBI background check is variable and is the responsibility of the student.

fingerprinting for criminal background check, and PA Child Abuse Clearance. All costs are the responsibility of the student.

South Hills runs criminal background checks on applicants for all allied health programs. If the result of this check shows that the applicant has two misdemeanors or one felony, they will not be accepted to any of these programs as it severely impedes the opportunity for internship, employment, and credentialing opportunities.

Students in the AMA, HIT, and MA programs are required to report any arrest and/or conviction of a non-summary offense that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

Code of Conduct for the Criminal Justice and Medical Programs. . .

Students in the CJ, DMS, DPP, DMP, HIT, AMA, and MA programs are required to report any arrest and/or conviction of a non-summary offense to their program coordinator at South Hills within seven days of its occurrence. Failure to report the arrest or conviction will result in expulsion from the program. Once reported, the arrest or conviction will be reviewed by the administration. The student 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.

Enrollment . . .

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

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

Diploma students take and complete an 18-month to 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.

Entrance Dates . . .

State College. 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. Entrance dates for the Altoona school are the same as those described above for the main campus.

Various health care facilities in the area will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants will be screened for nicotine as part of the pre-employment physical process. Nicotine will be part of the urine drug screen. Applicants who test positive for nicotine will not be offered employment.

Based upon individual site assignment, other internship placement requirements may include, but are not limited to: drug testing, various disease testing, physical examination, and documentation of immunizations. Repeat documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH), FBI

Lewistown. Entrance dates for the Lewistown location 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 Lewistown location, and the Altoona campus.

Seven-Day Grace Period Policy. Beginning with the 2015/2016 academic year, students enrolling for the **first time** in a program of study at South Hills School of Business & Technology (SHSBT) may attend classes up to and including the seventh day of classes in the first term of studies without incurring a tuition fee if the student decides to no longer attend SHSBT. Under this seven-day grace policy, the institution will credit any tuition fees the student may have incurred during the seven-day grace period and will rescind all of the student's financial aid that may have become earned by the institution in this seven-day grace period. Students who withdraw at any other time in the term or beyond the seven-day grace period will not be extended this seven-day grace period; tuition fees and financial aid will be prorated accordingly (please see "Refund Policy" in the Tuition & Fees/Refund Policy section).

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.

Summer term may also be used to offer courses for students who started classes in the winter term. The summer term in this instance may expand class hours in order to complete classes in a shorter period of time (10 weeks).

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.

Lunch and Cafeteria Services. . .

Main Campus. A variety of breakfast and lunch items are served each day in the school cafeteria. A monthly menu is posted. Breakfast foods and drinks are served at 8 a.m.; lunch is served from 10 a.m. to 1:30 p.m.

Students may make use of the refrigerator and microwaves located in the dining area. Soda and snack machines are also available.

Lewistown. A refrigerator and microwave are located in the cafeteria. A soda machine is located in the student foyer area.

Altoona. One refrigerator, two microwave ovens, and vending machines are located in the student area of the 541 building. A microwave and vending machines are located in the 508 building.

Hours . . .

Classes are scheduled Monday through Friday between 8:00 a.m. and 5:45 p.m. Individual schedules will vary from term to term.

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. Students may also use common hour to meet with advisors, get help from teachers, or to attend club meetings. Common hour occurs every day and also serves as the lunch hour.

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. 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.

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 enrollment may affect financial aid eligibility.

Applying for Financial Aid. Students may be eligible for grants and loans provided he/she file a Free Application for Federal Student Aid (FAFSA). Complete the FAFSA online at www.fafsa.ed.gov.

Filing Dates. For the fall term 2015-2016, the application may be filed as early as January 1, 2015.

FSA ID (Federal Student Aid ID). The FSA ID is created at <https://fsaid.ed.gov>. The FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as the Free Application for Federal Student Aid (FAFSA®).

The security of the FSA ID is important. It can be used to:

- Electronically sign Federal Student Aid documents,
- Access personal records, and
- Make binding legal obligations.

Dependent students will need a parent to obtain an FSA ID to sign the student's FAFSA. The parent can use the same FSA ID for multiple children.

General Correspondence. The Financial Aid office will correspond with students via his/her email account. It is important that each

student access his/her school e-mail account to stay informed on the latest financial aid information.

AID AVAILABLE

Title IV Aid

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

Eligibility requirements include:

- Having earned less than a Bachelor's degree.
- Having graduated from high school or earned a GED.
- Enroll at least half-time in a program of study.
- EFC is within eligible ranges.
- Maintaining satisfactory academic progress.

William D. Ford Federal Direct Loans. The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education (USDE). The lender is the USDE and will be throughout the life of the loan.

Direct Subsidized Loans. These loans are awarded on the basis of financial need. No interest is charged while a student is enrolled at least half-time.

Effective July 1, 2013, first-time student loan borrowers (no outstanding student loan balance) may borrow up to 150% in Direct Subsidized Loans measured by the published length of his/her current program. For example, if the student is enrolled in a two-year associate degree program, the maximum period for which a Direct Subsidized Loan is potentially available is three years (150% of 2 years = 3 years). Changing programs of study does not restart the clock. Time already used is subtracted from the maximum time allowed.

For additional information on the 150% Direct Subsidized Loan Limit, please refer to the following website: <http://studentaid.ed.gov/types/loans/subsidized-unsubsidized>.

Direct Unsubsidized Loans. These loans are not based on financial need. Interest is charged during all periods, including while the student is in school and during grace and deferment periods. The student may choose to defer interest payments while in school and the interest will be added to the unpaid principal amount of his/her loan. This is called "capitalization" and this could substantially increase the total amount of repayment. Making interest payments while in school are advantageous and will save the student money overall.

Direct Subsidized and Direct Unsubsidized Loans are made to eligible students attending school at least half-time in a program of study that are making satisfactory academic progress. Repayment begins six months after graduation or six months after the student ceases to be enrolled at least half-time in a program of study.

Before a loan will be certified by the Financial Aid office, the student must sign and return an enrollment agreement indicating his/her intention to attend school, complete a disclosure statement, entrance counseling and a master promissory note (MPN). Also, the student cannot be in default and must not have reached their aggregate loan limits (see Loan Limits Table).

Entrance counseling and MPN completions should be done by going to www.studentloans.gov and should be signed using the same FSA ID as used to sign the FAFSA.

The actual loan amounts and types of loans (Subsidized, Unsubsidized or a combination of both) that students are eligible to receive each year are determined by the Financial Aid office, based on such factors as the cost of attendance, EFC, 150% Subsidized Loan Limit, other financial aid and the length of a program. The actual amounts that a

student is eligible to borrow may be less than the maximum amounts shown (see Loan Limits Table).

Loan Limits Table

Annual Loan Limits for Direct Subsidized and Direct Unsubsidized Loans			
Level	Completed Credits	Dependent Undergraduate Students	Independent Undergraduate Students*
1 st Year	0-35	\$5,500 (maximum \$3,500 subsidized)	\$9,500 (maximum \$3,500 subsidized)
2 nd Year	36-71	\$6,500 (maximum \$4,500 subsidized)	\$10,500 (maximum \$4,500 subsidized)
3 rd Year	72-134	\$7,500 (maximum \$5,500 subsidized)	\$12,500 (maximum \$5,500 subsidized)

*Dependent students whose parents are denied a PLUS Loan are eligible to receive the independent undergraduate loan limits.

Aggregate Loan Limits: Maximum Total Outstanding Loan Debt	
Dependent Undergraduate Students	Independent Undergraduate Students
\$31,000 (maximum \$23,000 subsidized)	\$57,500 (maximum \$23,000 subsidized)

Direct Subsidized and Unsubsidized Loans have a fixed interest rate. Fixed rates are a set rate for the life of the loan. Please refer to www.studentloans.gov for current rate information.

The student receives a disclosure statement that gives specific information about any loan that the school plans to disburse under his/her MPN, including the loan amount and loan fees. The disclosure statement also explains how to cancel the loan if the student doesn't want it or chooses to cancel a portion of it.

Loan monies are to be used only to pay for educational expenses at the school that is certifying the loan. Education expenses include such school charges as tuition, fees and such indirect expenses as books, supplies, equipment, living expenses, dependent child care expenses, transportation, and rental or purchase of a personal computer.

Plus Loans. These loans are also administered through the USDE and are available to parents of dependent undergraduate students to meet educational costs. Parents may borrow up to the cost of attendance minus all other financial assistance that the student is awarded. Eligibility for a Plus Loan is based on credit worthiness of the parent borrower.

Interest is charged during all periods. For current interest rate and origination fee information, refer to www.studentloans.gov. Repayment begins 60 days after the funds are fully disbursed, and the repayment term is set to 10 years. Parents have the option of deferring repayment on Parent PLUS Loans while the undergraduate student on whose behalf they borrowed the PLUS Loan is in-school and for a six-month grace period after the student graduates or drops below full-time enrollment.

Plus applications should be completed online at www.studentloans.gov and should be signed with the FSA ID the parent used to sign the FAFSA.

Loan Disbursements. Loan proceeds are sent directly to the Bursar's office at South Hills School and are credited to the student's account. Generally, two or three disbursements will be made for each approved loan. Proceeds cannot be credited to the student's account without the student's/parent's signed authorization and until the loan funds are received by the school. Students will be notified when the funds have arrived or the loan has been disbursed to his/her 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 (s), if applicable, and the number of disbursements. If a student account is overpaid, the excess 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 within 30 days from the date the loan proceeds were credited to the student's account.

If a student withdraws from school and a Direct Subsidized, Unsubsidized, or PLUS Loan 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 (USDE) by the school (See Refund Policy).

Sources for Title IV Aid:

1. Entrance Counseling Guide for Direct Loan Borrowers produced by USDE
2. www.studentloans.gov
3. www.finaid.org
4. www.studentaid.ed.gov

State Aid

Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant

To be considered for a PHEAA State Grant you must meet the following criteria:

- Have earned less than a Bachelor's degree.
- File the FAFSA before the state deadline (see below for filing dates).
- Complete a PHEAA State Grant Application (www.pheaa.org)
- Demonstrate exceptional financial need.
- High school graduate as stipulated in the PA State Grant Law.
- Be enrolled in a two- or three-year program.
- Be a resident of Pennsylvania as defined by PHEAA.
- Be attending at least half-time.
- Maintain satisfactory academic progress as defined by PHEAA.
- Not be in default or pending default on an educational loan.
- Not received the maximum number of PA State Grants permitted.

For further eligibility information, refer to www.pheaa.org.

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

For students who are present recipients of a PHEAA State Grant or those transfer students that have previously received a PHEAA State Grant, the deadline to file the FAFSA for state grant award consideration for the next academic year beginning the fall term or summer internship is May 1.

State Grant Eligibility for a Transfer Student. If a PHEAA State 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 the prior college(s) attended.
- Semester and quarter credits will be evaluated by the Financial Aid office to determine academic progress.

Scholarships

South Hills School of Business & Technology Scholarship. SHSBT will offer a maximum of eight new scholarships each school year. There are five scholarships awarded at State College, two at Altoona, and one at Lewistown. 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.

Qualifications for the SHSBT Scholarship are as follows:

1. At the time of application, students must be enrolled full-time 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 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.

Maintaining the SHSBT Scholarship:

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain full-time 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 SHSBT.

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 full-time in a diploma or degree program of study.
2. International students must hold active M-1 Visa status (no U.S. 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 each term.
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 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.

Maintaining the International Scholarship:

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain full-time 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 SHSBT.

Rudy J. & Annamae Labor Memorial Scholarship Fund.

This fund will provide scholarships annually for newly enrolling students who will be attending SHSBT. There will be 10 scholarships available for students enrolled to begin classes in fall 2015. Each scholarship will total \$7,000 to be applied toward the cost of tuition and books. Award money will be distributed evenly over each term until graduation. Scholarship recipients will be determined by a scholarship committee. This fund is held through the Centre Foundation.

The purpose of this scholarship is to provide deserving candidates the means and encouragement to accomplish career goals through a post-secondary education at SHSBT. For more information visit www.southhills.edu.

Other information

Agency Funding Agencies such as Veterans Administration (VA), Trade Assistance Act (TAA), Workforce Investment Act (WIA), Office of Vocational Rehabilitation (OVR), and Department of Public Welfare (DPW) have provided assistance to students attending South Hills School. For more information contact the Financial Aid office.

Yellow Ribbon Program The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. SHSBT has entered into a voluntary agreement with the VA to fund tuition and fee expenses that exceed the tuition and fees payable through the Post-9/11 GI Bill (i.e. annual national cap.) SHSBT will annually contribute \$500 to five VA students and the VA will match the contribution, not to exceed 50% of the difference. To be eligible for the Yellow Ribbon Program the veteran must meet the following criteria:

- a) Be enrolled in an approved degree program;
- b) Served an aggregate period of active duty after September 10, 2001, of at least 36 months and were honorably discharged;
- c) Discharged from active duty for a service-connected disability and served 30 continuous days after September 10, 2001; or
- d) Are a dependent who received benefits transferred from an eligible service member;
- e) Be a VA student attending the State College campus.

Only Veterans receiving the maximum benefit rate, as determined by the service requirements, or their designated transferees may receive

this funding. Active duty service members and their spouses are not eligible for this program. Child transferees of active duty service members may be eligible if the service member is qualified at the 100 percent rate.

SHSBT School Certifying Official (SCO) will notify potential eligible VA student. The VA student must respond to the SCO to apply for Yellow Ribbon Program benefits. The funds will be awarded on a first-come first-served basis, regardless of the rate at which the individual is pursuing training.

For payout examples and more information visit:

www.benefits.va.gov/gibill/

http://newgibill.org/yellow_ribbon_program

<http://www.fafsa.com/student-financial-aid/yellowribbon>

Financial Aid Award Letter The financial aid award letter lists the aid programs offered to the student, amounts by term, and the total amount offered for the academic year. Students may choose to opt-out of receiving the award letters through email by contacting the Financial Aid office.

A student may accept all or part of the package being offered. If a student is declining part of the aid offered, he/she must identify which type of award is being rejected and return the amended award letter to the Financial Aid office. This will in no way affect his/her eligibility for other awards. Refer to Loan Disbursements under Title IV Aid for the timeline to cancel or reject all or part of any Federal Loans.

Verification This is the process used to check the accuracy of the information provided when the FAFSA was filed. The U.S. Department of Education selects applicants for the verification process. Should a student be selected for this process, he/she 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. All over-payment cases will be reported to the U.S. Department of Education whether occurring at SHSBT or a prior school. The student will be sent an updated award letter if there's a change in the award.

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. Notification is provided to those students that haven't made progress via a new award letter along with a letter explaining how many credits must be earned in order to regain his/her eligibility.

Satisfactory Academic Progress (SAP) for Title IV Aid (Federal Pell Grant, Direct Loans) The satisfactory academic progress (SAP) policy has two standards of measure. Both standards of measure must be met to make progress for Title IV Aid. Progress checks are performed at the end of each term.

Qualitative (grade-based) – At the time of a progress check the student must maintain at least a 2.0 GPA for the term as well as a 2.0 cumulative GPA.

Quantitative (time-based) – At the time of a progress check the student has to complete 67 percent of credits attempted for the term as well as 67% of credits attempted overall in his/her program. The maximum allowable time frame for a student to complete a program is 1.5 times the normal length of the program (see Table 1 in the "Satisfactory Academic Progress" section).

The pace of earning credits must be such that by the 50 percent point of the student's program the student must have earned 67 percent of credits attempted at the progress check. Withdrawals, repeated and incomplete courses will have a negative impact on the student's pace. If SAP or the pace is not met, a student's financial aid may be compromised.

Alert – Students receive this notation on his/her transcript corresponding to the first term he/she does not achieve SAP. Students will be notified of the minimum requirement(s) in order to make SAP and consequences of not making SAP. The student may continue to

attend an additional term and continue to receive applicable financial aid. This subsequent term is known as Warning.

Warning – Students receive this notation on his/her transcript following the term noted as Alert. **While on Warning, the student may receive one payment period (term) of financial aid.** At the end of the term on Warning, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term. If the student does not make SAP, he/she must formally appeal in writing to the school's Director of Education. Academic Affairs will determine the minimum amount of credits and GPA needed for the student to make SAP. The student must meet with the Director of Education, Academic Affairs and Financial Aid regarding the appeal process/status.

If it is determined that a student will be unable to achieve SAP, as well as the graduation requirements (outlined in the "Satisfactory Academic Progress" section) by the end of the following quarter (term), then the student will be dismissed from his/her program. He/she will lose all financial aid. At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

Appeal Process – If a student does not meet SAP standards by the end of the payment period (term) on Warning, he/she must formally appeal in writing to the school's Director of Education in order to be considered for eligibility of financial aid and to continue under his/her current program of study. The student must explain what type of circumstances contributed to the unsatisfactory academic progress, as well as what has changed in the student's situation that would result in the achievement of progress. This explanation must be documented and will be considered in the appeal.

Probation - If the appeal is successful, the student will be placed on Probation for one quarter (term) and he/she will receive this notation on his/her transcript corresponding to the term on Probation. **Students may not be placed on Probation for more than one quarter.** Eligible students may continue to receive financial aid while on Probation.

During Probation, the student must earn a 2.0 for the quarter GPA and 2.0 cumulative GPA and earn 67 percent of credits attempted in that quarter as well as 67% of credits attempted overall towards his/her program in order to maintain diploma or associate in specialized business or technology degree status. In addition, the student must meet the requirements of the 50 percent evaluation point (see Table 1 in the "Satisfactory Academic Progress" section).

At the end of the term on Probation, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term. **If the student is unable to achieve SAP, he/she will be dismissed from his/her program. He/she will lose all financial aid.** At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

Certificate Status - If a student loses his/her diploma or ASB/AST degree status because of not meeting satisfactory academic progress, he/she may continue training as a certificate student. **Certificate students are ineligible for any financial aid because he/she is not enrolled in a program of study.**

Regaining Eligibility – The student will not be able to enroll in any program or be eligible for financial aid until the term and cumulative GPA reaches a 2.0 and the student has earned 67 percent of the credits attempted in that term as well as 67% of credits earned overall towards his/her new (intended) program. The student *may* then be eligible for federal, state or other student financial aid. However, in no circumstances may the student exceed the quantitative (time-based) SAP standard as outlined above and graduate in a diploma or degree program. For further details and explanation see "Reinstatement Procedure" in the "Satisfactory Academic Progress" section.

Incompletes Progress is not evaluated until a student receives a grade for the incomplete. See "Incompletes" in the "Satisfactory Academic Progress" section.

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. For additional information, see "Withdrawals" in the "Satisfactory Academic Progress" section.

Repeat Classes Repeat classes count when measuring credits attempted. The credits can only be considered as earned once. When calculating the cumulative GPA the best grade is used.

Transfer Credits Transfer credits that apply to the program count toward the actual time frame (quantitative standard) of a student's program. For financial aid purposes, transfer credits will count as credits completed when determining what year (first, second, or third) loan monies are certified for the student.

Exemption Credits Exemption credits will not be used in calculating the student's GPA or in calculating SAP.

Change Program When a student changes programs, only the credits attempted and the grades earned for those courses which are applicable to the new program will be used to determine SAP. SAP will be evaluated at the end of the term for the new program.

Additional Credits If a student wishes to take credits outside his/her enrolled program, he/she will not receive financial aid for those credits. Nor will these "additional credits" be counted towards SAP.

Return to School After a Withdrawal If a student withdraws from school and wishes to return, he/she must first complete a re-application to school (available from the Academic Affairs office). If his/her prior account at South Hills is paid in full, the Admissions department will then send the student a new enrollment agreement given he/she meet all the Admission requirements for that program. If a balance remains on the account, the balance must be paid in full before the school will consider the re-application.

Once the Financial Aid office receives the student's file containing his/her re-application, enrollment agreement and an up-to-date transcript, financial aid will be processed for the student if he/she has applied for aid and has met SAP.

Completion Rates Program completion rates may be obtained by contacting the Academic Affairs office or by checking the disclosures section of the school's website. The rates are available to all students.

Tuition & Fees/Refund Policy . . .

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.

Tuition. Tuition is paid by the term. Term tuition is due within 15 days of receiving an invoice.

There is no carrying charge if payment is made by the fifteenth day after receiving an invoice from the school. If the current unpaid balance is not paid before the last day of the term, 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 any of the following methods:

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

The total tuition for the 2015-2016 school year will be \$16,521 (three fulltime terms).

Cost Per Term

Student Status	Credits Carried	Tuition
Full-time	12.0-17.0	\$5,507
Three-Quarter Time	9.0-11.5	\$4,142
Half-Time	6.0-8.5	\$2,777
Certificate	Varies	\$459 per credit

It is understood that if a student takes more than 17.0 credits or less than 6.0 credits per term, he/she will pay for those credits at the rate of \$459 per credit.

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 above for term one and the rates below for terms two through five. 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
Full-time	\$6,581
Three-Quarter Time	\$4,948
Half-Time	\$3,315

It is understood that if a student takes more than 17.0 credits or less than 6.0 credits in any term, he/she will pay for those credits at the rate of \$459 per credit in terms 1-5 and \$548 per credit for terms 6-9 (DMS degree program); \$459 per credit in term 1 and \$548 in terms 2-5 (DMS Professional diploma program); and \$459 in terms 1-2 and \$548 in terms 3-6 (DMS Professional Plus diploma program).

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

Student Status	ET Tuition
Full-time	\$5,728
Three-Quarter Time	\$4,317
Half-Time	\$2,893

It is understood that if a student takes more than 17.0 credits or less than 6.0 credits in any term, he/she will pay for those credits at the rate of \$478 per credit.

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, fees, and other costs have been paid in full.

Refund Policy. For students withdrawing from school after classes begin, the tuition charges retained for each term will be based on the last date of attendance and 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%

*See Seven-Day Grace Period Policy.

Tuition refunds will be made within 45 days of the last date of attendance.

Seven-Day Grace Period Policy. Beginning with the 2015-2016 academic year, students enrolling for the **first time** in a program of study at South Hills School of Business & Technology may attend classes up to and including the seventh day of classes in the first term of studies without incurring a tuition fee if the student decides to no longer attend South Hills School. Under this seven-day grace policy,

the institution will credit any tuition fees the student may have incurred during the seven-day grace period and will rescind all of the student's financial aid that may have become earned by the institution in this seven-day grace period. A student who withdraws at any other time in the term or beyond the seven-day grace period will not be extended this seven-day grace period; tuition fees and financial aid will be prorated accordingly. See "Refund Policy" above.

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, or are dismissed prior to completing 60 percent of a payment period or term. The Federal Title IV financial aid funding 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 last day of attendance 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 2015, 86; Winter 2015-2016, 83; Spring 2016, 87; Summer 2016, 10 weeks, 71; Summer 2016, 12 weeks, 85.

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. Based on the withdrawal date, the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a 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 determination 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

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 accordingly 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 does not sell books. The school has contracted with The Student Book Store to be our textbook/supplies provider. South Hills will provide the information on how to purchase books/supplies. Students may choose another vendor if they desire.

A student who has excess financial aid above the cost of tuition will have a book voucher created. The voucher may be up to the amount of the excess aid. If you choose not to use the book voucher, those funds will remain in your account and be disbursed accordingly.

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.

Financial Aid Implications. If a student is convicted of a drug offense during a period of enrollment for which the student was receiving federal student aid (convictions do not count if the offense was not during such a period), he/she will lose eligibility for FSA funds. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile unless he/she was tried as an adult.

The following illustrates the period of ineligibility for FSA funds depending on whether the conviction was for sale or possession, and whether the student had previous offenses:

	Possession of Illegal Drugs	Sale of Illegal Drugs
First Offense	1 year from date of conviction	2 years from date of conviction
Second Offense	2 years from date of conviction	Indefinite period
Third Offense	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. SHSBT will provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his/her loss of eligibility and the methods whereby he/she can become eligible again.

The student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug test given by such a program. Further drug convictions will make the student ineligible again. It is the student's responsibility to certify to the Financial Aid office that he/she has successfully completed the rehabilitation program.

When the student regains eligibility during the award year, the Pell Grant may be awarded for the current payment period and Direct Loans for the period of enrollment.

South Hills Learning Solutions Center For Professional Development . . .

The South Hills Learning Solutions Center in State College offers a wide range of professional certification and continuing education classes designed for beginners and professionals alike. Custom corporate training classes, 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

DESKTOP SOFTWARE APPLICATIONS

Microsoft Office 2010, 365
Adobe Graphic Arts (InDesign, Photoshop, Illustrator) CS6
Web Design (Dreamweaver, Flash, Fireworks)
AutoCAD
QuickBooks

COMPUTER TECHNICIAN/HELP DESK SUPPORT

A+ PC Tech Certification
Net+ PC Tech Certification
Security + PC Tech Certification

PROGRAMMING FOR PROS

Microsoft VB.Net and C# Programming
Java Programming
Database Programming

SHORT CERTIFICATE SERIES

The Office Professional
Computer Technician
Project Management

For more information, call Jeff Stachowski at 814-234-7755 or Peggy Reams at 814-278-1990. Additional information is available on our website at www.southhills.edu/professional_development

Programs

Administrative Medical Assistant . . .

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 administrative medical assistant to be skilled in many areas.

Administrative medical assistants 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 administrative medical assistant 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 administrative medical assistant.

The Administrative Medical Assistant program is offered at the Altoona and State College locations.

ADMINISTRATIVE MEDICAL ASSISTANT ASB Degree Program 90.0 credits/2025 clock hours

Code	Course	Credits	Clock Hours
<u>First Term</u>			
MD120	Anatomy & Physiology I	3.5	58
MD123	Anatomy & Physiology I Lab	0.5	14
CP101	Introduction to Computing	1.5	30
OS101	Keyboarding	0.5	15
GE170	Business English I	2.5	60
PD102	Professional Development	1.0	24
GE177	Mathematics for Health Care Professionals	3.0	60
MD114	Medical Terminology I	2.0	36
GE253	Applied Psychology in Health Care	2.0	36
		16.5	333
<u>Second Term</u>			
MD121	Anatomy & Physiology II	3.5	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
CP226	Microsoft Word	3.0	60
HI222	Introduction to the Health Care Field	3.0	60
GE171	Business English II	3.0	60
		15.0	288
<u>Optional Elective</u>			
	Elective of Student's Choosing	(2.0)	(36)
<u>Third Term</u>			
GE245	Business English III	2.5	60
HI213	ICD Coding I	3.0	60
HI122	Health Data Content and Reimbursement	3.0	60
MD101	Fundamentals of Medical Documentation	1.5	30
HI100	Pathophysiology	4.0	72
MG195	Customer Relations	2.0	36
		16.0	318

Fourth Term

CD204	Job Search Skills	1.0	24
HI214	ICD Coding II	3.0	60
MD209	Medical Documentation Applications	2.5	60
HI212	CPT-4	2.5	48
CP270	Microsoft Excel	3.0	60
MD237	Medical Administrative Skills I	3.0	60
MD200	Pharmacology	2.0	36
		17.0	348

Fifth Term

MD301	Medical Administrative Skills II	2.5	60
MD207	Medical Insurance Forms	3.0	60
HI205	Medical Legal Aspects	2.0	36
GE172	Human Relations in the Workplace	1.5	36
MD302	AMA Capstone Project	1.0	30
MD239	Practice Management & EHR	2.0	60
GE250	Oral Business Communications	1.0	24
DS101	First Aid & CPR-AHA	0.5	12
		13.5	318

Sixth Term

MD602	Administrative Medical Assistant Internship	9.0	378
CD307	Career Preparation	1.5	21
CD306	Certification Preparation for the Administrative Medical Assistant	1.5	21
		12.0	420

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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:

<http://www.southhills.edu/gainfulemploymentdisclosures/ama.html>.

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.

The Business Administration – Accounting program is offered at the Altoona and State College locations.

**BUSINESS ADMINISTRATION –
ACCOUNTING**
ASB Degree Program
90.0 credits/1947 clock hours

Code	Course	Credits	Clock Hours
<u>First Term</u>			
AC104	Accounting I	3.5	60
GE168	Applied Algebra	3.0	60
CP101	Introduction to Computing	1.5	30
GE170	Business English I	2.5	60
PD102	Professional Development	1.0	24
MG110	Introduction to Business	<u>3.0</u>	<u>60</u>
		14.5	294
<u>Second Term</u>			
LE115	Business Law	2.0	36
AC209	Accounting II	3.5	60
GE171	Business English II	3.0	60
GE162	Business Mathematics	3.0	60
OS101	Keyboarding	0.5	15
MG103	Management I	<u>3.0</u>	<u>60</u>
		15.0	291
<u>Optional Elective</u>			
	Elective of Student's Choosing	(2.0)	(36)
<u>Third Term</u>			
AC300	Accounting III	3.5	60
GE245	Business English III	2.5	60
AC113	Fundamentals of Income Taxes	3.5	60
AC105	Payroll Accounting	3.5	60
CP226	Microsoft Word	<u>3.0</u>	<u>60</u>
		16.0	300
<u>Fourth Term</u>			
AC202	Cost/Managerial Accounting	3.0	60
CD204	Job Search Skills	1.0	24
CP270	Microsoft Excel	3.0	60
GE205	Business Economics	2.0	36
AC211	Intermediate Accounting I	3.5	60
MG212	Personal Financial Management	1.5	36
GE172	Human Relations in the Workplace	<u>1.5</u>	<u>36</u>
		15.5	312
<u>Fifth Term</u>			
AC206	Auditing	3.0	60
GE169	Applied Psychology	2.0	36
AC128	Computerized Accounting	3.0	60
AC301	Intermediate Accounting II	3.5	60
CP272	Microsoft Access	3.0	60
CP313	Advanced Microsoft Excel	1.5	30
GE250	Oral Business Communications	<u>1.0</u>	<u>24</u>
		17.0	330
<u>Sixth Term</u>			
AC602	Business Administration – Accounting Internship	9.0	378
CD307	Career Preparation	1.5	21
CD303	Certification Preparation for Accounting	<u>1.5</u>	<u>21</u>
		12.0	420

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/baa.html>.

**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 positions 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.

The Business Administration – Management & Marketing program is offered at the Altoona, Lewistown, and State College locations.

**BUSINESS ADMINISTRATION –
MANAGEMENT & MARKETING**
ASB Degree Program
97.0 credits/2193 clock hours

Code	Course	Credits	Clock Hours
<u>First Term</u>			
AC104	Accounting I	3.5	60
CP101	Introduction to Computing	1.5	30
PD102	Professional Development	1.0	24
MG110	Introduction to Business	3.0	60
GE168	Applied Algebra	3.0	60
GE170	Business English I	<u>2.5</u>	<u>60</u>
		14.5	294
<u>Second Term</u>			
LE115	Business Law	2.0	36
GE171	Business English II	3.0	60
AC209	Accounting II	3.5	60
GE162	Business Mathematics	3.0	60
OS101	Keyboarding	0.5	15
MG103	Management I	<u>3.0</u>	<u>60</u>
		15.0	291
<u>Third Term</u>			
GE245	Business English III	2.5	60
MG104	Management II	3.0	60
MK103	Marketing	3.0	60
CP226	Microsoft Word	3.0	60
CP261	Computer Presentations	2.0	36
MK105	Social Media for Business	<u>1.5</u>	<u>36</u>
		15.0	312
<u>Fourth Term</u>			
MK104	Retailing	3.0	60
MK201	Advertising & Public Relations	2.5	60
MG224	Small Business Management	2.5	48
WP203	Desktop Publishing I	3.0	60
CP272	Microsoft Access	<u>3.0</u>	<u>60</u>
		14.0	288
<u>Optional Electives</u>			
MG207	Real Estate Fundamentals	(2.0)	(36)
MG209	Human Resource Management	(1.5)	(36)
<u>Fifth Term</u>			
MK213	Market Research & Statistics	2.5	60
MK192	Selling	2.0	48
GE174	Introduction to Business Statistics	2.5	48

CD204	Job Search Skills	1.0	24
	Elective*	1.5	36
AC216	Managerial Accounting with QuickBooks	3.0	60
		12.5	276

*Elective

MG210	Real Estate Practice	3.0	60
MG213	Supply Chain Management	1.5	36

Sixth Term

MG206	Business Plan	3.0	84
GE205	Business Economics	2.0	36
CP270	Microsoft Excel	3.0	60
CP123	Fundamentals of Web Site Design	3.0	60
GE251	Oral Presentation Skills	1.5	36
GE172	Human Relations in the Workplace	1.5	36
		14.0	312

Seventh Term

MG602	Business Administration – Management & Marketing Internship	9.0	378
MG300	Basic Personal Finance	1.5	21
CD307	Career Preparation	1.5	21
		12.0	420

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:

<http://www.southhills.edu/gainfulemploymentdisclosures/bamm.html>.

Business Office Specialist . . .

The Business Office Specialist 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. Employers 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.

The Business Office Specialist program is offered at the Altoona, Lewistown, and State College locations.

BUSINESS OFFICE SPECIALIST ASB Degree Program 97.0 credits/2133 clock hours

Code	Course	Credits	Clock Hours
First Term			
GE170	Business English I	2.5	60
AC120	Introduction to Accounting OR	3.5	60
AC104	Accounting I	(3.5)	(60)
CP114	Computer Fundamentals	3.0	60
PD102	Professional Development	1.0	24
OS101	Keyboarding	0.5	15
GE168	Applied Algebra	3.0	60
MG105	Introduction to Management	2.0	36
		15.5	315

Second Term

GE160	Applied Psychology	2.0	36
GE171	Business English II	3.0	60
GE173	Intro to Business Math	2.0	36
MG195	Customer Relations	2.0	36
AP106	Records Management	1.5	30
CP226	Microsoft Word	3.0	60
		13.5	258

Third Term

GE245	Business English III	2.5	60
AC128	Computerized Accounting	3.0	60
CP261	Computer Presentations	2.0	36
AC105	Payroll Accounting	3.5	60
CP301	Advanced Microsoft Word	3.0	60
MK105	Social Media for Business	1.5	30
		15.5	312

Fourth Term

GE250	Oral Business Communication	1.0	24
AP203	Editing & Proofreading	1.5	30
MG209	Human Resource Management	1.5	36
WP203	Desktop Publishing I	3.0	60
CP270	Microsoft Excel	3.0	60
MG212	Personal Financial Management	1.5	36
GE248	English Comp. for the Office	1.0	30
		12.5	276

Optional Elective

MG207	Real Estate Fundamentals	(2.0)	(36)
MG110	Introduction to Business	(3.0)	(60)

Fifth Term

*Elective		2.0	36
CP271	Software Trainer Essentials	3.0	60
CP272	Microsoft Access	3.0	60
WP301	Business Graphics Essentials	2.0	36
CD204	Job Search Skills	1.0	24
CP313	Advanced Microsoft Excel	1.5	30
GE172	Human Relations in the Workplace	1.5	36
		14.0	282

* Elective

MG210	Real Estate Practice	3.0	60
OS102	Online Business Communication	2.0	36

Sixth Term

OS301	Integrated Office Simulation	3.0	60
CP273	Office Computer Networking	3.5	60
OS302	Communication & Event Planning	3.0	60
CP314	Advanced Microsoft Access	1.5	30
CP123	Fundamentals of Web Site Design	3.0	60
		14.0	270

Seventh Term

OS601	Business Office Specialist Internship	9.0	378
OS303	Business Office Specialist Seminar	1.5	21
CD307	Professional Development	1.5	21
		12.0	420

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:

<http://www.southhills.edu/gainfulemploymentdisclosures/ap.html>

Criminal Justice . . .

The Criminal Justice program is designed to provide students with an 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. The curriculum emphasizes the need for students to be exposed to the most significant areas of study in the criminal justice system—law enforcement, corrections, probation and parole, juvenile justice, criminal law and procedures, ethics, homeland security and criminology. In each of these areas, course offerings stress both theoretical concepts and practical applications.

As a complement to the classroom experiences, the program requires students to engage in experiential learning through field visits, certification trainings, and internships. These allow the student to

observe, prepare for, and/or participate in the day-to-day operations of specific agencies. Upon completion of the program, graduates will also have developed strong critical thinking and writing skills.

Graduates will be prepared for and may pursue a variety of careers in criminal justice which include the fields of law enforcement, corrections, juvenile justice, investigations, and private security. For those who may be interested in continuing their education, this program also provides a solid foundation for further studies in criminal justice.

The Criminal Justice program is offered at the Altoona, Lewistown, and State College locations.

**CRIMINAL JUSTICE
ASB Degree Program
105 credits/2205 clock hours**

Code	Course	Credits	Clock Hours
<u>First Term</u>			
GE170	Business English I	2.5	60
OS101	Keyboarding/	0.5	15
CP101	Introduction to Computing	1.5	30
PD102	Professional Development	1.0	24
CJ118	Sociology for Criminal Justice	3.0	48
CJ116	Introduction to Criminal Justice	3.5	60
CJ102	Introduction to Law Enforcement	2.0	36
		14.0	273
<u>Second Term</u>			
GE171	Business English II	3.0	60
GE169	Applied Psychology	2.0	36
CP212	Microsoft Office	3.0	60
CJ117	Introduction to Corrections	3.5	60
LE117	American Constitutional Law	3.0	60
CJ203	Physical Security & Safety	1.0	24
		15.5	300
<u>Third Term</u>			
CJ217	Criminology	3.5	60
CJ105	Introduction to Criminal Law	3.0	60
GE176	Introduction to Statistics for Criminal Justice	2.0	36
CJ107	Rehabilitation of the Offender	2.0	36
LE110	Introduction to the Law of Torts	3.5	60
LE107	Family Law for Criminal Justice	1.0	24
CD101	Career Development I	1.0	24
		16.0	300
<u>Fourth Term</u>			
CJ222	Criminal Procedures	3.5	60
CJ214	Juvenile Delinquency	3.0	60
CJ112	Forensic Science	2.0	36
GE203	Psychological Foundations of Criminal Justice	2.0	36
	*Elective	3.0	60
CJ114	Introduction to Victimology	3.0	60
		16.5	312
<u>*Elective</u>			
CJ211	Drugs, Crime, and Criminal Justice OR	3.0	60
CJ223	Media and Criminal Justice	3.0	60
<u>Fifth Term</u>			
CJ205	Criminal Evidence	2.0	36
CJ215	Crime Mapping for Criminal Justice	2.0	36
CJ303	Criminal Procedures II	3.0	60
GE157	Writing for Criminal Justice	3.5	60
CJ115	An Introduction to the PA Criminal Justice Handbook	2.0	36
CJ221	Criminal Investigations	3.5	60
CD102	Career Development II	1.0	24
		17.0	312
<u>Sixth Term</u>			
GE172	Human Relations in the Workplace	1.5	36
GE250	Oral Business Communications	1.0	24

CD103	Career Development III	1.0	24
CJ302	Specialized Certifications for Criminal Justice	1.5	36
CJ300	Criminal Justice Capstone Project	3.0	60
CJ206	Terrorism & Homeland Security	2.0	36
CJ216	Emergency Procedures	2.0	36
CJ106	Human Rights Issues in Criminal Justice	2.0	36
		14.0	288
<u>Optional Elective:</u>			
	Elective of Student's Choosing	(2.0)	(36)

Seventh Term

CJ301	Critical Issues for the Criminal Justice Professional	1.5	21
CD307	Career Preparation	1.5	21
CJ602	Criminal Justice Internship	9.0	378
		12.0	420

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/cj.html>.

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

Sonography is a multi-specialty profession that uses ultrasound as its primary technology to evaluate and record images of various parts of the body. The sonographer/ultrasound technologist performs each exam methodically while treating the patient with care and compassion. The images help physicians assess and diagnose medical conditions. Many sonographers/ultrasound technologists assist physicians and surgeons during minimally invasive procedures such as biopsies and injections as well as surgical procedures.

The field of sonography requires a commitment to patient care and self-improvement by participating in life-long learning, expanding knowledge and technical skill. Ethical judgment and critical thinking are crucial in performing each exam safely and effectively.

The graduate may find employment in several different environments, including, hospitals, clinics, or physician's offices.

South Hills School of Business and Technology (SHS) prepares the student for a rewarding career in sonography. Throughout the program the student is learning how to;

1. Obtain, review and integrate pertinent patient history and supporting clinical data for facilitate optimum diagnostic results;
2. Perform appropriate procedures and record anatomic, pathologic and or physiologic data for interpretation by a physician;
3. Record analyze and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician;
4. Exercise discretion and judgment in the performance of sonographic and/or other diagnostic services
5. Demonstrate appropriate communication skills with patients and colleagues;
6. Act in a professional and ethical manner

7. Provide patient education related to medical ultrasound and/or other diagnostic vascular techniques and promote principles of good health.

List provided by CAAHEP/ JRC-DMS, Standards and Guidelines 2011

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.

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*.

Cardiac Sonography: The Cardiac Sonography track (Echocardiography) prepares the student for specialization in Echocardiography (ultrasound of the adult heart). This program prepares the student for the RDCS® (Registered Diagnostic Cardiac Sonographer) or RCS (Registered Cardiac Sonographer) credentials*.

Vascular Sonography: 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) or RVS (Registered Vascular Technologist) credentials*.

Available slots in each of the three tracks are limited, and will be awarded to applicants who best meet the entrance criteria.

*RDMS, RDCS and RVT are credentials earned through the American Registry for Diagnostic Medical Sonography (RDMS-Registered Diagnostic Medical Sonographer, RDCS-Registered Diagnostic Cardiac Sonographer (adult) & RVT- Registered Vascular Technologist). RCS or RVS are credentials earned through Cardiovascular Credentialing International (RCS-Registered Cardiac Sonographer or RVS-Registered Vascular Sonographer).

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.

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 may apply to take the ARDMS or CCI certification examinations immediately upon completion of the program. Students may apply to take the ARDMS Sonography Principles and Instrumentation prior to the start of internship and may apply to take the specialty examination 60 days prior to graduation. Students may also apply to take the CCI certification prior to graduation.

All Diagnostic Medical Sonography programs are offered at the State College location.

DIAGNOSTIC MEDICAL SONOGRAPHY AST Degree Program 124.0 credits/2850 clock hours

Code	Course	Credits	Clock Hours
First Term			
GE168	Applied Algebra	3.0	60
GE170	Business English I	2.5	60
MD114	Medical Terminology I	2.0	36
MD120	Anatomy & Physiology I	3.5	58
MD123	Anatomy & Physiology I Lab	0.5	14
PD102	Professional Development	1.0	24
CP101	Introduction to Computing	1.5	30
		14.0	282
Second Term			
GE171	Business English II	3.0	60
DS203	Patient Care	2.5	48
MD121	Anatomy & Physiology II	3.5	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
GE240	Applied Algebra II	3.0	60
		14.5	276
Third Term			
GE250	Oral Business Communications	1.0	24
GE247	Business Writing	2.5	60
CP212	Microsoft Office	3.0	60
GE246	Statistical Methods & Applications	3.0	60
HI100	Pathophysiology	4.0	72
		13.5	276
Fourth Term			
MG109	Management and Supervision	3.5	60
DS237	Introduction to Medical Imaging	3.5	60
GE253	Applied Psychology in Health Care	2.0	36
GE172	Human Relations in the Workplace	1.5	36
MD200	Pharmacology	2.0	36
		12.5	228
Fifth Term			
DS209	Applied Physics for DMS	3.0	58
DS212	Applied Physics for DMS Lab	0.5	14
DS301	Law & Ethics in Medical Imaging	2.0	36
DS102	Principles of Sonography	2.5	48
DS213	Embryology for the Sonographer	2.0	36
MD104	Conversational Spanish for Healthcare Professionals	2.0	36
		12.0	228
Sixth Term			
DS101	First Aid & CPR-AHA	0.5	12
DS208	Ultrasound Physics & Instrumentation I	2.5	48
DS219	Cross Sectional & Three-Dimensional Anatomy	2.5	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
gDS205	Clinical Obstetrics OR	2.5	36
cvDS211	Principles of Cardiovascular Technology	(2.5)	(36)
		17.0	312
Seventh Term			
DS266	Ultrasound Physics & Instrumentation II	2.5	48
cgDS235	Principles of Vascular Ultrasound OR	4.0	72
vDS308	Vascular Technology II	(4.0)	(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)
CD205	Job Search Preparation I	0.5	12
		16.0	312

Eighth Term

DS603	Clinical Internship I	10.5	441
CD206	Job Search Preparation II	0.5	12
DS214	Professional Development for the Sonographer I	1.5	21
		12.5	474

Ninth Term

DS604	Clinical Internship II	10.5	441
DS226	Professional Development for the Sonographer II	1.5	21
		12.0	450

g = general
c = cardiac
v = vascular

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/dms.html>.

**DIAGNOSTIC MEDICAL SONOGRAPHY
PROFESSIONAL
Diploma Program
72.0 credits/1812 clock hours**

Code	Course	Credits	Clock Hours
First Term			
GE102	Conversational Spanish for Healthcare Professionals	2.0	36
DS213	Embryology for the Sonographer	2.0	36
DS102	Principles of Sonography	2.5	48
DS301	Law & Ethics in Medical Imaging	2.0	36
MD200	Pharmacology	2.0	36
DS203	Patient Care	2.5	48
GE172	Human Relations in the Workplace	1.5	36
		14.5	276
Second Term			
DS101	First Aid and CPR-AHA	0.5	12
DS208	Ultrasound Physics & Instrumentation I	2.5	48
DS219	Cross Sectional & Three-Dimensional Anatomy	2.5	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)
DS233	Abdominal Ultrasound I	3.0	60
gDS205	Clinical Obstetrics OR	2.5	36
cvDS211	Principles of Cardiovascular Technology	(2.5)	(36)
		17.0	312
Third Term			
DS266	Ultrasound Physics & Instrumentation II	2.5	48
cgDS235	Principles of Vascular Sonography OR	4.0	72
vDS308	Vascular Technology II	(4.0)	(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)
CD205	Job Search Preparation I	0.5	12
		16.0	312
Fourth Term			
DS601	Clinical Internship I	10.0	420
CD206	Job Search Preparation II	0.5	12
DS225	Professional Development I	2.0	30
		12.5	462
Fifth Term			
DS602	Clinical Internship II	10.0	420
DS226	Professional Development II	2.0	30
		12.0	450

g = general
c = cardiac
v = vascular

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/dmp.html>.

**DIAGNOSTIC MEDICAL SONOGRAPHY
PROFESSIONAL PLUS
Diploma Program
91.0 credits/2148 clock hours**

Code	Course	Credits	Clock Hours
First Term			
MG109	Management and Supervision	3.5	60
MD120	Anatomy & Physiology I	3.5	58
MD123	Anatomy & Physiology I Lab	0.5	14
DS237	Intro to Medical Imaging	3.5	60
MD114	Medical Terminology I	2.0	36
DS209	Applied Physics for DMS	3.0	58
DS212	Applied Physics for DMS Lab	0.5	14
		16.5	300
Second Term			
DS102	Principles of Sonography	2.5	48
MD200	Pharmacology	2.0	36
DS301	Law & Ethics in Medical Imaging	2.0	36
DS213	Embryology for Sonography	2.0	36
MD121	Anatomy & Physiology II	3.5	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
DS203	Patient Care	2.5	48
		17.0	312
Third Term			
DS101	First Aid & CPR-AHA	0.5	12
DS208	Ultrasound Physics & Instrumentation I	2.5	48
DS219	Cross Sectional & Three-Dimensional Anatomy	2.5	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
gDS205	Clinical Obstetrics OR	2.5	36
cvDS211	Principles of Cardiovascular Technology	(2.5)	(36)
		17.0	312
Fourth Term			
DS266	Ultrasound Physics & Instrumentation II	2.5	48
cgDS235	Principles of Vascular Sonography OR	4.0	72
vDS308	Vascular Technology II	(4.0)	(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)
CD205	Job Search Preparation I	0.5	12
		16.0	312
Fifth Term			
DS601	Clinical Internship I	10.0	420
CD206	Job Search Preparation II	0.5	12
DS225	Professional Development I	2.0	30
		12.5	462
Sixth Term			
DS602	Clinical Internship II	10.0	420
DS226	Professional Development II	2.0	30
		12.0	450

g = general
c = cardiac
v = vascular

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/dpp.html>.

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 into 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.

The Engineering Technology program is offered at the State College location.

ENGINEERING TECHNOLOGY AST Degree Program 96.0 credits/2187 clock hours

Code	Course	Credits	Clock Hours
<u>First Term</u>			
GE168	Applied Algebra	3.0	60
CP101	Introduction to Computing	1.5	30
OS101	Keyboarding	0.5	15
GE170	Business English I	2.5	60
IM103	Technical Drawing I	3.0	60
PD102	Professional Development	1.0	24
CP270	Microsoft Excel	3.0	60
		14.5	309
<u>Second Term</u>			
GE171	Business English II	3.0	60
GE240	Applied Algebra II	3.0	60
IM202	Technical Drawing II	3.0	60
IM208	Materials Science	3.5	60
CP212	Microsoft Office	3.0	60
		15.5	300
<u>Third Term</u>			
IM225	Mechanical CAD	3.0	60
IM205	Applied Physics for Engineering Technology	3.0	58
IM206	Applied Physics for Engineering Technology Lab	0.5	14
IM117	Introduction to Geographic Information Systems	2.0	36
CE313	Advanced Microsoft Excel	1.5	30
CE110	Building Codes	2.0	36
		15.0	294
<u>Fourth Term</u>			
IM104	Architectural CAD I	3.5	72

IM252	Machining Processes	2.5	48
IM219	Machining Processes Lab	0.5	24
GE252	Technical Writing	1.5	36
CE204	Civil CAD	3.5	72
GE250	Oral Business Communication	1.0	24
		12.5	276
<u>Optional Elective</u>			
	Elective of Student's Choosing	(2.0)	(36)

<u>Fifth Term</u>			
IM251	CNC Programming	2.0	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
IM237	Architectural CAD II	3.0	60
		13.0	288

<u>Sixth Term</u>			
IM300	Engineering Technology Project	3.0	84
GE246	Statistical Methods and Applications	3.0	60
IM250	Mechanical Design	3.0	60
IM301	Architectural CAD III	3.0	60
GE172	Human Relations in the Workplace	1.5	36
		13.5	300

<u>Seventh Term</u>			
IM602	Engineering Technology Internship	9.0	378
GE301	Engineering Economics	1.5	21
CD307	Career Preparation	1.5	21
		12.0	420

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/et.html>.

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.

The Graphic Arts program is offered at the State College location.

GRAPHIC ARTS
AST Degree
101 credits/2349 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
GA112	Color Theory	1.5	36
CP101	Introduction to Computing	1.5	30
GE170	Business English I	2.5	60
PD102	Personal Development	1.0	24
		<u>14.5</u>	<u>330</u>
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
GE171	Business English II	3.0	60
OS101	Keyboarding	0.5	15
		<u>14.5</u>	<u>315</u>
Third Term			
GA109	Graphic Design Studio I	2.5	60
GA110	Collateral Design	3.0	60
GA206	Computer Graphics – Illustrator	3.0	60
GA111	Media and Design Study	3.0	60
GE247	Business Writing	2.5	60
GE250	Oral Business Communications	1.0	24
		<u>15.0</u>	<u>324</u>
Fourth Term			
GE254	Art History for the Graphic Designer	3.0	60
GA207	Advanced Computer Graphics	3.0	60
GA203	Typography as Design	3.0	60
GA201	Advertising Design	3.0	60
CP233	Web Site Design	3.0	60
		<u>15.0</u>	<u>300</u>

Optional Elective			
	Elective of Student's Choosing	(2.0)	(36)

Fifth Term			
GA213	Typography – Expressive & Experimental	2.5	60
GA202	Concept Development	1.5	36
CP323	Web Site Design II	3.0	60
GA208	Digital Pre-Press	3.0	60
GA209	Publication Design	2.5	60
GE255	Geometry for Design	1.5	24
GE172	Human Relations in the Workplace	1.5	36
		<u>15.5</u>	<u>336</u>

Sixth Term			
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
		<u>14.5</u>	<u>324</u>

*Electives:

GA300	Digital Photography	3.0	60
GA301	Video Production and Editing	3.0	60
GA302	Graphic Symbolism – Corporate	3.0	60

Seventh Term			
GA602	Graphic Arts Internship	9.0	378
CD307	Career Preparation	1.5	21
GA305	Freelance Business Development	1.5	21
		<u>12.0</u>	<u>420</u>

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/ga.html>.

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; 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 payers, 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.

The Health Information Technology program is offered at the Altoona and State College locations.

HEALTH INFORMATION TECHNOLOGY
AST Degree Program
90 credits/1980 clock hours

Code	Course	Credits	Clock Hours
First Term			
MD120	Anatomy & Physiology I	3.5	58
MD123	Anatomy & Physiology I Lab	0.5	14
CP101	Introduction to Computing	1.5	30
GE177	Mathematics for Health Care Professionals	3.0	60
GE170	Business English I	2.5	60
MD114	Medical Terminology I	2.0	36
PD102	Professional Development	1.0	24
GE253	Applied Psychology in Health Care	2.0	36
		<u>16.0</u>	<u>318</u>
Second Term			
MD121	Anatomy & Physiology II	3.5	58
MD125	Anatomy & Physiology II Lab	0.5	14
GE171	Business English II	3.0	60
HI222	Introduction to the Health Care Field	3.0	60
MD105	Medical Terminology II	2.0	36
CP270	Microsoft Excel	3.0	60
		<u>15.0</u>	<u>288</u>
Third Term			
HI122	Health Data Content and Reimbursement	3.0	60
HI213	ICD Coding I	3.0	60
HI100	Pathophysiology	4.0	72
MG195	Customer Relations	2.0	36
GE245	Business English III	2.5	60
CP313	Advanced Microsoft Excel	1.5	30
		<u>16.0</u>	<u>318</u>
Fourth Term			
GE249	Health Care Statistics	1.0	24
HI223	Healthcare Quality Improvement	3.0	60

HI214	ICD Coding II	3.0	60
HI212	CPT-4	2.5	48
MD200	Pharmacology	2.0	36
HI200	Principles of Supervision	2.0	36
CP272	Microsoft Access	3.0	60
		16.5	324

Fifth Term

GE172	Human Relations in the Workplace	1.5	36
HI218	Electronic Health Records	2.0	36
HI208	Health Records in Other Settings	1.5	30
HI205	Medical Legal Aspects	2.0	36
MD207	Medical Insurance Forms	3.0	60
CP314	Advanced Microsoft Access	1.5	30
CD204	Job Search Skills	1.0	24
GE250	Oral Business Communications	1.0	24
		14.5	306

Optional Elective:

Elective of Student's Choosing	(2.0)	(36)
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Sixth Term

HI401	Health Information Seminar	3.0	48
HI604	Professional Practice Experience	9.0	378
		12.0	426

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 earning less than a "C-" would have to repeat the course or courses before he/she would be eligible to earn an associate degree in this field or take the RHIT examination.

For more information about our graduation rates, the median debt of students who complete the program, and other important information, please view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/hit.html>.

Information Technology . . .

The demand for employees with technical 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: programming, hardware, computer/network 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 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, 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.

The Information Technology program is offered at the Altoona, Lewistown, and State College locations.

INFORMATION TECHNOLOGY AST Degree Program 107 credits/2340 clock hours

Code	Course	Credits	Clock Hours
<u>First Term</u>			
CP122	Introduction to Operating Systems	1.5	36
CP121	Introduction to Programming & Logic	3.5	60
CP218	Networking Essentials	3.0	60
GE170	Business English I	2.5	60
PD102	Professional Development	1.0	24
GE168	Applied Algebra	3.0	60
GE103	History of IT	1.0	24
		15.5	324
<u>Second Term</u>			
CP119	Hardware	3.0	60
GE171	Business English II	3.0	60
CP162	UNIX/Linux Essentials	3.5	60
	Technical Elective #1	3.5	60
	Technical Elective #2	3.0	60
		15.5	300
Technical Elective #1 and #2 Choices			
CP315	TCI/IP	3.0	60
CP274	C# Programming	3.0	60
GA108	Intro to Computer Graphics	3.0	60
<u>Third Term</u>			
CP233	Web Site Design	3.0	60
CP113	Business Applications	3.0	60
CP272	Microsoft Access	3.0	60
	Technical Elective #3	3.0	60
	Technical Elective #4	3.0	60
		15.0	300
Technical Elective #3 and #4 Choices			
CP275	Microsoft Server Operating Systems	3.0	60
CP316	Java Programming	3.0	60
CP276	.NET Framework	3.0	60
CP317	Cisco Networking	3.0	60
GA206	Computer Graphics – Illustrator (State College)	3.0	60
<u>Fourth Term</u>			
GE252	Technical Writing	1.5	36
CP232	Database Administration	3.0	60
AC114	Accounting for IT	3.0	60
CP253	PHP	3.5	60
MG110	Introduction to Business	3.0	60
	Technical Elective #5	3.0	60
	Technical Elective #6	3.0	60
		17.0	336
Technical Elective #5 and #6 Choices			
CP278	Server Administration	3.0	60
CP279	JavaScript	3.0	60
CP281	VOIP Telephony	3.0	60
CP208	C++ Programming	3.0	60
GA207	Advanced Computer Graphics (State College)	3.0	60

<u>Fifth Term</u>			
GE246	Statistical Methods and Applications	3.0	60
CD204	Job Search Skills	1.0	24
CP265	Project Management	3.5	60
CP268	Content Management Systems	3.0	60
	Technical Elective #7	3.0	60
	Technical Elective #8	3.0	60
		16.5	324
Technical Elective #7 and #8 Choices			
CP282	Android Application Development	3.0	60
CP318	Web Server Administration	3.0	60
CP319	SAN Administration and Disaster Recovery	3.0	60
CP324	Objective-C Programming	3.0	60
CP323	Web Site Design II (State College)	3.0	60
	Elective of Student's Choosing	3.0	60

<u>Sixth Term</u>			
CP312	Information Technology Capstone Project	5.0	120
GE172	Human Relations in the Workplace	1.5	36
MG110	Introduction to Business	3.0	60
CP269	Technical Presentations	1.0	24
	Elective	2.0	36
	Technical Elective #9	3.0	60
		15.5	336
Technical Elective #9			
CP320	Ethical Hacking and Defense	3.0	60
CP321	Perl and Python	3.0	60
CP322	Modern APIs	3.0	60
CP243	Advanced Website Design (State College)	3.0	60

<u>Seventh Term</u>			
CP604	Information Technology Internship	9.0	378
CD307	Career Preparation	1.5	21
CD304	Certification Preparation for Information Technology	1.5	21
		12.0	420

For more information about our graduation rates, the median debt of students who completed the program, and other important information, view our website at:
<http://www.southhills.edu/gainfulemploymentdisclosures/it.html>.

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.

Numerous classes in the Medical Assistant program at the State College Campus will be held at our additional space located at 3081 Enterprise Dr., less than one mile from the main campus. The following classes are held in our medical lab at that location: Clinical Skills I and

II, Echocardiography, Laboratory Procedures I and II, and Medical Seminar.

The Medical Assistant Program at the State College and Altoona locations are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

The following Medical Assistant program is offered at the Altoona, Lewistown and State College locations.

MEDICAL ASSISTANT ASB Degree Program 100 credits/2211 clock hours

<u>Code</u>	<u>Course</u>	<u>Credits</u>	<u>Clock Hours</u>
<u>First Term</u>			
MD120	Anatomy & Physiology I	3.5	58
MD123	Anatomy & Physiology I Lab	0.5	14
CP101	Introduction to Computing	1.5	30
OS101	Keyboarding	0.5	15
GE177	Mathematics for Healthcare Professionals	3.0	60
GE170	Business English I	2.5	60
PD102	Professional Development	1.0	24
MD114	Medical Terminology I	2.0	36
		14.5	297
<u>Second Term</u>			
MD121	Anatomy & Physiology II	3.5	58
MD125	Anatomy & Physiology II Lab	0.5	14
MD105	Medical Terminology II	2.0	36
CP226	Microsoft Word	3.0	60
HI222	Introduction to the Health Care Field	3.0	60
GE171	Business English II	3.0	60
		15.0	288
<u>Third Term</u>			
GE245	Business English III	2.5	60
MA102	Clinical Skills I	3.0	60
HI213	ICD Coding I	3.0	60
MD201	Fundamentals of Medical Documentation	1.5	30
HI100	Pathophysiology	4.0	72
		14.0	282
<u>Fourth Term</u>			
MA202	Clinical Skills II	3.0	60
HI214	ICD Coding II	3.0	60
HI212	CPT-4	2.5	48
CP212	Microsoft Office	3.0	60
MD237	Medical Administrative Skills I	3.0	60
MD200	Pharmacology	2.0	36
		16.5	324
<u>Fifth Term</u>			
MD301	Medical Administrative Skills II	2.5	60
MD207	Medical Insurance Forms	3.0	60
MD239	Practice Management & EHR	2.0	60
MA303	Echocardiography	3.0	60
MA105	Laboratory Procedures I	3.0	60
HI205	Medical Legal Aspects	2.0	36
DS101	First Aid & CPR-AHA	0.5	12
		16.0	348
Optional Elective			
	Elective of Student's Choosing	(2.0)	(36)
<u>Sixth Term</u>			
CD204	Job Search Skills	1.0	24
MA205	Laboratory Procedures II	3.0	60
MA304	Medical Seminar	1.5	36
GE250	Oral Business Communications	1.0	24
GE172	Human Relations in the Workplace	1.5	36
GE253	Applied Psychology in Health Care	2.0	36
MG195	Customer Relations	2.0	36
		12.0	252
Optional Elective:			
	Elective of Student's Choosing	(2.0)	(36)

Seventh Term

CD307	Career Preparation	1.5	21
CD305	Certification Preparation for the Medical Assistant	1.5	21
MA602	Medical Assistant Internship	<u>9.0</u>	<u>378</u>
		12.0	420

For more information about our graduation rates, the median debt of students who completed the program, and other important information, view our website at:

<http://www.southhills.edu/gainfulemploymentdisclosures/ma.html>

COURSE DESCRIPTIONS

GUIDE TO COURSE DESCRIPTIONS

AC	Accounting	HI	Health Information
AP	Administrative Professional	IM	Industrial Manufacturing
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
GA	Graphic Arts	OS	Office Specialist
GE	General Education	PD	Personal Development
		WP	Word Processing

Beginning courses are 100 level, more advanced courses are 200 and 300 level, and internships are indicated at the 600 level.

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

<i>GE168 Applied Algebra</i>	<i>GE247 Business Writing</i>	<i>GE174 Introduction to Business Statistics</i>
<i>GE240 Applied Algebra II</i>	<i>GE102 Conversational Spanish for Healthcare Professionals</i>	<i>GE176 Introduction to Statistics for CJ</i>
<i>GE169 Applied Psychology</i>	<i>GE301 Engineering Economics</i>	<i>GE177 Mathematics for Health Care Professionals</i>
<i>GE253 Applied Psychology in Health Care</i>	<i>GE248 English Composition for the Office</i>	<i>GE250 Oral Business Communications</i>
<i>GE254 Art History for the Graphic Designer</i>	<i>GE255 Geometry for Design</i>	<i>GE251 Oral Presentation Skills</i>
<i>GE205 Business Economics</i>	<i>GE249 Health Care Statistics</i>	<i>GE203 Psychological Foundations of CJ</i>
<i>GE170 Business English I</i>	<i>GE103 History of IT</i>	<i>GE246 Statistical Methods and Applications</i>
<i>GE171 Business English II</i>	<i>GE172 Human Relations in the Workplace</i>	<i>GE252 Technical Writing</i>
<i>GE245 Business English III</i>	<i>GE173 Introduction to Business Math</i>	<i>GE157 Writing for Criminal Justice</i>
<i>GE162 Business Mathematics</i>		

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.

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 metastatic 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: Abdominal Ultrasound I. Must be enrolled in DMS, DPP, or DMP programs.

AC104 ACCOUNTING I (3.5 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 and closing 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.

AC209 ACCOUNTING II (3.5 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 and Business Mathematics taken prior to or concurrently. Additional prerequisite for Business Administration-Accounting program: Successful completion of Accounting I with a minimum grade of "C+".

AC300 ACCOUNTING III (3.5 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. 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 taken prior to or concurrently. Additional prerequisite for Business Administration-Accounting program: Successful completion of Accounting II with a minimum grade of "C+".

AC114 ACCOUNTING FOR INFORMATION TECHNOLOGY (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. Students are introduced to the double-entry system,

journals, ledgers, trial balance, end-of-period adjustments and financial statements. The student will then utilize this background in accounting with an introduction to QuickBooks Pro, a computerized accounting system. The student will have hands-on instruction in recording vendor transactions, customer transactions, inventory transactions as well as other widely used applications of a computerized accounting system. Prerequisite: None

MD602 ADMINISTRATIVE MEDICAL ASSISTANT INTERNSHIP (9.0 credits/378 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.

AP602 ADMINISTRATIVE PROFESSIONAL INTERNSHIP (9.0 credits/378 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.

AP300 ADMINISTRATIVE PROFESSIONAL SEMINAR (1.5 credits/21 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 Microsoft Certification examination, extending the student's knowledge of software, and/or introducing the student to topics that will increase the student's skill sets. Prerequisite: As per internship policy.

HI300 ADVANCED CODING (1.0 credits/30 clock hours)) This course is designed to give the student a more in-depth exposure to ICD-10 CM, ICD-10 PCS and CPT coding. The concepts of proper sequencing, the importance of complications and comorbidities, the importance of quality documentation, and the impact on reimbursement will be reinforced. The student will code from patient records and patient scenarios utilizing the encoder/grouper. Prerequisites: CPT-4, ICD Coding II, Health Data Content and Reimbursement.

GA207 ADVANCED COMPUTER GRAPHICS (3.0 credits/60 clock hours) This course is designed to further examine photo-retouching and image manipulation using advanced techniques in Adobe Photoshop. Students will use the software to manipulate photos using an assortment of techniques, create duotone images; add special effects to type, and prepare photos for use in printing and on the web. 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.

CP314 ADVANCED MICROSOFT ACCESS (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: Microsoft Access or Database

CP313 ADVANCED MICROSOFT EXCEL (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: Microsoft Excel or Spreadsheets.

CP301 ADVANCED MICROSOFT WORD (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: Microsoft Word or Word Processing.

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 and Illustrator in conjunction with Adobe 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.

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: None.

GA201 ADVERTISING DESIGN (3.0 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

MD302 AMA CAPSTONE PROJECT (1.0 credit/30 clock hours) This is the capstone course for the Administrative Medical Assistant program and gives students an opportunity to showcase their knowledge and skills. The students utilize administrative medical office procedures and duties as they develop their own procedures manual. A comprehensive procedures manual is written and presented. Prerequisites: Introduction to the Health Care Field, ICD Coding II, Health Data Content and Reimbursement, Medical Transcription Skillbuilding or Medical Documentation Applications, CPT-4, Microsoft Word, and Medical Administrative Skills I. Taken concurrently with Medical Administrative Skills II, Medical Insurance Forms, Practice Management & EHR.

LE117 AMERICAN CONSTITUTIONAL LAW (3.0 credits/60 clock hours) This course explores constitutional foundations of the three branches of the national government, the evolution of federal-state relationships, and a study of the nature of the judicial process, including 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 current societal issues. Prerequisite: None.

CJ115 AN INTRODUCTION TO THE PENNSYLVANIA CRIMINAL JUSTICE HANDBOOK (2.0 credits/36 clock hours) This course provides an overview of the statutes contained in the Pennsylvania Criminal Justice Handbook. It focuses on the methods of use for this book so that students can apply the appropriate statute to the conduct involved. It continues into specific exploration of the major statutes in the handbook, including the Crimes Code, the Vehicle Code, PA Rules of Criminal Procedures, Pennsylvania Legal Guidelines, and miscellaneous statutes. Prerequisite: Introduction to Criminal Law.

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. The course will also introduce the fundamentals of concept development and design in the third dimension, as students develop three dimensional work. Prerequisite: None.

MD120 ANATOMY & PHYSIOLOGY I (3.5 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.

MD121 ANATOMY & PHYSIOLOGY II (3.5 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.

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.

CP249 ANDROID APPLICATION DEVELOPMENT (3.5 credits/60 clock hours) This course introduces the student to the Android operating system and Android SDK. Students will learn skills required for creating and deploying Android applications. Lecture time will be used to explain the different components of Android development, and create small applications that illustrate how the various components are built. Prerequisites: Java Programming.

CP282 ANDROID APPLICATION DEVELOPMENT (3.0 credits/60 clock hours) This course introduces the student to the Android operating system and Android SDK. Students will learn skills required for creating and deploying Android applications. Lecture time will be used to explain the different components of Android development, and create small applications that illustrate how the various components are built. Prerequisites: Java Programming.

GE168 APPLIED ALGEBRA (3.0 credits/60 clock hours) Applied 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 and everyday formulas, manipulating and solving equations and everyday formulas, graphing, exponents, different base systems, ratios, proportions, and percentages. Each concept will involve word problems that are applied in both business and technical careers. This course forms the foundation for future courses in algebra, computer programming, electronics, accounting, statistics and software application courses. Prerequisite: None

GE240 APPLIED ALGEBRA II (3.0 credits/60 clock hours) Applied Algebra II is designed to expand on the concepts developed in Applied Algebra. The topics covered are scientific notation, review of measurements, operations of real numbers, polynomials, factoring, operations of rational expressions, simplifying radicals, solving equations and inequalities, and solving systems of equations. Each concept will involve word problems that are applied in both business and technical careers. This course forms a mathematical foundation for physics and courses in electronics. Prerequisite: Applied Algebra. Additional prerequisite for Engineering Technology and Diagnostic Medical Sonography programs: Successful completion of Applied Algebra with a minimum grade of "B-".

DS209 APPLIED PHYSICS FOR DMS (3.0 credits/58 clock hours) An algebra-based course for the DMS, and DPP program students. Topics covered include technical measurements, light and optics, elasticity, fluids, wave motion, and sound, as they are applied to medical sonography. Prerequisites: Applied Algebra II or enrolled in Diagnostic Medical Sonography Professional Plus (DPP) program.

DS212 APPLIED PHYSICS FOR DMS LAB (.5 credits/14 clock hours) A lab-based course for the DMS, and DPP program students. Topics covered include technical measurements, light and optics, elasticity, fluids, wave motion, and sound. Students work together in laboratory exercises to supplement the lectures. Prerequisites: Applied Algebra II or enrolled in Diagnostic Medical Sonography Professional Plus (DPP) program. This course is taken concurrently with Applied Physics for DMS.

IM205 APPLIED PHYSICS FOR ENGINEERING TECHNOLOGY (3.0 credits/58 clock hours) An algebra-based course for the ET program students. Topics covered include technical measurements, elasticity, temperature and expansion, equilibrium and friction, acceleration, work and power, and simple machines, as they are applied to engineering technology. Prerequisites: Applied Algebra II

IM206 APPLIED PHYSICS FOR ENGINEERING TECHNOLOGY LAB (.5 credits/14 clock hours) A lab-based course for the ET program students. Topics covered include technical measurements, elasticity, temperature and expansion, equilibrium and friction, acceleration, work and power, and simple machines. Students work together in laboratory exercises to supplement the lectures. Prerequisites; Applied Algebra II. This course is taken concurrently with Applied Physics for ET.

GE169 APPLIED PSYCHOLOGY (2.0 credits/36 clock hours) This course is an overview of basic psychological principles and concepts. Students will be exposed to major theoretical perspectives in psychology and will explore methods and findings based in scientific research. Emphasis will be placed on the practical use of these concepts as they apply to the student's life and particular career. Topics of study include learning, memory, thinking, and intelligence; motivation, emotion, personality, stress, and social psychology. Prerequisite: None.

GE253 APPLIED PSYCHOLOGY IN HEALTHCARE (2.0 credits/36 clock hours) The relationship of psychology and states of consciousness to behavior are explored. Topics of study include an introduction to the areas of health psychology, personality, grieving, function, dysfunction, beliefs, common disorders, and caregiving. Emphasis is placed on the application of these principles in the student's work in the healthcare field. Prerequisite: None.

IM104 ARCHITECTURAL CAD I (3.5 credits/72 clock hours) An introduction to the concepts, practices, standards, and drafting techniques used in residential/light commercial architectural drafting and design utilizing AutoCAD. This will include but not be limited to floor plans, elevations, foundation plans, framing plans, and construction details. Additionally framing methods, wall sections, and general construction specifications are covered. Prerequisites: Technical Drawing II and Building Codes.

IM237 ARCHITECTURAL CAD II (3.0 credits/60 clock hours) An introduction to the concepts, practices, standards and drafting techniques used in residential/light commercial architectural drafting and design utilizing Revit. This will include but not be limited to floor plans, elevations, dimensioning, sections, schedules and related details. Additionally general construction specifications are covered. Prerequisite: Architectural CAD or Architectural CAD I

IM301 ARCHITECTURAL CAD III (3.0 credits/60 clock hours) An introduction to the concepts, practices, standards, and drafting techniques used in residential/light commercial architectural drafting and design utilizing AutoCAD and Revit. This will include but not be limited to architectural site plans, mechanical plans, plumbing plans, electrical plans, and related details. Additionally general construction specifications are covered. Prerequisite: Architectural CAD II

GE254 ART HISTORY FOR THE GRAPHIC DESIGNER (3.0 credits/60 clock hours) This hands-on course will cover the history of art, focusing on the significant periods in time in which the face of art and design has been altered. It will explore the interrelationship between historical, social, political, religious, and technological developments throughout the history of art. This course will address the modern artist's role in society along with how to integrate key periods of art into the designer's modern work. Prerequisite: None

AC206 AUDITING (3.0 credits/60 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.

MG300 BASIC PERSONAL FINANCE (1.5 credits/21 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, and wills. Prerequisite: None.

CE110 BUILDING CODES (2.0 credits/36 clock hours) An introduction to international building codes (IRC) 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: Technical Drawing II.

AC602 BUSINESS ADMINISTRATION – ACCOUNTING INTERNSHIP (9.0 credits/378 clock hours) Students spend 378 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.

MG602 BUSINESS ADMINISTRATION – MANAGEMENT & MARKETING INTERNSHIP (9.0 credits/378 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: As per internship policy.

CP113 BUSINESS APPLICATIONS (3.0 credits/60 clock hours) This course introduces students to the concepts and applications of word processing, spreadsheets, presentation, and e-mail software. Students will receive hands-on lab experience acquainting the student with a broad range of tools and techniques for each application. Prerequisite: None.

GE205 BUSINESS ECONOMICS (2.0 credits/36 clock hours) This course is designed to introduce the students to the basic fundamentals of economics and how such knowledge can help them in understanding business decisions as well as personal decisions. We will discuss the principles of supply, demand, and market equilibrium and how these principles affect price and production in various economies along with graphs demonstrating how pricing decisions relate to these principles. We will discuss how marginal analysis is used to make business decisions. We will explore American history, the Industrial Revolution, and the way the country was transformed into a global superpower. Prerequisite: None.

GE170 BUSINESS ENGLISH I (2.5 credits/60 clock hours) Students will learn and apply the current practices of effective oral and written communication skills necessary for success in business. They will study and practice writing skills needed to write and speak in a manner acceptable to the business community. Prerequisite: None.

GE171 BUSINESS ENGLISH II (3.0 credits/60 clock hours) Business English II further expands upon the skills and applications introduced in Business English I. Students will continue learning and applying the current practices of effective oral and written communication skills necessary for success in business. They will study and practice writing skills needed to write and speak in a manner acceptable to the business community. Prerequisite: Business English I.

GE245 BUSINESS ENGLISH III (2.5 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: Business English II.

WP301 BUSINESS GRAPHICS ESSENTIALS (2.0 credits/36 hours) This course is a continuation of Desktop Publishing I in which students will learn other software applications, such as Adobe Reader, Adobe Illustrator, and Adobe Photoshop. Prerequisite: Desktop Publishing I.

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 the basic structure of our legal system. Basic aspects of contract law are covered in detail. Discussion will revolve around the ways that business and law interact and how law benefits the business organization and the consumer. Prerequisite: None.

GE162 BUSINESS MATHEMATICS (3.0 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 percentage, simple interest, compound

interest, sinking fund, annuities, inventory, depreciation, payroll, cash and trade discounts, markup and markdown, banking and related areas. Prerequisite: None

OS601 BUSINESS OFFICE SPECIALIST INTERNSHIP (9.0 credits/378 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.

OS303 BUSINESS OFFICE SPECIALIST SEMINAR (1.5 credits/21 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 Microsoft Certification examination, extending the student's knowledge of software, and/or introducing the student to topics that will increase the student's skill sets. Prerequisite: As per internship policy.

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 II, Marketing, Small Business Management, Market Research & Statistics, Advertising & Public Relations, Managerial Accounting with Quickbooks, and having a 2.0 cumulative GPA going into the Business Plan.

GE247 BUSINESS WRITING (2.5 credits/60 clock hours) Students apply the principles of 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 complete research to create business-related documents relevant to their field of study. Prerequisite: Business English II

CP274 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. Prerequisites: Introduction to Programming & 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.

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.

CD101 CAREER DEVELOPMENT I (1.0 credit/24 clock hours) This course is an introduction to the jobs that are available in the Criminal Justice field. Information is provided on how to apply for these jobs, taking the necessary examinations (Civil Service), and preparing documents such as a resume, cover letter, and references. This class will provide information on interviewing techniques and skills. Prerequisites: None

CD102 CAREER DEVELOPMENT II (1.0 credit/24 clock hours) This course is a continuation of Career Development I. It will continue to discuss possible employment in the CJ field. This course will also evaluate other options that are available to CJ students including military avenues and continuing education. Prerequisites: None

CD103 CAREER DEVELOPMENT III (1.0 credit/24 clock hours) This course is a continuation of Career Development II. Students will meet as a group and individually to analyze their wants and needs for employment in the CJ field. Prerequisites: None

CD307 CAREER PREPARATION (1.5 credits/21 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: As per internship policy.

CD303 CERTIFICATION PREPARATION FOR ACCOUNTING (1.5 credits/21 clock hours) This course is designed to prepare the students for the QuickBooks ProAdvisor Exam by reviewing previously learned QuickBooks skills and introducing more advanced skills. Additional training will be covered on Microsoft Outlook and PowerPoint. Prerequisite: As per internship policy.

CD304 CERTIFICATION PREPARATION FOR INFORMATION TECHNOLOGY (1.5 credits/21 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. Prerequisite: As per the internship policy.

CD306 CERTIFICATION PREPARATION FOR THE ADMINISTRATIVE MEDICAL ASSISTANT (1.5 credit/21 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: Intro to the Health Care Field, ICD Coding II, Health Data Content, Medical Transcription Skillbuilding or Medical Documentation Applications, CPT-4, Microsoft Word, Medical Administrative Skills II, Medical Insurance Forms, Practice Management & EHR.

CD305 CERTIFICATION PREPARATION FOR THE MEDICAL ASSISTANT (1.5 credits/21 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.

CP309 CISCO NETWORKING (3.5 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.

CP317 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.

CE204 CIVIL CAD (3.5 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. Prerequisites: Introduction to Geographic Information Systems, Technical Drawing II, and Geometry and Trigonometry for Engineering Technology.

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.

DS601 CLINICAL INTERNSHIP I (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 clinical site supervisor. The clinical coordinator of the program maintains regular contact with the clinical site supervisor throughout the course to monitor progress of the student on a weekly basis. Prerequisites: Must be enrolled in DMS, DPP, or DMP program.

DS603 CLINICAL INTERNSHIP I (10.5 credits/441 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 clinical site supervisor. The clinical coordinator of the program maintains regular contact with the clinical site supervisor throughout the course to monitor progress of the student on a weekly basis. Prerequisites: Must be enrolled in DMS, DPP, or DMP program.

DS602 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 clinical site supervisor. The clinical coordinator of the program maintains regular contact with the clinical site supervisor throughout the course to monitor progress of the student on a weekly basis. Prerequisites: Must be enrolled in DMS, DPP, or DMP program.

DS604 CLINICAL INTERNSHIP II (10.5 credits/441 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 clinical site supervisor. The clinical coordinator of the program maintains regular contact with the clinical site supervisor throughout the course to monitor progress of the student on a weekly basis. Prerequisites: Must be enrolled in DMS, DPP, or DMP program.

DS205 CLINICAL OBSTETRICS (2.5 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.

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: Anatomy & Physiology II and Medical Terminology II.

MA202 CLINICAL SKILLS II (3.0 credits/60 clock hours) This course is a continuation of Clinical Skills I to expand the student's knowledge base to assess and assist during minor medical and surgical procedures and examinations. Topics include: assisting with examinations and procedures such as those performed in pediatrics, ophthalmology, and gynecology. 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 in the area of cardiovascular disease and testing procedures performed on a medical office. Topics include: recording an electrocardiogram, five steps of rhythm identification, normal ECG rhythm strip interpretation, recognition of cardiac arrhythmias and the appropriate response to each, patient education and preparation for exercise and ambulatory ECG monitoring. Prerequisites: Clinical Skills II.

IM251 CNC PROGRAMMING (2.0 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 and edit programs for drilling, milling, and tool change operations. In addition, students use CAM software to write programs from CAD drawing geometry. Prerequisites: Technical Drawing II, 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: Technical Drawing II, Machining Processes, and Machining Processes Lab. 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).

GA112 COLOR THEORY (1.5 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.

OS302 COMMUNICATION AND EVENT PLANNING (3.0 credits/60 clock hours) This 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, 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. Students will plan an event from start to finish. They will also learn how to set up and effectively run an online meeting. Prerequisites: Advanced Microsoft Word or Advanced Word Processing, and Desktop Publishing I.

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, operating systems, and a brief history of computers. Prerequisite: None.

GA206 COMPUTER GRAPHICS – ILLUSTRATOR (3.0 credits/60 clock hours) This course will explore the essentials of creating vector-based artwork using Adobe Illustrator. Students will explore corporate identity and logo design, creating poster and outdoor advertising, and creating vector artwork from scans and raster artwork. Students are introduced to skillsets including image trace, live paint, creating and modifying shapes using Bezier points, and transformation and modification techniques. Prerequisite: Introduction to Computing.

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, Introduction to Computing or Introduction to Operating Systems.

CP261 COMPUTER PRESENTATIONS (2.0 credits/36 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, Introduction to Computing or Introduction to Operating Systems.

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. 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 or Introduction to Accounting.

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).

CP268 CONTENT MANAGEMENT SYSTEMS (3.0 credits/60 clock hours) This course focuses on the building of websites using commonly used Content Management Systems (CMS). Throughout the course the student will build a web page using a CMS framework. Students will create posts, create pages, add images, customize themes, import plugins, manage comments, explore e-commerce and social media, and focus on SEO. Prerequisites: Web Site Design.

GE102 CONVERSATIONAL SPANISH FOR HEALTHCARE PROFESSIONALS (2.0 credits/36 clock hours) This course is a study of Spanish related to health professions. Students will gain familiarity with basic written and oral vocabulary for the assessment of Spanish speaking patients in a variety of settings. Emphasis is placed on conversational medical Spanish to provide functional skills for interacting with Spanish-speaking patients; introduction to Hispanic cultures in the United States. Prerequisites: None.

MD104 CONVERSATIONAL SPANISH FOR HEALTHCARE PROFESSIONALS (2.0 credits/36 clock hours) This course is a study of Spanish related to health professions. Students will gain familiarity with basic written and oral vocabulary for the assessment of Spanish speaking patients in a variety of settings. Emphasis is placed on conversational medical Spanish to provide functional skills for interacting with Spanish-speaking patients; introduction to Hispanic cultures in the United States. Prerequisites: None.

AC202 COST/MANAGERIAL ACCOUNTING (3.0 credits/60 clock hours) This course introduces the student to cost accounting principles as they apply to job order costing. 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.

HI212 CPT-4 (2.5 credits/48 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 Coding I.

CJ215 CRIME MAPPING FOR CJ (2.0 credit/36 clock hours) The purpose of this class is to introduce the student to practical aspects of crime analysis. Specifically, the student will be introduced to many different areas concerning crime analysis including: different forms of crime analysis, data issues, spatial analysis, database management, administrative reporting, and response development. The lab portion of the class will provide hands-on training in crime mapping practices. Prerequisites: Microsoft Office and Introduction to Statistics for Criminal Justice.

CJ205 CRIMINAL EVIDENCE (2.0 credits/36 clock hours) This course 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: Criminal Procedures.

CJ221 CRIMINAL INVESTIGATIONS (3.5 credits/60 clock hours) This course introduces students to the rules and procedures that govern the pretrial processing of criminal suspects and the conduct of criminal trials. It also examines the basic aspects of criminal investigation; presents an overview of crimes and their elements; identifies the major goals of investigation; discuss various 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 the 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. Prerequisites: 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 range from responding to an emergency procedure and/or a crime, processing the crime scene, following it through the system, applying legal concepts and preparing the proper reports. Students are required to write a comprehensive report and present it formally in a power point presentation. Prerequisites: Writing for Criminal Justice, Introduction to Corrections, Introduction to Law Enforcement, Criminal Evidence, Criminal Procedures and Criminal Investigations.

CJ602 CRIMINAL JUSTICE INTERNSHIP (9.0 credits/378 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.

CJ222 CRIMINAL PROCEDURES (3.5 credits/60 clock hours) This course introduces students to rules and procedures governing investigations, arrests, pretrial processing of criminal suspects and the conduct of criminal trials. The impact of the United States Constitution on criminal investigations and prosecutions is examined in detail with particular focus on the exclusionary rule and other ramifications for constitutional violations in the investigative process. Students will analyze major Supreme Court decisions affecting law enforcement with particular emphasis on the Fourth, Fifth and Sixth Amendments. Discussion includes a number of issues relevant to current investigative trends and in balancing the competing interests of privacy and individual autonomy against those of law enforcement. Prerequisite: Introduction to Criminal Law.

CJ303 CRIMINAL PROCEDURES II (3.0 credits/60 clock hours) This course is a continuation of Criminal Procedures. Students further explore constitutional safeguards in the investigation and prosecution of criminal cases. Lessons center on statutory and judicial rules pertaining to pre-trial, trial and post-conviction procedures. Prerequisites: Criminal Procedures.

CJ217 CRIMINOLOGY (3.5 credits/60 clock hours) This course 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.

CJ301 CRITICAL ISSUES FOR THE CRIMINAL JUSTICE PROFESSIONAL (1.5 credits/21 clock hours) This course will review the current issues in criminal justice that the students will face as they enter the workplace. Prerequisites: None.

DS219 CROSS SECTIONAL & THREE-DIMENSIONAL ANATOMY (2.5 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.

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, telephone skills, problem solving, customer retention issues, and the development of customer service strategies and policies. 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. Prerequisite: Computer Fundamentals, Introduction to Computing, or Introduction to Operating Systems

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 or Microsoft Access.

CP260 DATABASE PROGRAMMING (3.5 credits/60 clock hours) Students will build on database concepts developed in Database and on programming skills which were developed in programming courses. Included will be designing, writing, testing, debugging, and implementing programs in a current database language. Prerequisites: Database or Microsoft Access.

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: Word Processing or Microsoft Word or Microsoft Office or Business Applications.

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, such as Adobe Reader, Adobe Illustrator, and Adobe Photoshop. Prerequisite: Desktop Publishing I.

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 develop skillsets for the creation of properly-prepared digital pre-press documents including 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, as are specialty finishing and bindery techniques. Prerequisite: Electronic Design I (Quark) and Electronic Design II (InDesign).

AP201 DOCUMENT PROCESSING (3.0 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: Keyboarding II, Keyboarding II Lab and Word Processing.

AP202 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. The student's updated keyboarding speed will be recorded within the student's personal file. Prerequisite: Keyboarding II and Keyboarding II Lab.

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 Echocardiogram. 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.

DS247 ECHOCARDIOGRAPHY II (3.0 credits/60 clock hours) Presentation of instrumentation and principles of Transthoracic Echocardiographic 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: Echocardiography I. Must be enrolled in DMS, DPP, or DMP programs.

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.

AP203 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: Business English II.

MA303 ELECTROCARDIOGRAPHY (3.0 credits/60 clock hours) This course continues to expand the student's knowledge base in the area of cardiovascular disease and testing procedures performed on a medical office. Topics include: recording an electrocardiogram, five steps of rhythm identification, normal ECG rhythm strip interpretation, recognition of cardiac arrhythmias and the appropriate response to each, patient education and preparation for exercise and ambulatory ECG monitoring. Prerequisites: Clinical Skills 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 Quark Xpress and Adobe InDesign, the knowledge of traditional typography, hand skills 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.

HI218 ELECTRONIC HEALTH RECORDS (2.0 credits/36 clock hours) This course is a study of electronic health information systems in use in the various health care settings. The emphasis is on identifying the needs of the user, data dictionaries, hardware and software, systems design, analysis of data, and systems integration. The students will operate and use various EHRs. Prerequisites: Health Data Content and Reimbursement, Healthcare Quality Improvement.

DS213 EMBRYOLOGY FOR THE SONOGRAPHER (2.0 credits/36 clock hours) Embryology for the Sonographer investigates the development of human organs and body systems. The class will illustrate the normal human developmental process, explore the link between normal and abnormal gross anatomic relations, and connect the developmental stages. Knowledge and comprehension of the developmental process will assist the sonographer in the recognition of normal anatomy and pathologic processes during exams. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs.

CJ216 EMERGENCY PROCEDURES (2.0 credits/36 clock hours) This course provides an introduction to basic emergency procedures; types of emergencies that criminal justice students will encounter, types of responders, types of responses, and command and planning structure for critical incidents. Prerequisite: None.

GE301 ENGINEERING ECONOMICS (1.5 credits/21 clock hours) An introduction to engineering economics. Engineering projects must be designed to be technically correct as well as economically feasible. This course will introduce you to cost concepts, design economics and comparing project alternatives. Prerequisite: Engineering Technology Project.

IM302 ENGINEERING ECONOMICS (1.5 credits/21 clock hours) An introduction to engineering economics. Engineering projects must be designed to be technically correct as well as economically feasible. This course will introduce you to cost concepts, design economics and comparing project alternatives. Prerequisite: Engineering Technology Project.

IM602 ENGINEERING TECHNOLOGY INTERNSHIP (9.0 credits/378 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.

IM300 ENGINEERING TECHNOLOGY PROJECT (3.0 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 II, and Civil Design.

GE248 ENGLISH COMPOSITION FOR THE OFFICE (1.0 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: Business English III.

CP310 ETHICAL HACKING AND DEFENSE (3.5 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 methods of hacking. Prerequisite: Hardware and Networking Essentials.

CP320 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 methods 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 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.

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, and questioned documents. Prerequisite: None

CJ112 FORENSIC SCIENCE (2.0 credits/36 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, and questioned documents. Prerequisite: None.

GA305 FREELANCE BUSINESS DEVELOPMENT (1.5 credits/21 clock hours) This course is taken concurrently with the internship. The focus of this course is the practice of design for communication in a business context. This course will cover a number of topics, including: personal marketing, freelance practice, working with artists and vendors, business models for design entrepreneurs, sustainability, and presentation skills. Prerequisite: Taken concurrently with the internship.

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. Using a variety of drawing media and working both on location and in the studio, the student will explore drawing and rendering techniques on simple to highly detailed objects, developing the understanding and skills to construct drawings using line, shape, and dimension. Prerequisite: None.

AC113 FUNDAMENTALS OF INCOME TAX (3.5 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 federal individual tax returns and supporting schedules will be emphasized. Prerequisites: Accounting II or Business Mathematics.

MD101 FUNDAMENTALS OF MEDICAL DOCUMENTATION (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: Microsoft Word or Word Processing or Microsoft Office and Medical Terminology II.

CP123 FUNDAMENTALS OF WEB SITE DESIGN (3.0 credits/60 clock hours) This course introduces fundamental Web site design skills and techniques using HTML resources, Adobe Dreamweaver and Web graphics editing software (Adobe Photoshop). Students will learn the basic techniques of manually creating Web sites using Dreamweaver as well as using HTML/CSS programming code. Students will also learn to create and edit graphs, images and animation for the Web. Content Management Systems (CMS) based Web Site development will also be introduced. This course will provide the basic fundamentals to various types of web development techniques and associated graphics, enabling students to create, modify and enhance commercially viable Web pages. Prerequisites: Intro to Computing, Computer Fundamentals or Introduction to Operating Systems.

IM209 GEOMETRY & TRIGONOMETRY FOR ENGINEERING TECHNOLOGY (3.0 credits/60 clock hours) Geometry & Trigonometry for Engineering Technology is designed to prepare engineering professionals with a basic knowledge in Geometry and Trigonometry concepts used by engineering professionals. 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. With each concept students apply their knowledge to real-world situations in the engineering field. This course forms a mathematical foundation for future courses such as Civil CAD, Machining Processes, and CNC Programming. Prerequisites: Applied Algebra II

GE255 GEOMETRY FOR DESIGN (1.5 credits/24 clock hours) Geometry for Design is designed to cover basic mathematical, algebraic and geometric concepts that are used by Graphic Design professionals. The topics that will be covered are review of order of operations, basic geometric formulas used by Graphic Design professionals, ratios, proportions, percentages, and measurement conversion. Prerequisite: None

GA602 GRAPHIC ARTS INTERNSHIP (9.0 credits/378 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 course introduces students to graphic design as a conceptual and visual discipline. Working in both individual and team environments, 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) and Electronic Design II (InDesign).

GA211 GRAPHIC DESIGN STUDIO II (2.5 credits/60 clock hours) Students in the class will work on a variety of projects for inclusion in their final portfolios. Work will include self-promotional materials, magazine and text-intensive layout design, logo and corporate identity, and creation of multiple-piece design campaigns including print, web and responsive design. 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

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. 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: Spreadsheets or Microsoft Excel, Health Data Content and Reimbursement, and Mathematics for Healthcare Professionals.

GE249 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 Reimbursement, Mathematics for Healthcare Professionals and Spreadsheets or Microsoft Excel.

HI122 HEALTH DATA CONTENT AND REIMBURSEMENT (3.0 credits/60 clock hours) This course emphasizes the importance of the content of the health record. 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 health record's role in reimbursement, the prospective payment systems, other reimbursement systems in health care, electronic health information systems, and transcription. Prerequisites: Anatomy & Physiology II, Medical Terminology II, Introduction to the Health Care Field, and ICD Coding I (may be taken concurrently).

HI401 HEALTH INFORMATION SEMINAR (3.0 credits/48 clock hours) This is the final course of study in the Health Information Technology program. Topics covered include current issues in the health information field, management of a health information department, professionalism, and a review of the HIM entry-level competencies and knowledge clusters for associate degree programs 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: Healthcare Quality Improvement, ICD Coding II, CPT-4, and Health Care Statistics.

HI223 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 Reimbursement and ICD Coding I

GE103 HISTORY OF INFORMATION TECHNOLOGY (1.0 credit/24 clock hours) In this course students will learn the history of computers and information technology. Students will study historical events that led to the creation of the computers of today and how they impact daily business operations. Prerequisite: None.

GE172 HUMAN RELATIONS IN THE WORKPLACE (1.5 credits/36 clock hours) This course is designed to be a study of interpersonal communication issues in the workplace. Specific communication skills that foster good working relationships and teamwork are practiced, such as perception checking, listening, I language, supportive language, and 5-part assertion messages. Other topics include gender communication differences, conflict resolution techniques, diversity in the workplace, defensiveness, non-verbal communication, and communication styles. Through case studies, role-plays, and practical application exercises, students will practice and utilize the aforementioned strategies in possible workplace scenarios. Prerequisite: None.

MG209 HUMAN RESOURCES MANAGEMENT (1.5 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.

CJ106 HUMAN RIGHTS ISSUES IN CRIMINAL JUSTICE (2.0 credits/36 clock hours) This course 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, statutes, and judicial decisions establish foundation for the policy which balances conflicting interest of the law. Prerequisite: None.

HI213 ICD CODING I (3.0 credits/60 clock hours) This course focuses on the International Classification of Diseases and Procedure Coding Systems (ICD-10-CM and ICD-10-PCS). The course will introduce the student to the professional standards for coding and reporting of diagnostic inpatient and outpatient services and inpatient procedure services. Coding characteristics, conventions and guidelines will be applied in identifying and accurately assigning codes to diseases, conditions and procedures. Health records, manual coding methods, and coding references will be utilized in the coding process. Prerequisites: Anatomy & Physiology II and Medical Terminology II.

HI214 ICD CODING II (3.0 credits/60 clock hours) This course focuses on the ICD-10-CM and ICD-10-PCS classification systems. The course will further introduce the student to the professional standards for coding and reporting of diagnostic inpatient and outpatient services and inpatient procedure services. Coding characteristics, conventions and guidelines will be applied in identifying and accurately assigning codes to diseases, conditions and procedures. Health records, manual and computerized coding methods, and coding references will be utilized in the coding process. Prerequisites: ICD Coding I.

CP312 INFORMATION TECHNOLOGY CAPSTONE PROJECT (5.0 credits/120 clock hours) This course serves as the practicum for the IT program. Students will design system solutions, writing (or choosing) the actual software, making hardware recommendations, designing users' guides, and (where appropriate) training users of the system. Students will document all details of the process by preparing a comprehensive, in-depth project portfolio. Prerequisites: Database or Microsoft Access, Hardware, Project Management, Introduction to Programming & Logic.

CP604 INFORMATION TECHNOLOGY INTERNSHIP (9.0 credits/378 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.

OS301 INTEGRATED MICROSOFT OFFICE (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 work 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: Business English II.

AP301 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 work 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: Document Processing, Document Processing Lab, and Business English II.

AC211 INTERMEDIATE ACCOUNTING I (3.5 credits/60 clock hours) Intermediate Accounting I is an in-depth study of financial accounting, concentrating on the accounting profession as a whole. 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.

AC301 INTERMEDIATE ACCOUNTING II (3.5 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.

AC120 INTRODUCTION TO ACCOUNTING (3.5 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, and closing entries; accounting for merchandising operations, and classified financial statement formats. The sole proprietorship business entity is used throughout this course as it pertains to service-oriented and merchandising operations. Prerequisite: None

MG110 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.

GE173 INTRODUCTION TO BUSINESS 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, and related areas. Prerequisite: None

GE174 INTRODUCTION TO BUSINESS STATISTICS (2.5 credits/48 clock hours) This introductory course is designed to give the students a basic knowledge of statistics used in business. 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 are covered: collection of data, introduction to sampling concepts, deceptive statistics, frequency distributions, graphing, cross tabulations, measures of central tendency, measures of dispersion, and an introduction of probability concepts, hypothesis testing with one sample and related areas. Prerequisite: Applied Algebra.

GA108 INTRODUCTION TO COMPUTER GRAPHICS (PHOTOSHOP) (3.0 credits/60 clock hours) This course is based on the software Adobe Photoshop. Students will learn how to source images as well as scan photographs and manipulate them using the Photoshop tool box and special effects filters. They will learn the basics in color correcting photos; mask image using channels; creating digital artwork and use it for both web and print applications. Prerequisite: Introduction to Computing 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 current operating systems. Prerequisite: None

CJ117 INTRODUCTION TO CORRECTIONS (3.5 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.

CJ116 INTRODUCTION TO CRIMINAL JUSTICE (3.5 credits/60 clock hours) This course is an introductory survey of the American criminal justice system. The class will include discussions 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) This course takes students on a study of the basic purposes of the criminal law, essential elements of criminal liability, criminal defenses and substantive criminal laws. Students explore issues of criminal *mens rea*, liability for inchoate offenses and justification principles. Homicide and other offenses against the person are discussed in detail. Prerequisites: None.

IM117 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (2.0 credit/36 clock hours) GIS (Geographic Information Systems) is a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. This course is designed to introduce the student to the basic principles and techniques of GIS. The lab material will emphasize GIS data collection, entry, storage, analysis, and output using ArcGIS. Prerequisites: Applied Algebra II, and Technical Drawing II.

CJ102 INTRODUCTION TO LAW ENFORCEMENT (2.0 credits/36 clock hours) This course provides an understanding of the role and function of policing in a modern democratic society. It examines contemporary American policing in light of its roots, and compares it to policing in other countries. Discussions are focused on a wide spectrum of law enforcement agencies, identifying the 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 crimes, drugs, disorder, conflict, and riots. Prerequisite: None.

MG105 INTRODUCTION TO MANAGEMENT (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.

DS237 INTRODUCTION TO MEDICAL IMAGING (3.5 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.

CP122 INTRODUCTION TO OPERATING SYSTEMS (1.5 credits/36 clock hours) This introductory course is designed to provide students a fundamental understanding of operating systems. The 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.

CP121 INTRODUCTION TO PROGRAMMING & LOGIC (3.5 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.

GE176 INTRODUCTION TO STATISTICS FOR CRIMINAL JUSTICE (2.0 credits/36 clock hours) Introduction to Statistics for Criminal Justice is designed to review basic mathematical concepts and cover a basic knowledge of statistics used in criminal justice research. The topics that will be covered are order of operations, evaluating formulas, percentages, frequency distributions, graphing, cross tabulations, central tendencies, and dispersion. Prerequisite: None

HI222 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.

LE110 INTRODUCTION TO THE LAW OF TORTS (3.5 credits/60 clock hours) This course is designed to provide students an overview of tort law and the civil legal system. 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.

CJ114 INTRODUCTION TO VICTIMOLOGY (3.0 credits/60 clock hours) This 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.

CP311 JAVA PROGRAMMING (3.5 credits/60 clock hours) This course in Java will teach students the fundamentals of Java including object oriented programming. Students will follow the program development life cycle to create programs that reinforce the topics covered. Prerequisites: Introduction to Programming & Logic.

CP316 JAVA PROGRAMMING (3.0 credits/60 clock hours) This course in Java will teach students the fundamentals of Java including object oriented programming. Students will follow the program development life cycle to create programs that reinforce the topics covered. Prerequisites: Introduction to Programming & Logic.

CP251 JAVASCRIPT (3.5 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 & Logic.

CP279 JAVASCRIPT (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 & Logic.

CD205 JOB SEARCH PREPARATION I (.5 credit/12 clock hours) This course prepares students for job interview skills and the job search process. Topics include interviewing skills and job-seeking methods. Students will 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. Prerequisites: None.

CD206 JOB SEARCH PREPARATION II (.5 credit/12 clock hours) This course prepares students for the job search process. Topics include informational interviews, resume development, cover letters and thank-you letters. Students will conduct an informational interview with a professional in their field of interest. Prerequisites: None.

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. Students 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

CJ214 JUVENILE DELINQUENCY (3.0 credits/60 clock hours) This course involves 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. It 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.

OS101 KEYBOARDING (0.5 credits/15 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. Prerequisite: None.

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 medication administration and dosage calculations, injections, and urinalysis. 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.

DS301 LAW AND ETHICS IN SONOGRAPHY (2.0 credits/36 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: Must be enrolled in DMS, DPP, or DMP programs.

IM252 MACHINING PROCESSES (2.5 credits/48 clock hours) A study of machine tools, tool room safety, measurement systems, bench and hand tools, fasteners, and high speed tool technology. The students learn how to calculate feed rates and spindle speeds for proper machine tool operation. In addition, students select the proper tooling for all types of machining operations. Prerequisite: Geometry & Trigonometry for Engineering Technology.

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, and high speed tool technology. The students spend lab time learning how to successfully operate a horizontal band saw, mill, lathe, and drill press to produce simple parts. The students learn proper work-holding methods and tool selection. Prerequisites: Geometry & Trigonometry for Engineering Technology. Taken concurrently with 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.

MG109 MANAGEMENT & SUPERVISION (3.5 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.

AC216 MANAGERIAL ACCOUNTING WITH QUICKBOOKS (3.0 credits/60 clock hours) Managerial Accounting with QuickBooks begins with an emphasis on the use of accounting data by internal managers of a business. The course highlights the difference between financial and managerial accounting and the methods of preparing comprehensive budgets. Topics covered include purchase budgets, cash budgets, and budgeted income statements and balance sheets. The student will then utilize his/her background in accounting with an introduction to QuickBooks Pro, a computerized accounting program. The student will have hands-on instruction in recording vendor transactions, customer transactions, inventory transactions, adjusting entries, and new company set-up. Prerequisite: Accounting II taken prior to or concurrently.

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 Applied Algebra.

MK103 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

IM208 MATERIALS SCIENCE (3.5 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: Applied Algebra

GE177 MATHEMATICS FOR HEALTH CARE PROFESSIONALS (3.0 credits/60 clock hours) Mathematics for Health Care Professionals is designed to cover basic mathematical and algebraic concepts used by health care professionals in their career. The topics that will be covered are review of the numerical systems, decimals and fractions, order of operations evaluating algebraic expressions, solving equations and formulas, ratios, proportions and percentages, 24-hour clock, Roman numeral system, measurement conversion and medication dosage calculations. Prerequisite: None

IM225 MECHANICAL CAD (3.0 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: Technical Drawing II.

IM250 MECHANICAL DESIGN (3.0 credits/60 clock hours) Students learn to identify, describe, assemble, and operate machine elements commonly found in mechanical devices. The machine elements covered include: belt and chain drives, gears, shafts, keys, bearings, cams, springs, and linkages. Also included are basic analysis and design exercises to select elements that meet specifications. Prerequisites: Machining Processes and Applied Algebra.

CJ223 MEDIA AND CRIMINAL JUSTICE (3.0 credits/60 clock hours) This course is designed to illustrate how media coverage and television programs influence the public's perception of criminal justice. The class will explain how "The CSI-Effect's" influence reinforces America's troubled War on Drugs, poverty and immigration and produces a greater intolerance of official misconduct and the belief of wrongful convictions. The course will explore common misconceptions and their consequences. Critical analysis will be done on information promoted by the government and media. Prerequisite: None.

GA111 MEDIA AND DESIGN STUDY (3.0 credits/60 clock hours) This course will provide the students with an in-depth study of the history of graphic design and typography, and how they have impacted society, from cave painting and the introduction of printing to modern elements and advancements in graphic design. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), and Introduction to Computer Graphics (Photoshop).

MD237 MEDICAL ADMINISTRATIVE SKILLS I (3.0 credits/60 clock hours) This course introduces students to common administrative procedures performed in both small and large medical practice via a Practice Management System. Students will learn to input patient information, bill insurance companies and schedule appointments. The student will be able to run common reports associated with the medical practice, including day sheets, patient ledgers, and other financial reports that are important to the day-by-day financial operations of the medical practice. Prerequisites: Word Processing or Microsoft Word or Microsoft Office and Medical Terminology II. Taken concurrently with CPT-4.

MD301 MEDICAL ADMINISTRATIVE SKILLS II (2.5 credits/60 clock hours) This course is designed to build important skills for handling computerized billing tasks in medical offices. Computerized billing tasks are completed with a patient billing software program, using a medical office setting and related patient data. Prerequisite: Medical Administrative Skills I and taken concurrently with Medical Insurance Forms.

MA602 MEDICAL ASSISTANT INTERNSHIP (9.0 credits/378 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.

MD209 MEDICAL DOCUMENTATION APPLICATIONS (2.0 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 Documentation or Fundamentals of Medical Transcription.

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. Prerequisite: ICD Coding II 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, HIPAA regulations, and other current issues will be presented. Prerequisites: Introduction to the Health Care Field.

MA301 MEDICAL SEMINAR (2.0 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 II and Lab II, Medical Terminology II, Introduction to the Healthcare Field, Fundamentals of Medical Transcription or Fundamentals of Medical Documentation, Pathophysiology, ICD Coding II, CPT-4, Medical Administrative Skills II, Medical Insurance Forms, Practice Management & EHR, Clinical Skills III, and Laboratory Procedures I. Taken Concurrently with Laboratory Procedures II, Medical Legal Aspects, and First Aid & CPR-AHA.

MA304 MEDICAL SEMINAR (1.5 credits/36 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 II and Lab II, Medical Terminology II, Introduction to the Healthcare Field, Fundamentals of Medical Transcription or Fundamentals of Medical Documentation, Pathophysiology, ICD Coding II, CPT-4, Medical Administrative Skills II, Medical Insurance Forms, Practice Management & EHR, Clinical Skills III or Electrocardiography, and Laboratory Procedures I. Taken Concurrently with Laboratory Procedures II, Medical Legal Aspects, and First Aid & CPR-AHA.

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. Prerequisites: Medical Terminology I.

MD238 MEDICAL TRANSCRIPTION SKILLBUILDING (2.0 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 or Fundamentals of Medical Documentation

CP257 MICROCOMPUTER SYSTEMS MANAGEMENT (3.5 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, Introduction to Computing, or Introduction to Operating Systems.

CP272 MICROSOFT ACCESS (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. Prerequisite: Computer Fundamentals, Introduction to Computing, or Introduction to Operating Systems.

CP270 MICROSOFT EXCEL (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; for enhancing a worksheet; and for integrating worksheets and graphics. Prerequisite: Computer Fundamentals, Introduction to Computing, or Introduction to Operating Systems.

CP212 MICROSOFT OFFICE (3.0 credits/60 clock hours) The current version 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, Introduction to Computing, or Introduction to Operating Systems.

CP275 MICROSOFT SERVER OPERATING SYSTEM (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. Prerequisite: Networking Essentials.

CP226 MICROSOFT WORD (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.

CP322 MODERN APIs (3.0 credits/60 clock hours) In this course students will learn to program using popular APIs. The students will learn common APIs used today to interact with and enhance web pages and applications. Students will use one or more APIs to create a final project for the course. Prerequisites: PHP and JavaScript.

CP276 .NET FRAMEWORK (3.0 credits/60 clock hours) This course expands upon the objectives learned in the C# Programming course and covers basics of ASP.NET, C#, and SQL Server along with advanced topics in object-oriented programming. The students will build database-driven applications that incorporate authentication and security. Prerequisite: C# Programming.

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: None.

CP324 OBJECTIVE-C PROGRAMMING (3.0 credits/60 clock hours) This course will introduce students to the Objective-C programming language. Objective-C is the language underlying iOS. Students will learn the fundamentals of Objective-C, creating applications of various complexities. Prerequisite: Introduction to Programming & Logic.

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.

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.

CP273 OFFICE COMPUTER NETWORKING (3.5 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, Introduction to Computing, or Introduction to Operating Systems.

AP302 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, 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 II, Keyboarding II Lab, Advanced Word Processing, and Desktop Publishing I.

OS102 ONLINE BUSINESS COMMUNICATION (2.0 credits/36 clock hours) Through readings, case studies, and lecture students will be introduced to the key concepts of online business communications. The major topics will include: E-mail, Event Communications, Data Storage and Cloud computing in communication, Social Media, and Ethics and Policy making. Prerequisite: None.

GE250 ORAL BUSINESS COMMUNICATIONS (1.0 credit/24 clock hours) This applied communications course teaches the fundamentals of oral business communication with emphasis on improving speaking and listening skills in the workplace. This course will help students create informational speeches and familiarize students with formal speech preparation, business presentation skills, and effective nonverbal communication. Prerequisite: None

GE251 ORAL PRESENTATION SKILLS (1.5 credits/36 clock hours) Oral Presentation Skills will introduce students to fundamentals in workplace communication with an emphasis on improving speaking and listening skills in a business environment. The course focuses on planning informative and persuasive messages, presenting business plans effectively, and speaking with confidence and poise. Prerequisite: Taken concurrently with the Business Plan.

GA210 PACKAGING DESIGN (2.5 credits/60 clock hours) This course deals with package design for a variety of products, from mass-market to luxury. Students work with concept, surface design, materials, and the physical construction of three-dimensional forms, as well as exploring how packaging fits in to an overall branding and marketing experience. Prerequisites: Electronic Design I (Quark) or Electronic Design II (InDesign), Typography, Computer Graphics – Illustrator, and Geometry for Design.

HI100 PATHOPHYSIOLOGY (4.0 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 II and Medical Terminology II.

DS203 PATIENT CARE (2.5 credits/48 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: Must be enrolled in DMS, DPP, or DMP programs.

AC105 PAYROLL ACCOUNTING (3.5 credits/60 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: Introduction to Accounting or Accounting I and Introduction to Business Math or Business Mathematics.

CP321 PERL AND PYTHON (3.0 credits/60 clock hours) In this course students will learn the programming fundamentals of both Perl and Python. Students will learn write scripts in both languages and execute them on both Windows and Linux operating systems. Prerequisites: UNIX/Linux Essentials and Introduction to Programming & Logic.

MG212 PERSONAL FINANCIAL MANAGEMENT (1.5 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, and wills. 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: None.

CP253 PHP (3.5 credits/60 clock hours) This course in web programming will introduce students to concepts of server-side scripting using PHP. Prerequisites: Web Site Design and Introduction to Programming & Logic.

CP280 PHP (3.0 credits/60 clock hours) This course in web programming will introduce students to concepts of server-side scripting using PHP. Prerequisites: Web Site Design and Introduction to Programming & Logic.

CJ203 PHYSICAL SECURITY & SAFETY (1.0 credit/24 clock hours) This course details 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.

MD239 PRACTICE MANAGEMENT & EHR (2.0 credits/60 clock hours) This course provides instruction in fundamentals of the operation and maintenance of an electronic medical office health record system. This instruction will include use of computerized software for medical office. Prerequisites: Word Processing or Microsoft Word or Microsoft Office.

DS211 PRINCIPLES OF CARDIOVASCULAR TECHNOLOGY (2.5 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.

DS102 PRINCIPLES OF SONOGRAPHY (2.5 credits/48 clock hours) This course is an introduction to the field of 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 be presented. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs.

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.

HI224 PRINCIPLES OF SUPERVISION (1.5 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.

DS235 PRINCIPLES OF VASCULAR SONOGRAPHY (4.0 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. Prerequisites: Must be enrolled in the DMS, DPP, or DMP programs.

GA212 PRINT PORTFOLIO (2.5 Credits/60 clock hours) The course focuses on the development of the student's print and digital portfolio in preparation for entering the graphic design profession. Several projects will encourage students to develop conceptual skills, to execute comprehensive projects, and to prepare for professional presentations. Students will design an identity portfolio campaign incorporating a resumé, and supporting body of work. At the end of the term, the students will have a physical print portfolio along with creating a personal online digital portfolio-based website. 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.

CD302 PROFESSIONAL DEVELOPMENT (1.5 credits/21 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: As per internship policy.

PD102 PROFESSIONAL DEVELOPMENT (1.0 credit/24 clock hours) Professional Development is designed to explore the fundamental building blocks to a student's success in school and ultimate success in the workplace. Topics include time, money, and stress management, professionalism, and teamwork. Prerequisite: None.

DS225 PROFESSIONAL DEVELOPMENT I (2.0 credit/30 clock hours) The student researches clinical cases with which the he/she has been involved during the internship. Individual cases are written up as research papers and submitted for a grade. Selected cases are chosen by the faculty for student presentation to the rest of the class in PowerPoint format. Additional requirements involve on-site research and journal reviews. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs.

DS226 PROFESSIONAL DEVELOPMENT II (2.0 credits/30 clock hours) The student researches clinical cases with which the he/she has been involved during the internship. Individual cases are written up as research papers and submitted for a grade. Selected cases are chosen by the faculty for student presentation to the rest of the class in PowerPoint format. Additional requirements involve on-site research and journal reviews. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs.

DS214 PROFESSIONAL DEVELOPMENT FOR THE SONOGRAPHER I (1.5 credits/21 clock hours) The student researches clinical cases with which the he/she has been involved during the internship. Individual cases are written up as research papers and submitted for a grade. Selected cases are chosen by the faculty for student presentation to the rest of the class in PowerPoint format. Additional requirements involve on-site research and journal reviews. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs.

DS216 PROFESSIONAL DEVELOPMENT FOR THE SONOGRAPHER II (1.5 credits/21 clock hours) The student researches clinical cases with which the he/she has been involved during the internship. Individual cases are written up as research papers and submitted for a grade. Selected cases are chosen by the faculty for student presentation to the rest of the class in PowerPoint format. Additional requirements involve on-site research and journal reviews. Prerequisites: Must be enrolled in DMS, DPP, or DMP programs.

HI604 PROFESSIONAL PRACTICE EXPERIENCE (9.0 credits/378 clock hours) This course provides students with clinical experience to enhance their skills and knowledge in the health information field. The student will be placed in a health care setting such as a hospital, physician office, nursing home, prison setting, specialty healthcare facility, etc. Areas include the organization of the healthcare facility, record content, release of information, accreditation and licensing standards, coding and reimbursement systems, billing, statistics, EHR applications, quality management, utilization review, risk management, and other aspects pertinent to the setting. Prerequisites: Health Records in Other Settings, Medical Legal Aspects, Advanced Coding and Electronic Health Records.

CP265 PROJECT MANAGEMENT (3.5 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 project management knowledge areas such as: project integration, scope, time, cost, quality, human resources, communications, risk, procurement management and stakeholder management, and process groups such as: initiating, planning, executing, monitoring and controlling, and closing to information technology projects. Prerequisite: This course must be taken in the term prior to the IT Capstone Project class.

GE203 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 criminal justice functions in present-day society. Some of the specific topics that will be discussed and critically examined are: group formation and types of members; psychology of abuse and ethics; the unique psychological stresses of criminal justice work; critical incident stress management; conflict management and de-escalation; hostage situations; psychological stresses of command; psychology of crowds; riots and their effective control; the application of psychological principles in witnesses and juries; and the psychology of competence and insanity. Prerequisite: None.

GA209 PUBLICATION DESIGN (2.5 credits/60 clock hours) Using skills learned from previous classes, students will apply learned principles of publication design to produce a series of related projects. Students will be asked to solve complex design problems when working with lengthy manuscripts, multiple-page documents, large-scale formats, periodicals and/or books. In addition, they will create and integrate 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.

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.

AP106 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 to file and request records. 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.

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: None.

MK104 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.

CP319 SAN ADMINISTRATION AND DISASTER RECOVERY (3.0 credits/60 clock hours) In this course students will setup a NAS device using various RAID technologies and then move to designing and building a SAN. The students will focus on replication of data, backups and plan disaster recovery. Prerequisites: Networking Essentials, Hardware, and TCP/IP

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.

CP239 SERVER ADMINISTRATION (3.5 credits/60 clock hours) This course prepares the student to administer networks using server operating systems. It will focus on updates to the software and in-depth coverage of the administration aspects of server operating systems. This course includes topics such as installing, configuring, managing and troubleshooting. Prerequisite: Networking Essentials.

CP278 SERVER ADMINISTRATION (3.0 credits/60 clock hours) This course prepares the student to administer networks using server operating systems. It will focus on updates to the software and in-depth coverage of the administration aspects of server operating systems. This course includes topics such as installing, configuring, managing and troubleshooting. Prerequisite: Networking Essentials.

MG224 SMALL BUSINESS MANAGEMENT (2.5 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.

MK105 SOCIAL MEDIA FOR BUSINESS (1.5 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: None.

CJ118 SOCIOLOGY FOR CRIMINAL JUSTICE (3.0 credits/48 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. The course specifically focuses on the sociology of deviant behavior so the students can apply the general theories to their work with criminal justice issues. Particular focus is on the effect of culture, groups, socialization, economics, gender, income disparity, roles and statuses and race on crime. The religious section expands to an understanding of the denominational makeup and religious conflict on prison systems. Government and social movement sections highlight protests, crowd control, riots and cults as criminal justice issues. 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, Introduction to Computing, or Introduction to Operating Systems.

CP271 SOFTWARE TRAINER ESSENTIALS (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, Introduction to Computing, or Introduction to Operating Systems.

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.

CJ302 SPECIALIZED CERTIFICATIONS FOR CJ (1.5 credits/36 clock hours) This course will instruct students in the areas of proper handcuffing, pepper spray and CPR techniques. Students will be taught the material through lecture and demonstrations. Then they will have to perform the techniques. At the conclusion of this course, students will be able to test and receive the following certifications: OCAT (Oleoresin Capsicum Aerosol Training), PATH (Practical and Tactical Handcuffing), and CPR (Cardiopulmonary Resuscitation). Prerequisites: 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; for enhancing a worksheet; and for integrating worksheets and graphics. Prerequisite: Computer Fundamentals, Introduction to Computing, or Introduction to Operating Systems.

GE246 STATISTICAL METHODS AND APPLICATIONS (3.0 credits/60 clock hours) This course is designed to give the student a basic knowledge of the statistics used in today's business 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, introduction to sampling concepts, deceptive statistics, frequency distributions, graphing, cross tabulations, measures of central tendency, measures of dispersion, introduction to probability, binomial distribution, normal distribution, hypothesis testing with one sample and related areas. Prerequisite: Applied Algebra.

MG213 SUPPLY CHAIN MANAGEMENT (1.5 credits/36 clock hours) Through readings, case studies, and lectures, the student will become familiar with various aspects of Supply Chain Management and Purchasing processes. Topics will include Supply Chain activities and functions, Supplier evaluation and selection, Supply quality management, Supplier performance measurement, Supplier development, Supply Chain analysis, Negotiation, Contract Management, and Purchasing Services. Prerequisites: None

CP315 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.

IM103 TECHNICAL DRAWING I (3.0 credits/60 clock hours) This course is a practical approach to the fundamentals of manual engineering drawing and includes an introduction to computer aided drafting (CAD). Included are ANSI, ASME, AWS, and SI standards. Concepts covered include scales and precision measurement, auxiliary views, sections and dimensioning. Prerequisite: None.

IM202 TECHNICAL DRAWING II (3.0 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: Applied Algebra, Technical Drawing I and Introduction to Computing.

CP269 TECHNICAL PRESENTATIONS (1.0 credits/24 clock hours) This course covers principles of effective technical presentations and provides a structure for applying them in a professional setting common to the Information Technology profession. Prerequisites: Business Applications.

GE252 TECHNICAL WRITING (1.5 credits/36 clock hours) The students will apply their Business 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: Business English I and Business Applications or Microsoft Office or Word Processing or Microsoft Word.

AP108 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) This course 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.

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.

GA213 TYPOGRAPHY – EXPRESSIVE & EXPERIMENTAL (2.5 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. Prerequisites: Typography and Typography as Design.

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 X-ray, 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.

DS208 ULTRASOUND PHYSICS & INSTRUMENTATION I (2.5 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.

DS266 ULTRASOUND PHYSICS & INSTRUMENTATION II (2.5 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.

CP262 UNIX/LINUX ESSENTIALS (3.5 credits/60 clock hours) This course explores the Linux operating system and teaches students how to install, configure, and update a Linux operating system. Students will perform tasks such as creating, managing, and deleting user accounts, performing software installation and package management, writing bash scripts, installing and configuring various Linux distributions, automating the scheduling of tasks, managing remote access, and configuring network interfaces and services. Prerequisite: Computer Fundamentals, Introduction to Computing, or Introduction to Operating Systems.

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.

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 cerebrovascular, 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.

DS308 VASCULAR TECHNOLOGY II (4.0 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.

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.

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.

CP281 VOIP TELEPHONY (3.0 credits/60 clock hours) In this course students will learn to setup VOIP phones on a LAN. Students will examine Cisco's VOIP solutions as well as alternative VOIP systems. Video conferencing solutions will also be examined. Prerequisites: Cisco Networking

CP318 WEB SERVER ADMINISTRATION (3.0 credits/60 clock hours) In this course students will learn to setup and administer web servers on both Windows and Linux platforms. Students will manage multiple virtual hosts, install SSL certificates, redirect pages, block access, and apply basic security practices to web servers. Prerequisites: UNIX/Linux Essentials, Networking Essentials, and Web Site Design.

CP233 WEB SITE DESIGN (3.0 credits/60 clock hours) This course introduces students to basic web design using Adobe Dreamweaver, HTML5 (Hypertext Markup Language) and CSS3 (Cascading Style Sheets). Throughout the course students are introduced to web site planning, writing HTML5 and CSS3 code, page layout techniques, text formatting, inserting graphics, images, and multimedia, creating forms, and utilizing a responsive design. Prerequisite: Computer Fundamentals, Introduction to Computing, or Introduction to Operating Systems.

CP263 WEB SITE DESIGN II (3.5 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 web sites using Dreamweaver XHTML programming code. Advanced CSS implementation along with various methods of site design will be explored. Primary focus will be on further developing the students skills using <div> tag development, CSS/ CSS3/, responsive design techniques, and Javascript when developing a website, enabling students to create more dynamic, interactive, and commercially viable web pages. Prerequisite: Web Site Design.

CP323 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 web sites using Dreamweaver XHTML programming code. Advanced CSS implementation along with various methods of site design will be explored. Primary focus will be on further developing the students skills using <div> tag development, CSS/ CSS3/, responsive design techniques, and Javascript when developing a website, enabling students to create more dynamic, interactive, and commercially viable web pages. Prerequisite: Web Site Design.

GE157 WRITING FOR CRIMINAL JUSTICE (3.5 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: Business English II.

ACADEMIC INFORMATION

Academic Honor and Excellence . . .

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 required to attend all classes. In the event of emergencies, students are required 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. Emergencies will still be viewed as an absence.
3. Students will demonstrate respect for others while communicating a point of view and while allowing others to do the same, ensuring that the campus is free from intimidation and harassment.
4. Students of all races, colors, genders, ages, religions, national origins, marital status, sexual orientation, ancestry, political beliefs, ethnicities, abilities, socio-economic backgrounds or veteran status are welcome to study and prepare for their career and lifelong learning.

Academic Honesty Policy . . .

It is the policy of South Hills School to respond to academic honesty violations during the student's academic study with the following procedure:

1. **First Offense**—an "F" (0%) will be given for the exam or assignment.*
2. **Second Offense**—the student will be given an "F" in the particular course.**
3. **Third Offense**—the student will automatically be expelled from school.

***Note:** Failure may result in not passing a prerequisite course. This may lengthen the time for program completion.

***Note:** DMS, DMP, DPP programs—Failure for an exam/assignment may result in a grade lower than 77% for the course which would result in the dismissal from the program.

**** Note:** Failure may result in not passing a prerequisite course. This may lengthen the time for program completion.

**** Note:** DMS, DMP, DPP programs—Failure for a course will result in dismissal from the program.

Academic honesty violations include cheating, plagiarism, and other forms of academic dishonesty. When a student violates the honesty policy, he/she will sign a document to acknowledge understanding of the violation and consequences. This document will be kept in the student's academic file.

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. 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, the Director of Education, the Student Attendance Manager or an Academic Affairs Officer to discuss the student's willingness to continue in the program. Excessive absences could result in dismissal.

If a student is absent from school for ten (10) consecutive calendar days before the ninth week of the term without a legitimate excuse and has not notified the school of such circumstances, the student will be withdrawn from school and receive a WD (withdraw, no grade) for all classes he/she was enrolled in that term. If the tenth day of his/her absence falls after the ninth week of the term, the student will be withdrawn from school and receive a "WF" (withdraw failing) for all classes he/she was enrolled in that term.

Students who earn "WF" in all classes in any quarter will not be scheduled for classes in the subsequent quarter unless they schedule a meeting with Academic Affairs. Academic Affairs will review the student's academic status to determine whether he/she will be able to achieve satisfactory academic progress. If it is determined that the student will be able to achieve satisfactory academic progress as well as the graduation requirements by the end of the quarter, he/she will be permitted to continue with classes. If the student will not be able to achieve satisfactory academic progress, the student will be dismissed from his/her program and will lose all student financial aid. He/she may, however, continue training as a certificate student and the policy for reinstatement will apply. **The student will not be eligible for financial aid during this period and will be responsible for the cost of the certificate credits.**

Course Registration Cancellation. To be considered registered for a course, the student must attend within the first five days of the term. After the fifth day, a student's registration for any course(s) will be canceled, unless the student contacts the school to get approval for extenuating circumstances.

Credit Structure, Outside Preparation, Credit Transfer, and Exemption Credit . .

To adequately comprehend content and achieve success in South Hills courses, time outside of class spent reading, studying, reviewing, practicing, researching, and completing assignments is required. The number of credit hours assigned to a traditionally delivered course is defined by Federal regulation for purposes of financial aid is based on the following definition.

In compliance with criteria outlined by the Department of Education, South Hills defines one quarter credit as either:

- A minimum of 14 direct faculty instruction periods (lecture) with not less than two hours of out-of-class work per hour of lecture
- Or 28 laboratory hours
- Or 42 internship hours

- Or an appropriate combination of all three per 10-12 week session

The credits for each course are determined by the following calculation: Lecture/14 + Lab hours/28 + internship hours/42. The resulting course credit is rounded down to the nearest 0.5 credit.

As courses are developed, instructors from the content area meet to determine the number of hours of lecture and the number of hours of lab for that course, based on content. Homework is then developed to meet the number of hours required by Federal regulations. South Hills uses the following guidelines for time spent on homework.

Textbook reading	@10 pages per hour (skimming, careful reading, review)
End-of-Chapter Questions	@1 hour per 10 questions
Article Reading and Analysis	@6 pages per hour (study guides, workbook assignments, etc.)
Non-Critical Reading	@20 pages per hour
Study for Quizzes	@2 hours
Study for Tests	@4 hours
Group Project	Variable time depending on project
Individual Project	Variable time depending on project
Creating Formal Paper	@2 hours per page
Homework Practice	@1/2 hour per lecture hour (math, accounting, grammar, etc.)

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 a business school, college or university accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) 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 will not be considered once the student has attended classes for the course he/she is attempting to apply the transfer credits to.

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. Students can choose to decline any transfer credits they have been granted should they decide to take the class at South Hills.

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.

No quality points will be awarded for credits received as transfer credits from another accredited school or through Prior Learning Assessment credit. Transfer credits or exemption credits will not be used in calculating the student's GPA, but will count as credits completed.

South Hills School of Business & Technology reserves the right to require the student to take an exemption examination. There is a standard \$25 fee.

Exemption tests are available for students to take for a limited number of classes. A \$25 fee is required for all exemption tests except Keyboarding.

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

Exemption tests **must be taken prior** to the beginning of the term in which the student is scheduled for the class. The Director or Director of Education will decide any exceptions to this policy.

If a student is eligible to exempt a course or receives transfer or PLA credits, that student may take a reduced course load. The student is responsible to check with financial aid to determine what consequences, if any, this reduction in credits will have on his/her financial aid.

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 member 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.

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.)

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 2.0 average is required for graduation.

The grading scale used at South Hills School is below.

Grade	Percentage	Quality Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	Below 60	0.0
WD	Withdraw, No Grade	
WF	Withdraw Failing	
EC	Exempt Credit	
TC	Transfer Credit	
PL	Prior Life Assessment	
P	Pass	

All “F” and “WF” 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 that the student earned at that point.

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.

A student must attain a “C-” grade or better in all major courses in his/her curriculum. Minimum grade requirements for major courses vary in some programs, as indicated in the program standards listed below. If a student changes his/her curriculum, it will be necessary for him/her to repeat any course for which he/she did not receive the minimum required grade for the new program.

Diagnostic Medical Sonography Program Standards
Students in the DMS, DMP, and DPP programs must earn a “C+” or better (77%) in all classes in order to continue in the program. Students who receive one or more grades below “C+” in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program. A “B-” or better grade in Applied Algebra is required in the DMS program.

Health Information Technology Program Standards
Students in the HIT program must earn a “C-” or better in all classes.

Engineering Technology Program Standards
A “B-” or better in Applied Algebra is required in the ET program.

Business Administration – Accounting Program Standards
A “C+” or better grade in Accounting I, II, and III is required in the BAA program.

Changing Programs. When a student changes programs, 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.

Alert/Warning. Students receive the notation(s) when the term and/or the cumulative grade-point average is below a 2.0 and/or when he/she falls below 67% of credits attempted per term or overall in his/her program.

Probation. See “Probation” under the section “Satisfactory Academic Progress.”

Instructors will distribute specific course grading requirements at the beginning of each course.

Prerequisites . . .

A prerequisite is a course you must successfully complete with the minimum grade or better before registering for another course.

Under no circumstances will a student be allowed to take a course if he/she has not earned the minimum grade required in one or more of the prerequisites.

Report Cards . . .

Students are able to view progress reports (report cards) in the student portal. The grade and grade-point average 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) and in a program of study to be eligible for the Dean’s List. At graduation, students will be further honored for maintaining high academic excellence for all terms attended.

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.

Residential Learning . . .

South Hills School of Business & Technology delivers residential learning. All classes are held in the school’s facilities.

Changing Programs or Dropping & Adding Courses . . .

A student may contact an Academic Affairs Officer with a request to change programs at any time. The Academic Affairs Officer (main and Altoona campuses) or Student Affairs Coordinator (Lewistown) will develop a projection of courses and the time which will be necessary to complete the new program. The change of 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 75% time frame of the duration of the course will receive the notation, “WD” (withdraw, no grade), on the transcript. The 75% time frame of the duration of a course falls as follows:

attempted 50% of the credits required to complete his/her program, or the term just prior to exceeding 50 percent.

COURSE LENGTH	75% DROP POINT
12 weeks	9 th week
10 weeks	7 th week
6 weeks	4 th week

Following that period of time, a student withdrawing from an individual course will take the grade earned for the entire course. Exceptions may be made for documented reasons.

To officially make any changes, the student must complete the official Drop/Change of Program/Withdrawal form, obtainable from the Academic Affairs office. The Drop/Change of Program/Withdrawal form is not effective until all signatures have been obtained on the form and the white form has been returned to Academic Affairs. In the case of dropping a course, the student is to continue to report to class until the form has been completed.

Satisfactory Academic Progress (SAP) . . .

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 and rate of completion. The student is notified of "Alert", "Warning", or "Probation" status by a notation on his/her transcript and notification of a required meeting with the Academic Affairs and Financial Aid offices.

SAP is checked at the end of each term. In order for a student to achieve SAP, he/she must meet each of the following criteria each term SAP is checked:

- Maintain at least a 2.0 GPA for the term as well as a 2.0 cumulative GPA.
- Earn at least 67% of credits attempted for the term as well as 67% of credits attempted overall in his/her program.

Maximum Allowable Time Frame

The maximum allowable time frame for a student to complete a program in which he/she is enrolled is 1.5 times the length of the program (see Table 1 below). At the 50 percent point of his/her program, the student must have a minimum of a 2.0 cumulative GPA and he/she must have earned 67% of credits attempted. 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 academic credential (diploma or ASB/AST degree) for which he or she is enrolled.**

Table 1

School Program Length	Maximum Time Frame (School Program Length x 1.5)	50% Evaluation Point*
5 quarters	7 quarters	End of 2nd quarter
6 quarters	9 quarters	End of 3rd quarter
7 quarters	10 quarters	End of 3rd quarter
9 quarters	13 quarters	End of 4th quarter

**The 50% point for those students that have transferred, changed programs, reapplied or are attending part-time will differ from that of a student who finishes his/her program in the normal timeframe. Therefore, the 50% point for an off-track student will be based on total credits in his/her program and the mid-way point will be determined when a student has*

Alert

Students receive this notation on his/her transcript corresponding to the first term he/she does not achieve SAP. Students will be notified of the minimum requirement(s) in order to make SAP and consequences of not making SAP. The student may continue to attend an additional term and continue to receive applicable financial aid. This subsequent term is known as Warning.

Warning

Students receive this notation on his/her transcript following the term noted as Alert. **While on Warning, the student may receive one payment period (term) of financial aid.** At the end of the term on Warning, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term. If the student does not make SAP, he/she must formally appeal in writing to the school's Director of Education. Academic Affairs will determine the minimum amount of credits and GPA needed for the student to make SAP. The student is required to meet with the Director of Education, Academic Affairs, and Financial Aid regarding the appeal process/status.

If it is determined that a student will be unable to achieve SAP as well as the graduation requirements as outline above by the end of the following quarter, then the student will be dismissed from his/her program. He/she will lose all financial aid. At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

Appeal Process If a student does not meet SAP standards by the end of the payment period (term) on Warning, he/she must formally appeal in writing to the school's Director of Education in order to be considered for eligibility of financial aid and to continue under his/her current program of study. The student must explain what type of circumstances contributed to the unsatisfactory academic progress, as well as what has changed in the student's situation that would result in the achievement of progress. This explanation must be documented and will be considered in the appeal.

Probation

If the appeal is successful, the student will be placed on Probation for one quarter and he/she will receive this notation on his/her transcript corresponding to the term on Probation. **Students may not be placed on Probation for more than one quarter.** Eligible students may continue to receive financial aid while on Probation.

During Probation, the student must earn a 2.0 for the quarter GPA and a 2.0 cumulative GPA and earn 67 percent of credits attempted in that quarter as well as 67 percent of credits attempted overall towards his/her program in order to maintain diploma or associate in specialized business or technology degree status. In addition, the student must meet the requirements of the 50 percent evaluation point (See Table 1).

At the end of the term on Probation, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term.

If the student is unable to achieve SAP, he/she will be dismissed from his/her program. He/she will lose all financial aid. At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

Certificate Status If a student loses his/her diploma or ASB/AST degree status because of not meeting satisfactory academic progress, he/she may continue training as a certificate student. **Certificate students are ineligible for any student financial aid.**

Reinstatement Procedure Students who have been dismissed from school for receiving an Alert, Warning and a subsequent Probation and wish to be reinstated as diploma or ASB/AST degree candidates

must first reapply for school and attend as a certificate student. If the student demonstrates, after completing additional coursework and achieving a minimum quarter GPA of 2.0 and cumulative GPA of 2.0, and the student has earned 67 percent of credits attempted in that quarter as well as 67 percent of credits attempted overall towards his/her new or intended program, and demonstrates that he/she is motivationally prepared to continue in the program, the student may be reinstated as a diploma or ASB/AST student. Credits taken by the student under the Certificate status will be counted as credits attempted, and will be used in calculating quarter/cumulative GPA towards his/her new program. 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 Table 1). The Director or Director of Education must approve reinstatement, which is based on evaluations made by instructors familiar with the student's work.

Failure Students who earn an "F" or "WF" in all classes in any quarter will not be scheduled for classes in the subsequent quarter unless they schedule a meeting with Academic Affairs. Academic Affairs will review the student's academic status to determine whether he/she will be able to achieve SAP in the subsequent quarter. If it is determined that the student will be able to achieve SAP as well as the graduation requirements by the end of the following quarter, he/she will be permitted to continue with classes. If the student will not be able to achieve SAP, he/she will be dismissed from his/her program and will lose all student financial aid. The student may, however, continue training as a certificate student and the policy above for reinstatement will apply. **The student will not be eligible for financial aid during this period and will be responsible for the cost of the 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 that the student has earned at that point.

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 completed, in calculating the percentage needed for SAP. After the two week period and the course completion, the student receives his/her grade, and the student's GPA and SAP are recalculated. Financial Aid will wait to review the student's SAP until the incomplete course has a grade.

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 75% time frame of the duration of the course will receive the notation, "WD" (withdraw, no grade), on the transcript. The week where the 75% time frame of the duration of a course falls is as follows:

COURSE LENGTH	75% DROP POINT
12 weeks	9 th week
10 weeks	7 th week
6 weeks	4 th week

A student may withdraw without taking the grade earned for the course. Following that period of time a student withdrawing from an individual course will take the grade earned for the entire course. Exceptions may be made for documented reasons.

A course with the designation of "WD" has no effect on the quarter's GPA and is not considered as credits earned in calculating the percentage needed for satisfactory academic progress. It is counted as credits attempted in determining the maximum course completion length allowed. For financial aid purposes, withdrawn course(s) count as credits attempted, but not earned, when calculating whether or not the student has earned 67 percent of credits attempted. A course with the designation of "WF" does have an effect on the quarter's GPA and is equal to zero quality points.

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 or the Director of Education in writing. A decision on the appeal will be made by the Director or the Director of Education. The student will be expected to explain what type of circumstances contributed to the need to withdraw and include the necessary documentation. The decision 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 not receiving the minimum grade required for his/her program). If the student fails the course (or does not earn the minimum grade required) a second time, he/she will be dismissed from his/her program. When a course is repeated, the best grade is used when determining the cumulative GPA.

Pass/Fail Courses Pass/Fail courses are rarely given and do not affect the grade-point average. Credits will count toward satisfactory academic progress.

Change Program When a student changes programs, 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 (SAP). SAP will be evaluated at the end of the term for the new program.

Program/Course Revisions . . .

Programs are reviewed annually by the Director of Education, and program coordinators with input from faculty directly involved with the program. The impetus to change often starts with the faculty and/or internship supervisors who are in contact with employers.

All course revisions are made by the instructor with direction from the other faculty and Director of Education. The revised syllabi are kept electronically on CourseWeb.

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. (All locations)

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, provide

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. (All locations)

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. (Altoona and State College)

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. (All locations)

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)

Circle K International. Circle K International develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service. Members focus on making their campus and community better places in which to live and work. The goals are: to learn the importance of voluntarism and altruism in the world; to discover and develop leadership talents and skills that will be used in a future career and professional position; to apply concepts learned in the classroom to everyday situations when planning/organizing a project or event; to network with professional people in similar fields of interest through interaction with members of the sponsoring Kiwanis Club; to increase opportunities for scholarships for future education; and to increase professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences. (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.

Student Store . . .

State College. The South Side Student Store offers South Hills apparel, school supplies, food, and drink items as well as specialized products for various clubs and organizations within the school. To make a purchase, visit The South Side Student Store.

Lewistown. South Hills T-shirts, sweatshirts, and bags are on display in the office. To make a purchase, see Gloria Kline.

Altoona. South Hills T-shirts, sweatshirts, and bags are on display in the main entrance area of each building. To purchase any of these items, see Todd Estright.

Library . . .

South Hills School subscribes to an on-line resource that students may access from all school locations or from home. "Ebrary" features a growing selection of more than 100,000 multi-disciplinary titles which are available to any number of students at the same time. This electronic service also provides powerful tools for information discovery and management for research projects.

The South Hills "Virtual Library" is a centralized list of links to give students quick and easy access to many electronic resources such as dictionaries, encyclopedias, software tutorials, newspapers, magazines, scholarly journals, mp3 files, e-books, federal census records, and more. With 24/7 access from any Internet connection, the South Hills Virtual Library is available at any time from the school website or at: www.southhills.edu/virtualLibrary.

State College. The open shelf library in Room 13 contains over a thousand volumes of textbooks, general academic and business resources along with standard reference works. Periodicals, weekly magazines and newspapers are also available to students. Listings of other online library, digital source and helpful library tools are kept in the library for reference. Books may be checked out for a two-week period of time. See Joan Andrews for library assistance.

The Diagnostic Medical Sonography program houses many curriculum-related textbooks and other academic resource material at the Cato Park building.

All students have access to Penn State University's Library (Curtin Road-PSU), Schlow Memorial Public Library (211 South Allen Street, State College), and the Centre County Library (200 North Allegheny Street, Bellefonte).

Lewistown. The Mifflin County Library is located within walking distance of the school (123 North Wayne Street). The Library provides students with a selection of over 90,000 books and periodicals to choose from. Materials may be checked out for a two-week period. (www.mifflincountylibrary.org)

The open-shelf library at the school contains textbooks, general academic, and business sources. Periodicals and back issues of newspapers are kept in the library. Books may be borrowed for three weeks.

The school also provides Internet connections, which offers access to databases and reference materials throughout the world. You may see the librarian, Steve Russell, for assistance.

Altoona. The school library contains over 1,000 volumes of textbooks, general academic and business sources, and standard reference works. Various other general and business periodicals are also available. A small collection of videos, CDs, and audio books are maintained in the main office area by Hope Ray, Librarian.

Please follow the directions for use of library materials posted inside the library.

The School provides Internet connections, which offer access to databases and reference materials through the World Wide Web.

The Altoona Public Library is located at 1600 5th Avenue. The library contains over 230,000 books and periodicals to choose from. The library is open Monday through Thursday, 8:30 a.m. to 9:00 p.m., Friday 8:30 a.m. to 5:00 p.m., Saturday 9:00 a.m. to 5:00 p.m., and Sunday 1:00 p.m. to 4:00 p.m. (1600 5th Avenue), www.altoonapubliclibrary.org.

Internship Policy . . .

A student enters into an internship only upon completion of all course work. 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. No student in the HIT program may begin an internship until he/she has successfully completed all courses with a "C-" grade. Students in the DMS, DMP, and DPP programs should refer to the DMS Handbook for the internship requirements for those programs. 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 of Education.

Graduation and Graduation Requirements . . .

Graduation standards include:

1. Students enrolled in diploma and ASB/AST degree programs are required to have a 2.0 cumulative grade-point average in courses required in their program in order to graduate from South Hills School.
2. Students must have completed the program of study for which they are enrolled with a minimum of a "C-" in all major courses except terminal courses where a "D" may be permissible. "D" grades in all major courses must be repeated (See "Repetitions" in the SAP section). Students in the DMS, DMP, and DPP programs must earn a "C+" or better in all classes. Students in the HIT program must earn a "C-" or better in all classes.
3. Students are required to have completed the total credits and clock hours listed for their programs.

An Associate in Specialized Business Degree (ASB) will be issued to those students completing ASB programs who have met the standards listed above.

An Associate in Specialized Technology Degree (AST) will be issued to those students completing AST 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 students taking one or more of the listed diploma or ASB/AST degree classes who have attained the standards above.

Honors and Awards . . .

Academic 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.

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 Administrative Medical Assistant 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 Business Office Specialist 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.

The Terry French Memorial Award was established for the Information Technology program. Terry was an instructor at South Hills.

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.

Community Awards

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. Faculty/staff members are asked to nominate a graduating student. The list of nominees then goes to a graduation committee where a recipient is chosen that typifies the following attributes: enthusiasm, willingness to help others, friendly and cheerful personality, dependability, and initiative. (State College)

The Ray Houseman Award was established in 2010 in memory of our former instructor, mentor, and friend. The recipient of this award is the graduate who has consistently displayed Ray Houseman's best qualities: his dependability, his friendly and cheerful personality, and most of all, his willingness to help others. Graduating students from each program nominate a graduating student of his/her major. A ballot is then distributed to faculty/staff members to choose the recipient. (Altoona)

The Juniata River Valley Chapter of Commerce Community Award is presented to the graduate who has volunteered his/her time and knowledge to enhance, improve, and positively affect the overall quality of the community. (Lewistown)

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 only for the same course(s) the graduate has previously taken and passed and is subject to the approval of the Director of Education.

Veterans Regulations . . .

All students receiving assistance from the Veterans Administration are subject to the same policies followed by all students.

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, Department of Education, Division of Occupational 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 state grants and special programs.

Department of Health, Education and Welfare for the Pell (Federal) Grant Program

Health Information Technology Program at the State College and Altoona Campuses 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 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 Sonography Professional Plus diploma program at the State College campus are 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.

The Medical Assistant program at the State College and Altoona campuses is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Students are eligible to sit for the Certified Medical Assistant exam through the American Association of Medical Assistants (AAMA).

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

Affiliations . . .

South Hills School of Business & Technology or employees 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 Health Information Management Association
American Registry of Diagnostic Medical Sonographers Certification Committee
American Society of Echocardiography
American Society for Engineering Education
Bedford County Chamber of Commerce
Bellefonte Intervalley Area Chamber of Commerce
Blair County Chamber of Commerce
Blair County Employer Advisory Council
Centre County Convention & Visitors Bureau
Central Pennsylvania Health Information Management Association (CHIMA)
Chamber of Business & Industry of Centre County
Clearfield Chamber of Commerce
Dubois Chamber of Commerce
Eastern Business Education Association
Explore Altoona
Greater DuBois Chamber of Commerce
Greater Johnstown/Cambria County Chamber of Commerce
Health Occupations Students of America (HOSA)
Human Resource Association of Centre County
Human Resource Management Association of Blair County

Huntingdon County Chamber of Commerce
International Association of Administrative Professionals (IAAP)
Lion Country Visitors & Convention Bureau
Moshannon Valley Economic Development Partnership
National Business Education Association (NBEA)
Pennsylvania Association of Private School Administrators (PAPSA)
Pennsylvania Association of Student Financial Aid Administrators (PASFAA)
Pennsylvania Business Education Association (PBEA)
Pennsylvania Health Information Management Association (PHIMA)
Perry County Chamber of Commerce
Phi Beta Lambda (PBL)
Philipsburg Revitalization Corporation, Inc.
Society for Human Resource Management (SHRM)
Society for Clinical Coding
Society of Diagnostic Medical Sonographers
Society of Manufacturing Engineers
State College Area Family YMCA
Susquehanna River Valley Visitors Bureau
Tyrone Area Chamber of Commerce

Corporate Officer . . .

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. S. Paul Mazza III is the corporate President.

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 Director of Education, (3) the school Director, (4) 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.

Administration and Staff . . .

State College (Main Campus)

Maralyn J. Mazza, President & Director Emeritus
B.A., Bates College

S. Paul Mazza, III, President

Mark Maggs, Director
B.S., Lock Haven University

Carolyn L. Hettich, Assistant to the Director
Diploma, South Hills School of Business & Technology

Susan Vidmar, Director of Education
B.A., The Pennsylvania State University

Jennifer Palmer, Assistant to the Director of Education

Sandra J. Gibble, Director of Regulatory Affairs
M.B.A., University of Pittsburgh
B.A., The Pennsylvania State University

Cole Hons, Director of Marketing
B.A., The Pennsylvania State University

Vickey A. Warshaw, Admissions Representative

David Andrus, Admissions Representative
A.S.B., Newport Business Institute

Brittani Bell, Admissions Representative
A.S.B., South Hills School of Business & Technology

Dennis C. Lingenfelter, Director of Student Outreach and Recruitment
B.S., The Pennsylvania State University

Anne Falk, Director of Financial Aid
B.Ed., University of New Brunswick
Diploma, Atlantic Business College

Andrew Ritzman, Financial Aid Assistant
A.S.T., South Hills School of Business & Technology

LeRoy Spicer, Financial Aid Assistant
A.S.T., South Hills School of Business & Technology

Robin Weikel, Bursar
B.S., Susquehanna University
Associate Degree, Williamsport Area Community College

Trudy R. Musser, Assistant to the Bursar
Diploma, South Hills School of Business & Technology

Joan L. Andrews, Advisor Program and Public Relations Coordinator/Library Assistant
B.A., State University College, Potsdam, NY

Ingrid Thompson, Academic Affairs Officer
B.S., The Pennsylvania State University

Rachel Yoder, Academic Affairs Officer
A.S.B., South Hills School of Business & Technology

Jacqueline M. Edwards, Student Attendance Manager/Counselor
M.Ed., The Pennsylvania State University
B.F.A., 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

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

Jean J. Cole, Student Services
B.S., The Pennsylvania State University

Matthew R. Musser, Information Technology Manager
Certificate, South Hills School of Business & Technology

Michele H. Lucas, MCSE, Systems Administrator
A.S.T., South Hills School of Business & Technology

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 Coordinator
A.S.B., South Hills School of Business & Technology

Anja C. Lucas, Receptionist

Cindy Crater, Cafeteria Manager

Altoona

Holly Emerick, Altoona Director
M.Ed., St. Francis University
B.S., Mount Aloysius College
A.S.T., South Hills School of Business & Technology

Joan K. Grassi, Director of Financial Aid
A.S.B., Altoona School of Commerce

Todd Estright, Financial Assistant
A.S.T., South Hills School of Business & Technology

Hope A. Ray, Career Services Coordinator/Library Assistant
A.S.B., South Hills School of Business & Technology

Courtney A. Kantoski, Recruiter
M.B.A., St. Francis University
B.S., The Pennsylvania State University

James Swope, Admissions Representative
A.S.B., South Hills School of Business & Technology

Patricia D. DeRosa, Academic Affairs Officer
A.S.B., Altoona School of Commerce

Jodi L. Jeffries, Network Administrator
A.S.T., South Hills School of Business & Technology

Cheyenne D. McIntyre, Office Assistant
A.S.B., South Hills School of Business & Technology

Lewistown

Barbara E. Harer, Lewistown Director
A.S.B., South Hills School of Business & Technology
A.S.T., South Hills School of Business & Technology

Brenda L. Fike, Admissions Representative
B.A., Indiana University of Pennsylvania

Steven Russell, Financial Aid Assistant
A.S.B., South Hills School of Business & Technology

Christine Sulouff, Academic Affairs Assistant
A.S.B., South Hills School of Business & Technology

Gloria Kline, Office Manager
Diploma, South Hills School of Business & Technology

Learning Solutions Center

Jeffrey P. Stachowski, Community Outreach Director
B.S., The Pennsylvania State University

Margaret Reams, Assistant, Corporate Training
A.S.B., South Hills School of Business & Technology

Faculty . . .

State College

John Aston – Adjunct Instructor
B.A., The Pennsylvania State University
H.A.C.C. Police Academy
Teaching Area: Criminal Justice

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: Math and Computer Technology

Crystal Douglas, CMA (AAMA)

MA Program Coordinator
A.S., Mount Aloysius College
Diploma, Mount Aloysius College
Teaching Area: Allied Health

Wendy Eismont

B.S., The Pennsylvania State University
Teaching Area: Accounting

Sharyn Everhart – Adjunct Instructor

B.S., Juniata College
Teaching Area: Computer Technology

Heather Fink – Adjunct Instructor

A.S., Pennsylvania College of Technology
Teaching Area: Engineering Technology

Michael E. Gates

BAMM Program Coordinator
B.S., The Pennsylvania State University
Teaching Area: Business

Mark Gentzel

M.Ed., The Pennsylvania State University
B.S., Lock Haven University
Teaching Area: English and General Education

Rick Gority

B.A., The Pennsylvania State University
Teaching Area: Computer Technology, Graphic Arts

Mike Hample – Adjunct Instructor

Certificate, The Pennsylvania State University
Certificate, University of Virginia
Certificate, FBI National Academy
Certification, PA State Police Academy
Teaching Area: Criminal Justice

Susan Healy

M.S., Drexel University
B.S., The Pennsylvania State University
Teaching Area: Mathematics and Accounting

John Henry – Adjunct Instructor

B.S., The Pennsylvania State University
Teaching Area: Engineering Technology

Karen M. Hughes

ET Program Coordinator
B.S., East Tennessee State University
Teaching Area: Engineering Technology

Elizabeth Ladrado, RDMS, RVT

B.S., The Pennsylvania State University
Diploma, South Hills School of Business & Technology
Teaching Area: Diagnostic Medical Sonography

Beth A. Lampe, RDMS, RDCS

B.S., The Pennsylvania State University
Certificate, Maryland Institute of Ultrasound Technology
Teaching Area: Diagnostic Medical Sonography

Ray Liddick

GA Program Coordinator
B.F.A., Tyler School of Art, Temple University
B.A., Tyler School of Art, Temple University
Teaching Area: Computer Technology and Graphic Arts

Nancy Lippincott – Adjunct Instructor

B.S., The Pennsylvania State University
Teaching Area: Mathematics and Computer Technology

Eleanor Martin

B.A., Kent State University
Teaching Area: Business and Career Development

James Thomas Masullo Jr. – Adjunct Instructor

Ph.D., The Pennsylvania State University
M.A., The Pennsylvania State University
B.S., The Pennsylvania State University
Teaching Area: English, Spanish, Computer Technology

Cynthia Mazzant – Adjunct Instructor

M.A., New York University
B.A., Slippery Rock College
Teaching Area: General Education

John M. McCullough – Adjunct Instructor

M.S., Bryn Mawr College
B.S., Ursinus College
Teaching Area: Criminal Justice and General Education

James McKenna – Adjunct Instructor

A.S.T., South Hills School of Business & Technology
Teaching Area: Information Technology

Pamela G. Meister, RN

B.S.N., York College of Pennsylvania
Teaching Area: Allied Health

Christine Meyer – Adjunct Instructor

M.A., Virginia Tech
B.A., The Pennsylvania State University
Teaching Area: English

Elizabeth Nelson – Adjunct Instructor

M.A., Northwestern University
B.A., Ohio University
Teaching Area: English

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 – Adjunct Instructor

M.S., Shippensburg University
B.S., The Pennsylvania State University
Teaching Area: Criminal Justice

Brenna Shutika

BAA Program Coordinator
B.S., The Pennsylvania State University
Teaching Area: Accounting

Eric Smith – Adjunct Instructor

J.D., Widner University School of Law
B.A., The Pennsylvania State University
Teaching Area: Real Estate and Law

Altoona

Luciano Sormani – Adjunct Instructor

A.S.T., South Hills School of Business & Technology
Teaching Area: Graphic Arts

Sarah Stoltz

J.D., The Pennsylvania State University
B.A., Mount Aloysius College
Teaching Area: Law and English

Brenda Ream Stover, RHIT, CCS

AMA Program Coordinator
A.A., Hagerstown Medical Secretarial School
A.S.B., South Hills Business School
Teaching Area: Allied Health

Jennifer L. Stover

CJ Program Coordinator
M.Ed., Lock Haven University of Pennsylvania
B.S., The Pennsylvania State University
Teaching Area: Criminal Justice

Kay A. Strigle, RHIA

HIT Program Coordinator
B.S., University of Pittsburgh
Teaching Area: Allied Health

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, RDMS, RVT

DMS Program Director
B.S., The Pennsylvania State University
Diploma, South Hills School of Business & Technology
Teaching Area: Diagnostic Medical Sonography

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 – Adjunct Instructor

B.S., University of Phoenix
A.S.T., South Hills School of Business & Technology
A.S.T., Electronics Institutes
Teaching Area: Computer Technology

David C. Whitmarsh, III

M.Ed., Westfield State University
B.A., Washington and Jefferson College
A.S.T., South Hills School of Business & Technology
Teaching Area: Computer Technology

Stephanie R. Wilson, RVT, RDMS

Assistant to DMS Program Director
B.S., Oregon Institute of Technology
A.S.T., South Hills School of Business & Technology
Teaching Area: Diagnostic Medical Sonography

Susan J. Wise

B.S., Bloomsburg State College
Teaching Area: Office Technology

Sonya Witmer – Adjunct Instructor

B.A., The Pennsylvania State University
A.S.B., South Hills School of Business & Technology
Teaching Area: Allied Health

Mary Beth Campion – Adjunct Instructor

M.S., Capella University
B.S., Western Connecticut State University
Teaching Area: Criminal Justice

Jamie Ellison, RHIA

HIT Program Coordinator
B.S., University of Pittsburgh
Teaching Area: Allied Health

Suzanne M. Feathers, CMA (NCCT), LPN, CCS, MHA

MA Program Coordinator
M.H.A., University of Phoenix
L.P.N., Greater Altoona Career & Technology Center
Teaching Area: Allied Health

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

M.H.R.M., St. Francis University
B.S., St. Francis University
A.S.B., South Hills School of Business & Technology
Teaching Area: Accounting and Mathematics

Louis Lombardi

J.D., Brooklyn Law School
B.A., The Pennsylvania State University
Teaching Area: Law and Criminal Justice

Amy E. Nimitz

B.S., Indiana University of Pennsylvania
Teaching Area: English and Speech

Mary M. Prorok, RN, MSN

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

BOS Program Coordinator
B.S., Lock Haven University
Diploma, Computer Learning Network
Teaching Area: Computer and Office Technology

Harry L. Smith

B.S., Susquehanna University
Teaching Area: Business

Lewistown

Carol Cummings, RN-BC – Adjunct Instructor

B.A., Indiana University of Pennsylvania
Diploma, Lewistown Hospital School of Nursing
Teaching Area: Allied Health

Reana Donaldson

M.B.A., University of Phoenix
B.A., Juniata College
Teaching Area: English

Michelle James – Adjunct Instructor

M.S., Eastern Michigan University
B.S., Eckard College
Teaching Area: Management

Matthew Penning

IT Program Coordinator

M.A., Webster College
B.S., Liberty University
A.A.S., Community College of the Air Force
Teaching Area: Computer Technology

Bettina Peterson, CMA (AAMA), ASCP, EMT

MA Program Coordinator

A.S.B., Central Pennsylvania College
Teaching Area: Allied Health

Jonathan Reed – Adjunct Instructor

J.D., Liberty University School of Law
B.S., Lock Haven University of Pennsylvania
Teaching Area: Law

Venus Shade

M.S., Shippensburg University
B.A., The Pennsylvania State University
Teaching Area: Criminal Justice and General Education

Thomas Snare

B.S., The Pennsylvania State University
Teaching Area: Accounting

Charles Wall IV

B.A., Juniata College
A.S.T., South Hills School of Business & Technology
Teaching Area: Computer Technology

Emily Wible

B.S., Central PA College
A.S.B., Central PA College
Teaching Area: Business

Sonya Witmer – Adjunct Instructor

B.A., The Pennsylvania State University
A.S.B., South Hills School of Business & Technology
Teaching Area: Allied Health

Calendar

FALL TERM 2015

August 25, 2015.....Orientation
August 26, 2015..... Fall Term Begins
September 7, 2015Labor Day
November 19, 2015 Fall Term Ends

WINTER TERM 2015-2016

November 30, 2015 Winter Term Begins
December 24, 2015 Holiday Break Begins
January 4, 2016 Classes Resume
March 3, 2016 Winter Term Ends

SPRING TERM 2016

March 15, 2016 Spring Term Begins
March 25, 2016 Holiday Break
May 30, 2016 Memorial Day
June 9, 2016 Spring Term Ends

SUMMER TERM 2016

June 13, 2016 10-Week Summer Term Begins
June 14, 2016 12-Week Summer Term Begins
July 4, 2016.....Independence Day Break
August 23, 2016..... 10-Week Summer Term Ends
September 6, 2016 12-Week Summer Term Ends

FALL TERM 2016

August 29, 2016..... Fall Term Begins
November 23, 2016 Fall Term Ends

WINTER 2016-2017

December 1, 2016 Winter Term Begins
March 3, 2017 Winter Term Ends

SPRING TERM 2017

March 20, 2017 Spring Term Begins
June 14, 2017 Spring Term Ends

SUMMER TERM 2017

June 19, 2017 Summer Term Begins
August 28, 2017 10-Week Summer Term Ends
September 12, 2017 ... 12-Week Summer Term Ends

FALL TERM 2017

August 28, 2017 Fall Term Begins
November 22, 2017 Fall Term Ends

WINTER 2017-2018

December 4, 2017 Winter Term Begins
March 7, 2018 Winter Term Ends

SPRING 2018

March 19, 2018 Spring Term Begins
June 13, 2018 Spring Term Ends

SUMMER TERM 2018

June 18, 2018 Summer Term Begins
August 27, 2018..... 10-Week Summer Term Ends
September 10, 2018 ... 12-Week Summer Term Ends

Note: Commencement is held in June and September. Dates are announced at the beginning of each school year via the online academic calendar.

Calendar dates are subject to change.

SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY
480 Waupelani Drive, State College, PA 16801-4516

Addendum #1 to 2015-2016 Catalog

Programs

Program corrections as follows:

Business Office Specialist (page 16)

Applied Psychology (second term) course code is GE169.

Diagnostic Medical Sonography (page 19)

Professional Development for the Sonographer II (ninth term) course code is DS216.

Engineering Technology (page 20)

IM209 Geometry & Trigonometry for ET, 3.0 credits, 60 clock hours, is added to the third term. Total term credits and clock hours listed in the catalog are correct.

Health Information Technology (page 22)

HI300 Advanced Coding, 1.0 credit, 30 clock hours, is added to the fifth term. Total term credits and clock hours listed in the catalog are correct.

Information Technology (page 22)

UNIX/Linux Essentials (second term) course code is CP262.

Introduction to Business (fourth term) is eliminated. Total term credits and clock hours listed in the catalog are correct without this course.

Services Available to Students with Disabilities

The following is added to the catalog on page 12 following Tuition & Fees/Refund Policy.

South Hills will make reasonable accommodations for students with disabilities. A reasonable accommodation is a modification or adjustment to a program, service, or activity that provides a qualified student with a disability an equal opportunity to participate in the school's programs. These services include, but are not limited to additional time to complete exams, taking exams in a quiet non-distracting room, tutoring services, etc.

Student's requesting accommodations must meet with the campus 504 Coordinator. Appropriate documentation from a licensed professional is required to certify that he/she has a disability and to determine reasonable accommodations. Physical disabilities should be verified by a medical doctor or licensed rehabilitation counselor. Learning, cognitive, and psychological disabilities should be verified by a psychological assessment from a licensed psychiatrist or psychologist.

Reasonable accommodations are individualized and determined on a case-by-case basis. It is a student's responsibility to ask for and make use of the accommodations. Each student is ultimately responsible for his or her academic success. Each student must take the initiative to use time, facilities, and support services in a productive manner.

The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. The school's ADA/Section 504 Coordinator is responsible for the school's overall efforts to comply with the ADA and Section 504 of the Rehabilitation Act. Duties include, but are not limited to:

- Administering the school's ADA regulations.
- Reviewing documentation for requests for Reasonable Accommodations.
- Reviewing concerns and appeals of eligibility determinations and Reasonable Accommodation determinations for students in accordance with this regulation.
- Evaluating the school's decisions in accordance with applicable guidelines under the ADA and Section 504.

The ADA/Section 504 Coordinator is:

State College Campus: Susan Vidmar, Director of Education
Altoona Campus: Holly Emerick, Altoona Director
Lewistown Campus: Barbara Harer, Lewistown Director

Refund Policy

The following replaces the section, "Refunds for Courses Dropped After the Term Has Commenced," of the Refund Policy on page 12.

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 or 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 accordingly and that the change becomes a matter of record.

Internship Policy

Replaces Internship Policy on page 52.

Internship policy includes:

1. A student enters into an internship only upon completion of all course work. 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.
2. HIT Program—no student in the HIT program may begin an internship until he/she has successfully completed all courses with a "C-" grade.
3. DMS, DMP, DPP Programs—students in the DMS, DMP, and DPP programs should refer to the DMS Handbook for the internship requirements for those programs.
4. A student must have a 2.0 cumulative grade-point average to go on internship.
5. A student must complete a 12-week internship. A student scheduled to complete a 12-week internship during the summer term may apply for a 10-week internship, pending approval from the Director of Education or Campus Director

Any exception made to the above policy will be determined by a joint decision of the student's faculty advisor, Internship Committee, and the Director of Education or Campus Director.

Administration and Staff

The following people are added to page 54.

Brian M. Rutter, Director of Admissions

B.S., The Pennsylvania State University

Robert Orloski, Student Services Assistant

A.S.B., South Hills School of Business & Technology

SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY
480 Waupelani Drive, State College, PA 16801-4516

Addendum #2 to 2015-2016 Catalog

Additional Admissions Requirements
Administrative Medical Assistant Program
Health Information Technology Program
Medical Assistant Program

Replaces the same section on page 5 of the catalog.

In addition to the general admissions requirements, the following requirements specifically apply to the medical programs.

Applicants are required to complete a writing sample. The sample will be scored on a scale of 1-5. A score of 3 or above is required for acceptance into these programs.

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 of the Pennsylvania State Police criminal background check is currently \$10 and is the responsibility of the student. Cost of the FBI background check is variable and is the responsibility of the student.

Various health care facilities in the area will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants will be screened for nicotine as part of the pre-employment process. Nicotine will be part of the urine drug screen. Applicants who test positive for nicotine will not be offered employment.

Based upon individual site assignment, other internship placement requirements may include, but are not limited to: drug testing, various disease testing, physical examination, and documentation of immunizations. Repeat documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH), FBI fingerprinting for criminal background check, and PA Child Abuse Clearance. All costs are the responsibility of the student.

South Hills runs criminal background checks on applicants for all allied health programs. If the result of this check shows that the applicant has two misdemeanors or one felony, they will not be accepted to any of these programs as it severely impedes the opportunity for internship, employment, and credentialing opportunities.

Students in the AMA, HIT, and MA programs are required to report any arrest and/or conviction of a non-summary offense that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY
480 Waupelani Drive, State College, PA 16801-4516

Addendum #3 to 2015-2016 Catalog

Course Descriptions

Prerequisite changes as indicated.

HI122 Health Data Content and Reimbursement

Page 35

Prerequisite: Introduction to the Health Care Field taken prior or concurrently.

GE249 Health Care Statistics

Page 35

Prerequisite: Spreadsheets or MS Excel taken prior to or concurrently.

GA109 Graphic Design Studio I

Page 35

Prerequisite: Electronic Design I or Electronic Design II

Financial Aid Consumer Information

The following is added to the end of Financial Aid on page 11.

At South Hills School of Business & Technology (SHSBT), our Financial Aid office is here to help you finance a great education. A large percentage of our students receive financial aid assistance of some type from: scholarships, federal grants, state grants, student loans, parent PLUS loans and/or agency funding. We are sure you will find SHSBT affordable.

Your student aid package is based on SHSBT analysis of your student need, as determined by the processing of your Free Application for Federal Student Aid (FAFSA). Typically, student aid packages are a combination of scholarships, state and federal grants, student loans and parent PLUS loans -- all designed to help you easily manage your education expenses.

The Financial Aid office at SHSBT offers full service financial aid appointments to all our enrolling students to assist with your FAFSA completion and help you apply for grants, scholarships, and student loans. Please contact one of our financial aid office administrators to setup an appointment or if you have any questions or concerns regarding financial aid.

Our financial aid staff is listed below:

Altoona

Joan Grassi, Financial Aid Administrator
jgrassi@southhills.edu

Lewistown

Steve Russell, Financial Aid Administrator
srussell@southhills.edu

State College

Anne Falk, Financial Aid Director & Title IV Coordinator
afalk@southhills.edu

LeRoy Spicer, Financial Aid Administrator
ls Spicer@southhills.edu

Andy Ritzman, Financial Aid Administrator
aritzman@southhills.edu

For questions related to student invoicing, please contact either Trudy Musser (Assistant to the Bursar) at tmusser@southhills.edu or Robin Weikel (Bursar and Office Manager) at rweikel@southhills.edu at SHSBT Business office. Our toll free phone number is 888-282-7427.

We encourage you to reference information about SHSBT on our website and in our School Catalog. Our Website contains the consumer information required by the U.S. Federal Department of Education.

Additional Admissions Requirements

Diagnostic Medical Sonography Programs

The following replaces the same section on page 3 of the catalog.

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
- Writing sample*
- 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 selection committee will make a decision based on an evaluation of the application and interview.

*Applicants are required to complete a writing sample.

**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, as well as a child abuse clearance. An FBI background check is required for applicants who have resided in the state of Pennsylvania for less than 2 years. Additional criminal record and child abuse checks will be performed as a condition for internship placement. Cost of the Pennsylvania State Police criminal background check is currently \$10 and the child abuse clearance is an additional \$10. The cost of the FBI background check is variable. These costs are the responsibility of the applicant/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 by the school, which may result in disqualification from the program,

depending on the nature and severity of the offense(s). One felony or two misdemeanors, other than DUI convictions, will disqualify the student/applicant from the program.

Students in the DMS, DPP, and DMP programs are required to report any arrest and/or conviction of a non-summary offense that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

If the applicant has more than one misdemeanor DUI conviction that is five years old or older, the applicant can apply for the ARDMS predetermination of eligibility. If the applicant is declared eligible through the ARDMS predetermination process, prior to the start of the program, the applicant will be eligible to enroll in the program if accepted.

Many health care facilities will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants for employment at these facilities may be screened for nicotine as part of the pre-employment physical examination process, and those who test positive for nicotine will not be considered for employment.

**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 may 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 propoxyphene. 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 the U.S Bureau of Labor Statistics.

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 degree or diploma or equivalent in a medical imaging specialty such as Radiologic Technology or Nuclear Medicine Technology. Admission to the DMP program assumes a strong background in college level anatomy, physiology, medical terminology, patient care, and imaging sciences. Applicants must have the following college level courses prior to admission:

- Algebra, Statistics, or higher mathematics courses
- Communication Skills
- General Physics or Radiographic Physics
- Human Anatomy and Physiology
- Medical Terminology
- Pathophysiology

A grade of at least a "C" in each of the above courses is required, unless our articulation agreement with your university lists a higher grade requirement. Applicants for the DMP program will be considered when their admissions requirements are completed.

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 must have completed the following college level courses prior to admission with a grade of "C" or higher:

- Algebra, Statistics, or higher mathematics courses
- Communication Skills

*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, provided there are seats available, 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 and not guaranteed a seat in the program. See application process above.

Withdrawal Based on Inability to Meet Academic Requirements

All courses in the DMS, DMP, and DPP programs must be completed with a grade of C+ (77%) or better in order for the student to continue in the program. Students who receive one or more grades below C+ in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.

Additional Admissions Requirements Administrative Medical Assistant Program Health Information Technology Program Medical Assistant Program

The following replaces the same section on page 5 of the catalog.

In addition to the general admissions requirements, the following requirements specifically apply to the medical programs.

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 of the Pennsylvania State Police criminal background check is currently \$10 and is the responsibility of the student. Cost of the FBI background check is variable and is the responsibility of the student.

Various health care facilities in the area will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants will be screened for nicotine as part of the pre-employment process. Nicotine will be part of the urine drug screen. Applicants who test positive for nicotine will not be offered employment.

Based upon individual site assignment, other internship placement requirements may include, but are not limited to: drug testing, various disease testing, physical examination, and documentation of immunizations. Repeat documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH), FBI fingerprinting for criminal background check, and PA Child Abuse Clearance. All costs are the responsibility of the student.

South Hills runs criminal background checks on applicants for all allied health programs. If the result of this check shows that the applicant has two misdemeanors or one felony, they will not be accepted to any of these programs as it severely impedes the opportunity for internship, employment, and credentialing opportunities.

Students in the AMA, HIT, and MA programs are required to report any arrest and/or conviction of a non-summary offense that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

Faculty

The following faculty members are added to Lewistown on page 56 of the catalog.

Heidi Bishop, RHIT

AST, South Hills School of Business & Technology
Teaching Area: Medical Assistant

Cindy McCracken, RN

B.S.N., Goshen College
Teaching Area: Medical Assistant

David Molek

B.A., St. Vincent College
J.D., Dickinson School of Law
Teaching Area: Law

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*“Education is the key to unlock
the golden door of freedom.”*

- George Washington Carver

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