

2023-2024

Credit Catalog



Lehigh Carbon
COMMUNITY COLLEGE



2023-2024 Academic Calendar

Fall 2023

Aug. 19	Sat.	*Administrative Offices Open on a Limited Basis 9:00 AM – 3:00 PM Main Campus, Morgan and Donley Only
Aug. 22	Tues.	Fall Convocation
Aug. 23	Wed.	Adjunct/Part-Time Faculty Convocation
Aug. 26	Sat.	*Administrative Offices Open on a Limited Basis 9:00 AM – 3:00 PM Main Campus, Morgan and Donley Only
Aug. 28	Mon.	Classes Begin – Full Term and Online
Sept. 3-4	Sun.-Mon.	College Closed
Sept. 5	Tues.	Last Day for Drop/Add or Late Registration: Full Term
Sept. 20	Wed.	Non Attendance Due: Full Term
Oct. 1	Sun.	Last Day to File an Application for December Graduation
Oct. 10	Tues.	College-wide Development Day – No Daytime or Evening Classes Administrative Offices will remain open
Oct. 26	Thur.	Midterm Grades Due: Full Term
Nov. 2	Thur.	Last Day to Make Up “I” Grade from Spring & Summer 2023 Semesters
Nov. 8	Wed.	Last Day to Withdraw with an Automatic “W”: Full Term
Nov. 22	Wed.	No Daytime or Evening Classes Administrative Offices will remain open until 5:00 PM
Nov. 23-26	Thur.-Sun.	College Closed
Dec. 9	Sat.	Classes End: Full Term
Dec. 11-16	Mon.-Sat.	Final Examinations: Full Term
Dec. 18	Mon.	Final Grades Due: Full Term
Dec. 20	Wed.	Fall Graduate Degrees Awarded (No Ceremony)
Dec. 22-Jan. 1	Fri.-Mon.	College Closed
Dec. 27	Wed.	*Administrative Offices Open on a Limited Basis 9:00 AM – 3:00 PM Main Campus, Morgan and Donley Only
Jan. 2	Tues.	Administrative Offices Reopen

Winter 2023-2024

Dec. 18	Mon.	Classes Begin - Winter Session Online
Dec. 26	Tues.	Non Attendance Due
Jan. 2	Tues.	Midterm Grades Due
Jan. 11	Thur.	Last Day to Withdraw with an Automatic “W”
Jan. 18	Thur.	Classes End - Winter Session Online

Spring 2023

Dec. 22-Jan. 1	Fri.-Mon.	College Closed
Dec. 27	Wed.	*Administrative Offices Open on a Limited Basis 9:00 AM – 3:00 PM Main Campus, Morgan and Donley Only
Jan. 2	Tues.	Administrative Offices Reopen
Jan. 13	Sat.	*Administrative Offices Open on a Limited Basis 9:00 AM – 3:00 PM Main Campus, Morgan and Donley Only
Jan. 16	Tues.	Spring Convocation
Jan. 17	Wed.	Adjunct/Part-Time Faculty Convocation
Jan. 20	Sat.	*Administrative Offices Open on a Limited Basis 9:00 AM – 3:00 PM Main Campus, Morgan and Donley Only
Jan. 22	Mon.	Classes Begin – Full Term and Online
Jan. 28	Sun.	Last Day for Drop/Add or Late Registration: Full Term
Feb. 1	Thur.	Last Day to File an Application for May Graduation
Feb. 12	Mon.	Non Attendance Due: Full Term
Mar. 11–16	Mon.-Sat.	Spring Break - No Daytime, Evening or Saturday Classes
Mar. 25	Mon.	Midterm Grades Due: Full Term
Mar. 29	Fri.	No Daytime or Evening Classes – College Closed
Apr. 1	Mon.	Last Day to Make Up “I” Grade from Fall & Winter 2023 Semesters
Apr. 1	Mon.	Friday Scheduled Classes Held **Regularly Scheduled Monday Classes will NOT meet
Apr. 8	Mon.	Last Day to Withdraw with an Automatic “W”: Full Term
May 6	Mon.	Classes End: Full Term
May 7-13	Tues.-Mon.	Final Examinations: Full Term

Summer 2024

Summer Session – 1st 5-Week Option

May 20	Mon.	Classes Begin
May 21	Tues.	Last Day for Add/Drop or Late Registration
May 27	Mon.	College Closed
May 28	Tues.	Non Attendance Due
June 1	Sat.	Last Day to file an Application for August Graduation
June 10	Mon.	Midterm Grades Due
June 12	Wed.	Last Day to Withdraw with an Automatic “W”
June 20	Thurs.	Classes end for TR classes
June 24	Mon.	Classes end for MW and MTWR classes
June 25	Tues.	Final Examinations for TR classes
June 26	Wed.	Final Examinations for MW and MTWR classes
June 28	Fri.	Final Grades Due

Summer Session – 10-Week Option

May 20	Mon.	Classes Begin
May 24	Fri.	Last Day for Add/Drop or Late Registration
May 27	Mon.	College Closed
June 1	Sat.	Last Day to file an Application for August Graduation
June 5	Wed.	Non Attendance Due
June 28	Fri.	Midterm Grades Due
July 1-5	Mon-Fri.	No Daytime or Evening Classes Administrative Offices will remain open except on Thursday, July 4
July 15	Mon.	Last Day to Withdraw with an Automatic “W”
Aug. 1	Thur.	Classes end for TR classes
Aug. 5	Mon.	Classes end for MW and MTWR classes
Aug. 6	Tues.	Final Examinations for TR classes
Aug. 7	Wed.	Final Examinations for MW and MTWR classes
Aug. 9	Fri.	Final Grades Due
Aug. 20	Tues.	Summer Graduate Degrees Awarded (No Ceremony)

Summer Session – 2nd 5-Week Option

July 8	Mon.	Classes Begin
July 9	Tues.	Last Day for Add/Drop or Late Registration
July 15	Mon.	Non Attendance Due
July 26	Fri.	Midterm Grades Due
July 30	Tues.	Last Day to Withdraw with an Automatic “W”
Aug. 7	Wed.	Classes end for MW classes
Aug. 8	Thur.	Classes end for TR and MTWR classes
Aug. 12	Mon.	Final Examinations for MW and MTWR classes
Aug. 13	Tues.	Final Examinations for TR classes
Aug. 15	Thur.	Final Grades Due

Lehigh Carbon Community College reserves the right to make changes to tuition and fees, academic regulations, or programs of study during the 2023-2024 academic year.

The Faculty Excellence Award

This award program, established in 1996 and administered by the Faculty Evaluation Committee, is given to recognize exemplary service by a faculty member.

2023	Mary K. Engel	2014	Creed J. Hyatt	2005	Laura J. Segatti
2022	Dr. Mary C. Brinker	2013	Dr. Betsy S. Swope	2004	Rachel W. Plaksa
2021	Dr. Mary T. Black	2012	Mary Karen Shoff	2003	Ned W. Schillow
2020	Jennifer Myskowski	2011	Dr. Jodi L. Rowlands	2002	Melanie A. Wursta
2019	Karen M. Clark	2010	Dr. Brad Prutzman	2001	Dianne D. DeLong
2018	Scott P. Keim	2009	James A. DePietro	2000	Dr. Carrie F. Myers
2017	Holly J. Morris	2008	Juanita G. Kaness	1999	Ruth Munilla
2016	Wendy M. Barron	2007	Dr. Robin A. Musselman	1998	Virginia P. Mihalik
2015	John D. Loughman	2006	Diane T. Tallarita	1997	Steven C. Seyer
				1996	Winona N. Schappell

The George W. Elison Faculty Service Award

The George W. Elison Faculty Service Award is an annual recognition established in 1986. It is named after George W. Elison, retired Dean of Instruction. Nominees for the award must be full-time faculty (teaching or service).

2023	Michelle L. Mitchell	2010	Virginia P. Mihalik	1997	Dr. Brendan D. Strasser
2022	Tonia L. Breech	2009	Ruth Munilla	1996	Dr. Patricia Q. Macvaugh
2021	Dr. Robin A. Musselman	2008	Mary E. Rasley	1995	Paul G. Martin
2020	Dr. Hazel Carrera	2007	Rachel W. Plaksa	1994	Dorothy J. Grabowski
2019	Jonathan Sponsler	2006	Mary B. Hovik	1993	Richard C. Shollenberger, Sr.
2018	Dr. Betsy S. Swope	2005	Dr. Nils E. Hovik	1992	Anthony Lepre
2017	Melanie A. Turrano	2004	Barbara A. Balas	1991	Wayne L. Nelson
2016	Joanne D. Gerken	2003	Holly J. Morris	1990	Elizabeth M. Hummer
2015	Dr. Christine Bowditch	2002	Janet I. Seggern	1989	John H. Gauger
2014	Richard C. Warner	2001	Edward Davidheiser	1988	Ned W. Schillow
2013	Winona N. Schappell	2000	Dr. Barbara C. Kistler	1987	Steven C. Seyer
2012	Walter F. Sweedo	1999	Melanie A. Wursta	1986	Dr. Haru Hirama
2011	Laura J. Segatti	1998	Judith K. Ehninger		

The Adjunct Faculty of the Year Award

The Adjunct Faculty of the Year Award was established in 1999 to recognize the contributions of outstanding adjunct faculty members. The award is given in recognition of those who demonstrate excellence in classroom teaching, dedication to their students and commitment to the College.

2023	Kaitlyn E. Herling	2014	Dr. Joseph A. Piscitelli	2006	Larissa M. Verta
2022	William B. Smith	2013	Corinne A. Lalin	2005	Amie L. Yenser
2021	Jay Brewer	2012	Rosanne Roberts	2004	Nancy M. Porambo
2020	Theresa Hallowell	2011	Susan K. Petrole	2003	Pamela A. Weldon
2019	Laura Walker	2010	Bernard Peruso	2002	Ilona L. McGogney
2018	Tonia Breech	2009	Gerard P. Kuebler	2001	Judy Brown-DuPaul
2017	Stephen P. Roman	2008	Mary E. Braccili	2000	John J. Kozari
2016	Heather L. Werner	2007	Carl. W. Hoffmeyer	1999	Elizabeth Bodien
2015	David T. Moat				

The Vice President's Faculty Recognition Award

The Vice President's Faculty Recognition Award was first awarded in 2016 to recognize an LCCC faculty member who voluntarily and consistently goes above and beyond his/her normal work-related tasks with demonstrated energy, enthusiasm and passion.

2023	Laura C. Doherty	2020	Holly Morris	2017	Mary E. Rasley
2022	Richard Paterick Jr.	2019	Laura J. Segatti	2016	Michelle L. Mitchell
2021	Rachel W. Plaksa	2018	Dr. Deepika C. Khilnaney		

The Part-Time Faculty of the Year Award

The Part-Time Faculty of the Year Award was established in 2018 to recognize the contributions of outstanding part-time faculty members. The award is given in recognition of those who demonstrate excellence in classroom teaching, dedication to their students and commitment to the college.

2023	Youlanda A. Pena	2021	Vincent J. Belletti	2019	Bruce Kemmerer
2022	Robert J. Oravitz	2020	Joseph Sullivan	2018	Marc Bonanni

Contents

- 2023–2024 Academic Calendar** 2
- Welcome to LCCC** 6
 - Accreditations 7
 - Main Campus Facilities 9
 - Directions to Community Locations..... 10
- Admissions** 11
- Finance** 21
- Registration/Student Records** 32
- Student Information** 42
- Alphabetical Listing of Programs of Study** 56
- Quick Reference/Index of Course Codes** 148
- Course Descriptions** 142
- LCCC Profile** 215
- Index** 228

The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Inquiries about this policy and procedure may be made internally to the Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107. (8/17/2023)

Welcome to LCCC



Accreditations

Lehigh Carbon Community College is approved as an institution of higher education by the Department of Education of the Commonwealth of Pennsylvania. The college is authorized to award the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, as well as certificates and diplomas in specialized career areas.

Lehigh Carbon Community College is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801. (267-5011) www.msche.org. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The following programs have received additional accreditation, certification or endorsement:

- **Associate Degree Nursing**
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
- **Aviation Science**
Federal Aviation Administration (FAA)
800 Independence Ave.
Washington, DC 20591
- **Business Associate Degree Programs**
(Accounting A.A.S., Business Administration A.A., Business Management A.A.S. and Human Resource Management A.A.S.) Accreditation Council for Business Schools and Programs (ACBSP)
11520 W. 119th St.
Overland Park, KS 66211
- **Early Childhood Education**
National Association for the Education of Young Children (NAEYC)
1313 L St. NW, Suite 500
Washington, DC 20005-4101
- **Health Information Technology**
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Ave., Suite 2150
Chicago, IL 60601
- **Human Services**
Council for Standards in Human Service Education (CSHSE)
3337 Duke St.
Alexandria, VA 22314
- **Kitchen and Bath Design**
National Kitchen and Bath Association
687 Willow Grove St.
Hackettstown, NJ 07840
- **Paralegal Studies**
American Bar Association (ABA)
Standing Committee on Paralegals
541 N. Fairbanks Court
Chicago, IL 60611
- **Physical Therapist Assistant**
Commission on Accreditation in Physical Therapy Education (CAPTE)
3030 Potomac Ave., Suite 100
Alexandria, VA 22305-3085
- **Practical Nursing**
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
- **Tutoring Program - Level I Certification**
International College Reading & Learning Association (CRLA)
7044 S. 13th St.
Oak Creek, WI 53154
- **Veterinary Technician**
American Veterinary Medical Association (AVMA)
1931 N. Meacham Road, Suite 100
Schaumburg, IL 60173

Vision

Lehigh Carbon Community College aspires to prepare our diverse community through transformative learning experiences for the needs of an ever-changing world.

Mission Statement

Lehigh Carbon Community College builds a stronger community by providing an accessible, equitable, inclusive and affordable education to empower our students to achieve academic and career goals.

Value Statement

As a student-centered learning institution, we value:

Access

Create learning environments and experiences that allow students to identify and achieve their goals.

Civic Engagement and Service Learning

Encourage leadership and civic responsibility through academic studies, student activities and community participation.

Continuous Improvement

Make decisions based on assessment, solid planning and effective management of resources.

Employees

Attract, develop and retain a diverse team of employees, provide support and encourage them to work collaboratively and to understand their role in student success.

Equity

Embrace diverse backgrounds and viewpoints by providing inclusive experiences.

Instructional Excellence

Engage and challenge students, advance intellectual curiosity and promote lifelong learning.

Learning

Develop foundational knowledge, critical thinking skills and self-awareness that advance intellectual, ethical and social responsibility.

Partnerships

Cultivate relationships that provide innovative and entrepreneurial solutions to promote economic development and workforce needs.

Student Development

Foster individual growth, leadership and service, and intentionally support holistic development through opportunities both inside and outside the classroom.

General Education Philosophy

General education prepares people to live satisfying lives, lives in which they consider carefully what it means to act intentionally in the world. In other words, they think carefully about their relationships to nature, to society and to themselves.

Education is the cultivation of particular intellectual habits that people can use to guide their lives. Educated people think critically about their own and others' thinking.

They make connections, building upon what they already have learned, and they understand, appreciate and apply various ways of learning and knowing. They identify, frame, and examine problems, and they generate, evaluate and select solutions. By reflecting on their own and others' experiences, they test ideas and opinions, review practices and evaluate conclusions. People who employ these intellectual habits are 'lifelong learners.'

A general education program is broad in the sense that it prepares people to think and act universally: educated people move and serve in multiple, diverse and complex contexts of our global community. They are prepared to engage peoples who have diverse backgrounds and experiences; who form varying concepts of themselves and others; who value a variety of ideas, resources and behaviors; and who communicate through a wide range of languages and technologies. Navigating our world requires not only the guidance that intellectual habits can provide, but also both a genuine appreciation of diversity, and the personal and interpersonal skills necessary for living and communicating peaceably, ethically and responsibly in various environments. People with a general education have these characteristics, and therefore they are fitted to engage responsibly in civic activity and to assume leadership roles in contexts of many kinds.

Our general education program prepares people to live satisfying lives.

Sponsorship

The Commonwealth of Pennsylvania Community College Act 484 of 1963 provides the authority to develop a system of comprehensive public two-year colleges in the state.

In accordance with the provisions of the act, the college is sponsored by nine school districts in Lehigh County and four school districts in Carbon County.

The following school districts constitute the sponsorship of Lehigh Carbon Community College:

- Allentown School District
- Catasauqua Area School District
- East Penn School District
- Jim Thorpe Area School District
- Lehigh Area School District
- Northern Lehigh School District
- Northwestern Lehigh School District
- Palmerton Area School District
- Panther Valley School District
- Parkland School District
- Salisbury Township School District
- Southern Lehigh School District
- Whitehall-Coplay School District

Main Campus Facilities

Schnecksville Campus (Main Campus)

Lehigh Carbon Community College is located on a beautiful 153-acre campus in Schnecksville, Pa., about 10 miles north of Allentown. The main campus includes the following facilities:

Academic Resource Center (ARC) houses the cafeteria and bookstore on the second floor, classrooms and labs.

Clifford Miller Student Services Center (SSC) houses administrative and student services offices, including admissions, registration and student records, financial aid, student accounts, advising, transfer and university center, veterans and returning adults lounge, testing center, counseling center and career development center.

John G. Berrier Hall (BH), named for the founding president and president emeritus of the college, houses a gymnasium, fitness center, and specialized physical education and recreational facilities.

Lisa Jane Scheller Community Services Center (CSC) houses the fire and public safety programs, workforce development, among many others. The building has a large conference center to be rented out for community events, etc. with a fully-equipped kitchen for catering.

If you are interested in scheduling an event, please contact LCCC's College Event Planner at 610-799-1175 or online at www.lccc.edu/about-lccc/facilities-request-form-external-use

Nevin Earl Remaley Technology Center (TC) includes 24 classrooms and laboratories for LCCC's Technology, Computer Science and Media programs.

Rothrock Library (LB) houses an array of books, resources and technology for student use. The Foundation and Alumni Conference Center is also located within the library building.

Science Hall (SH) houses numerous classrooms, science laboratories, Dr. C. Eugene Wilson Educational Support Center, Health Sciences Center and Fowler Education Center.

WXLV Media & Design Center contains a maker space computer lab, a full audio production studio, and a radio station that streams to iHeartRadio.

Directions to Community Locations

To Lehigh Carbon Community College, the community is our campus. Various locations help to make LCCC more accessible to students.

LCCC at LVIA

Lehigh Valley Industrial Park III
600 Hayden Circle, Allentown, PA 18109
Phone: 610-264-7089 Fax: 610-264-2129

Directions: Take Route 22 to Route 987 North (Airport Road). At the first traffic signal, turn left onto Postal Road. Follow Postal Road approximately 1 mile to a “Y” in the road. (Hayden Circle bears right; Postal Road bears left.) Hangar 7 is visible to the right at this point. Bear right at this fork and proceed to Hangar 7 at 600 Hayden Circle.

LCCC Allentown at the Donley Center

718 Hamilton St., Allentown, PA 18101
Phone: 610-799-1940 Fax: 610-799-1210

Directions from Route 22: Take the Seventh Street (Center City Allentown) Exit.

Directions from I-78: Take the Lehigh Street Exit. Turn right onto Lehigh Street at bottom of ramp. Pass Parkway Shopping Center and stay right as road comes to a “Y.” Pass Ambassadors’ ball park and Zandy’s steak shop on left; stay to left. Turn left onto Eighth Street Bridge. Cross Union and Walnut streets. Turn right onto Hamilton Street. LCCC Allentown is on the right at the intersection of Hall (the half street between Eighth and Seventh) and Hamilton streets before the monument.

Daytime and Evening Parking: Multiple parking options are available. Students can park on the Hamilton Street corridor or any adjacent street between Fourth and Ninth Street and feed the meter or kiosk. Students may also visit the Allentown Parking Authority website <https://www.allentownparking.com> for more information on parking lots and decks near the center.

Note: Parking is no longer free after 5pm.

LCCC Schnecksville, Main Campus

4525 Education Park Drive, Schnecksville, PA 18078
Phone: 610-799-2121 Fax: 610-799-1527

Directions from Northeast Extension of Pennsylvania Turnpike:

Exit at Lehigh Valley (Exit 56), to Route 22/I-78 East. Travel less than 1 mile on Route 22/I-78 East. Take the Route 309 North Exit. Continue North on Route 309 for six miles. Look for a stop light, and turn left at the “Education Park” sign. (If you get to the intersection of Routes 873 and 309, you have passed the college.) The building on the left is Lehigh Career & Technical Institute. LCCC is on the right. The flagpole marks the entrance to the Student Services Center.

From Route 22/I-78 (Easton, Bethlehem and Allentown):

Travel West on Route 22, exiting on Route 309 North (Tamaqua).

If you get to the Northeast Extension of the Pennsylvania Turnpike, you have passed Route 309 North Exit. Continue North on Route 309 for six miles. Look for a stop light, and turn left at the “Education Park” sign. (If you get to the intersection of Routes 873 and 309, you have passed the college.) The building on the left is Lehigh Career & Technical Institute. LCCC is on the right. The flagpole marks the entrance to the Student Services Center.

Parking: Park in Visitor’s Parking Lot C or any student lot.

LCCC Tamaqua at the Morgan Center

234 High St., Tamaqua, PA 18252
Phone: 570-668-6880 Fax: 570-668-7296

Directions: Take Route 309 North to first traffic light in Tamaqua (Spruce Street). Turn left. Proceed up hill and continue straight at traffic light at Hunter Street. Travel to first stop sign and turn right onto Oak Street. Travel up steep hill to a “T” in the road. Visible ahead is the Lisa Jane Scheller Student Center. Turn right onto Van Gelder Street. Morgan Center is on left. Parking is accessible from Van Gelder and High streets.

Admissions



Admission Policy

In keeping with its mission and goals, the college offers admission to anyone who wishes to further his or her education and can benefit from such an experience. The college views enrollment as a process to assist students in continuing their education to achieve personal and career goals. Admission is not viewed as a process that uses traditional examinations and entrance requirements to reject those who wish to learn. The college considers learning to be a lifelong process and recognizes each individual's previous experiences as valuable and important in future educational planning.

Lehigh Carbon Community College is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment. The College reserves the right to deny or to place conditions on a student's general admission or re-enrollment of an applicant or former students if the college determines such person represents a safety risk to persons or property at the college. Such person shall have the right to appeal decisions under this policy in writing addressed to the Executive Director of Enrollment within ten calendar days of the date the denial or conditions on admission notice was issued.

Application Process

Applicants must complete and submit the LCCC Application for Admissions, located on the college's website. Paper application can be obtained from the Office of Registration and Student Records.

All applicants are encouraged to submit a high school transcript or verification of an equivalency diploma—Test of General Education Development (GED). These documents are required of applicants requesting financial aid as well as applicants to the following programs of study: Early Childhood Education, Health Science, Human Services, Paralegal Studies, Professional Pilot and Veterinary Technician. (See "Special Admission Program Requirements.")

High School Students

High school students may have the opportunity to enroll in LCCC credit courses. LCCC offers both Dual Enrollment courses and an Early College program. In the Dual Enrollment program, students earn transferable college credits and may be able to use these credits towards high school graduation. In the Early College program, students also earn transferable college credits, meet high school graduation requirements and graduate with an associate degree.

High school students that are in 9th grade, 14 years or older can apply to LCCC as early admissions or dual enrollment. Students younger than 14 will need to contact Admissions at 610-799-1575 to set up an interview and provide supporting documentation. For Early College, please contact your high school counselor for admissions requirements.

Both early admissions, dual enrollment and early college programs require the student to complete an online LCCC Dual Enrollment application for admissions. Students are required to take the college's placement tests or submit exemption test scores.

In many districts, dual enrollment courses are offered at the high school campus. Early College program is offered at LCCC campus. Questions can be answered by your high school guidance office or the Executive Director of High School Connections at LCCC at dualenrollment@lccc.edu or call 610-799-1120.

All high school students, under the age of 18 years must earn a high school diploma (or equivalent) prior to graduation from LCCC.

Under 18 Years of Age and Not Enrolled in High School

If under 18 years of age and not currently enrolled in high school, graduation from high school or an official alternative secondary school diploma is required.

Applicants must complete and submit the following to the Office of Registration/Student Records:

- LCCC Application for Admission
- verification of high school completion (high school transcript or GED), and
- students who wish to be considered for full-time enrollment at LCCC must submit all of the above and a letter of recommendation from the high school guidance counselor.

Additional Requirements and Policies

- The college has no application deadline and reserves the right to close a program when a large number of applications are received. Applicants are encouraged to apply as early as possible to ensure ample time to complete the enrollment process.
- Some health care science programs require a health history and physical examination by a licensed healthcare professional (MD, DO, NP, PA) in order to fully participate in clinical experiences.
- The college reserves the right to guide the program and course selection of entering students. Remedial or developmental courses will be required in cases in which applicants have deficiencies in areas important to their success in college.
- A medical evaluation by an Aeromedical Examiner is required for the AVS and AVP programs a minimum of thirty days prior to the start of the semester.
- The college is limited in the number of students it can admit each year to some Health Science degree and certificate programs, the Veterinary Technician degree program and Professional Pilot degree program. Admission to each of these programs is competitive and may include a personal interview. Early application is encouraged. For more details, contact the Admission Office at 610-799-1575.

Commonwealth Secondary School Diploma

The Pennsylvania Department of Education Division of Adult Education will issue a high school diploma to students who never completed high school upon receipt of an official college transcript showing satisfactory completion of 30 college credits.

A high school diploma may not be issued in advance of the student's high school graduation class. Students who pursue this program at the college may be limited to part-time study until the diploma is earned.

Please refer to the Pennsylvania Department of Education's website at www.education.pa.gov for more information on the Commonwealth diploma. Once the 30 college credits have been completed, the student requests an official transcript from Registration/Student Records to be mailed with the official diploma request form (PDE-6005) and state identification to the Pennsylvania Department of Education.

High School Equivalency Programming

Lehigh Carbon Community College offers a College and Career Readiness program where individuals can prepare for the Commonwealth Secondary School Diploma examinations (GED® and HiSET®) as well as administration of the examinations.

Please visit www.lccc.edu/ged or call 610-799-1772 for more information about the program and testing.

Returning Students in Good Standing

Students who attended classes at the college previously but then discontinued their enrollment in the past 12 months or more must complete the LCCC returning student application. Students are encouraged to make an appointment with an advisor if assistance is needed to clarify a new program of study. No fee is charged for readmission processing.

Guest/Visiting Student – Non-degree seeking

A guest/visiting student is a student who does not intend to receive a degree or certificate from LCCC. If you are a student who is already enrolled at another college or university and you plan to transfer credits earned at LCCC back to your home institution, you must check with your home school on any transfer course requirements. You must meet any course prerequisites or corequisites prior to enrolling in LCCC courses. You will not be eligible for any federal, state, or institutional financial aid while enrolled as a guest/visiting student.

International Student Admission

Lehigh Carbon Community College welcomes applications from international students who can benefit from the educational programs at the college.

International students are encouraged to begin their admission process six months prior to the start of the school semester to allow ample processing time by both LCCC and the U.S. Citizenship and Immigration Service. A more detailed guide to admission requirements and an application packet can be obtained by calling the international student advisor at 610-799-1137 or emailing international@lccc.edu.

The following documentation must be provided:

- a completed LCCC application for admission;
- financial resource statements showing sufficient funds to cover tuition and living expenses for at least one year; and
- evidence of high school graduation and a minimum of two years of English language instruction.

When the student applies to LCCC, a tuition deposit is required before an I-20 is issued.

Important facts for international students:

- The college has no housing on or off campus.
- Public transportation is limited. The majority of international students who attend LCCC live with sponsors who can provide the student with a car or transportation to the college.
- International students are ineligible for financial aid.
- International students may not be employed off campus while they are students.
- International students must maintain full-time status, which is a minimum of 12 credits. (See "Tuition and Fees" section.)
- It is recommended that students purchase health insurance upon entry into the United States.
- International Student Transcripts with coursework from foreign universities must have their credits professionally evaluated. These agencies should be accredited through NACES, National Association of Credential Evaluation Services. The most common agencies used by LCCC students are World Evaluation Services, ('WES' <https://www.wes.org/>) and Educational Credential Evaluators, ('ECE' <https://www.ece.org/>). Additionally, applications for these companies can be found at LCCC Advising Services, as well as a list of other approved agencies.

International Student Advisor

International students are required to schedule an appointment with the international student advisor as soon as they arrive in the area and must bring their passport, I-94, and I-20 to update and maintain their SEVIS records. The international student advisor will assist international students in course selection throughout their academic career and will advise students on responsibilities for maintaining legal status while in the United States. For more information, please email international@lccc.edu.

Advanced Standing

Transferring Credit to LCCC

Individuals who have attended other accredited colleges and universities should submit official transcripts for evaluation of transfer credit at the time of enrollment. Grades of “D” and “F” will not be accepted for transfer credit. Only physical education credits with a pass grade will be accepted. Other academic courses without a letter grade will not be accepted. Other previous educational experiences must be evaluated by the Office of the Director of Curriculum, Assessment and Articulation. Contact Academic Services at 610-799-1587.

Credit for Military Experience

Veterans can have previous military experience evaluated for transfer credit. The college evaluates previous military training in accordance with the recommendations of the American Council on Education through the Guide to the Evaluation of Educational Experiences in the Armed Services. Validated records of training programs or military courses must be submitted electronically. Visit <https://jst.doded.mil> and submit your military transcript to registrar@mymail.lccc.edu.

Advanced Placement

The college participates in the advanced placement program of the College Entrance Examination Board (CEEB). Under this program, the college grants credit and advanced placement to students with completed college-level courses in approved secondary schools with a score of at least three in the Advanced Placement Tests of the CEEB. Applicants for credit for advanced placement should request the CEEB to send their scores to the Office of Registration/Student Records at registrar@mymail.lccc.edu. Contact the Advising Office at 610-799-1137 for additional information.

Standardized Examinations

Standardized examinations measure knowledge of the material covered in introductory college courses. The standardized examination program is an option for individuals who have experienced learning in an informal setting.

The College Level Examination Program (CLEP) is a national program of credit by examination. The two types of CLEP examinations are general and subject. General tests assess knowledge usually acquired through the first two years of college work. Subject tests assess knowledge in specific college courses. (clep.collegeboard.org)

The Excelsior College Examination is a standardized national program offering examinations in liberal arts, business and technical areas. (www.excelsior.edu)

The Defense Activity for Non-traditional Education Support Program (DANTES) is a standardized subject examination offered in various college and technical subjects. The examinations cover material usually taught in one-semester or one-year post-secondary courses. Contact the Advising Office at 610-799-1137 for additional information. (www.dantes.doded.mil)

Credit for Prior Learning

Lehigh Carbon Community College provides an opportunity for students with learning experience outside of the school to gain credits toward their program of study. If the objectives of a course in your program match learning you have achieved previously through another means, you can apply to have that learning evaluated by a faculty member for a credit award.

Course credit is granted for:

Prior credential education - ex. business or trade school, American Council on Education (‘ACE’), or Childhood Development Associate (‘CDA’)

- Work or volunteer experience
- Professional training/certifications
- Lifelong learning
- Skills testing

Students interested should contact the Associate Dean of Curriculum, Assessment and Articulation at jayrton@lccc.edu.

Special Admission Program Requirements

Additional admission information and requirements for specific programs are as follows:

Note: Meeting the minimum requirements does not guarantee admission into the programs.

Associate Degree Nursing (ADN)

- Students must apply to Lehigh Carbon Community College and have a current application when applying for admission. Students will need to take all placement tests unless told they are exempt by a health care advisor.
 - Students interested in the Nursing Program should apply for Health Science A.S. which will prepare the student to complete the prerequisite courses necessary for Nursing Admission.
- Students must submit all “Official” high school transcripts, technical school transcripts, and college transcripts, with the exception of Lehigh Carbon Community College transcripts.
- Foreign transcripts must be officially evaluated on a course-by-course basis by either WES (World Educational Services) or ECE (Educational Credential Evaluators) and sent to Lehigh Carbon Community College Student Records and Registration, 4525 Education Park Drive, Schnecksville, Pa. 18078. These transcripts must be received and officially evaluated prior to the nursing application deadline.
- Students must meet high school requirements as outlined by the Pennsylvania State Board of Nursing (Title 49, Ch. 21). These requirements must also be met by students who have a GED, a foreign high school diploma, or any non-course equivalency diploma. Students who do not meet the high school requirements may proceed with their application by completing the acceptable substitutes as outlined below, prior to applying for admission.
 - Four units of high school English. An acceptable substitute for the English requirement is a score of 4 or higher on the College Success Sentence Skills/English Placement Test.

- Three units of high school Social Studies. An acceptable substitute for the Social Studies requirement is a score of 94 or higher on College Success Reading Placement Test or by completing RSS 100 with a grade of C or higher.
- Two units of high school mathematics, one of which must be Algebra with a C or higher. An acceptable substitute for the mathematics requirement is Math 090 or Math 105 with a grade of C or higher. The appropriate mathematics course will be determined by student's score on the College Success Algebra Placement Test.
- Two units of high school science with a lab with a grade of C or higher. An acceptable substitute for the science high school requirement is BIO 105 with lab and CHE 106 with lab with a grade of C or higher.
- Prior to application to the Nursing Program, students must have completed the following courses with a C or higher:
 - BIO 163, BIO 164, ENG 105, MAT 121, PSY 140
 - Biology prerequisites must have been taken within 7 years of acceptance to the program.
- Students with the above prerequisites will submit the Nursing program application and all other required document by the following deadline associated with their desired start date.
 - February 1 for the following Summer start
 - June 1 for the following Fall start
 - (LPN-RN only) October 1 for the following Spring start
- Students applying to the program must have a minimum cumulative GPA of 2.20.
- Students must register, test and submit scores from the ATI TEAS (Test of Essential Academic Skills) by the above application deadline. Students may take the TEAS test twice in one academic year, which is defined as fall, spring and summer semesters. The higher score will be considered for admission purposes. Scores must be within one year of applying for admission. Cost for the test is the student's responsibility. Student's TEAS test must be taken at LCCC. Information on registering for the TEAS test may be found at: <http://www.atitesting.com>.
- Prior to starting the ADN nursing courses, students must complete in their first semester or before:
 - The following courses with a C or higher: SDS 110 or SDS 111, BIO 220, ENG 106, PSY 145, SOC 150 or SOC 151
 - Clinical clearances and health requirements including but not limited to: Child Abuse History, PA Criminal Record Check, FBI Background Check, drug screening, Health Provider CPR Certification, and vaccinations (including COVID-19 vaccines). These requirements are completed as part of the SDS 110 or 111 coursework.
- There is an opportunity for Advanced Placement for students who have successfully completed an ACEN accredited nursing program course with a C+ or higher. Advanced Placement must be submitted and evaluated by the Associate Dean of Curriculum, Assessment, and Articulation, James Ayrton. jayrton@lccc.edu, prior to applying to the program.

Dental Hygiene

In cooperation with Montgomery County Community College

- The student must meet the following ELIGIBILITY CRITERIA to be considered for selective admission into the clinical portion of the Dental Hygiene Program:
- All students must submit a high school transcript or G.E.D., including one year each of chemistry with a laboratory component with a grade of "C" or better (equivalent courses taken in college would be acceptable substitutes). All science course including Chemistry with laboratory course must be successfully completed within five years prior to enrolling in Dental Hygiene courses.
- All applicants must submit official college transcript(s), if applicable.
- Additionally, one of the following credentials must be submitted:
 - ACT composite score of 22.
 - SAT score (3/1/05-2/29/16) minimum of 1350; SAT score (3/1/16-present) minimum of 1000.
 - College transcript including 14 semester hours consisting of two 4-credit lab science courses and two 3-credit courses from the general education component of the Dental Hygiene curriculum. Grades for the four courses/14 credits must be a "C" or better and result in a GPA of at least 2.5. All Science courses must be successfully completed within five years prior to enrolling in Dental Hygiene courses.
 - BIO 131, BIO 132, BIO 140 must be completed with a grade of "C" or better and an overall GPA of 2.5.
- All applicants must take college placement tests in English, Mathematics and Reading and must place above the developmental level prior to enrolling in Dental Hygiene. Exemptions to placement testing may occur based on coursework from LCCC.
- All applicants are required to demonstrate a minimum of six hours of observation in a dental office in order to ensure that the applicant is familiar with the work environment in which most dental hygienists are employed. Written verification from the dentist or dental hygienist, on dental office letterhead, is required of each applicant to verify current dental office employment or completion of the six-hour observation in a dental office. Verification must be submitted to the Dental Hygiene Advisor (academicservices@lccc.edu) prior to the last day of the petition
- All eligible applicants are required to submit an electronic petition to be considered for admission in the Dental Hygiene program. The petition can be found on the Dental Hygiene website during a determined petition period.

Early Childhood Education

- High school diploma or GED and successful completion of appropriate high school or post-secondary courses.
- Submission of official transcripts of all previous education.
- Acceptable scores on LCCC skills assessment.
- The student is responsible for obtaining a Castlebranch account and submitting the required clearances including, but not limited to:
 - PA Child Abuse History Clearance
 - PA State Police Criminal Record Check

- FBI clearance – fingerprinting
- NSOR verification
- Physical examination (with appropriate form completion)
- TB screening test

A “record” status or failure to meet state or facility standards will prevent the student from completion of required fieldwork experiences.

- Special program costs include clearances, health examinations and testing, books, supplies and transportation to Teacher Education agencies.

Education, Special Education

- High School diploma or GED and successful completion of appropriate high school or post-secondary courses. Submission of official transcripts of all previous education.
- Acceptable scores on LCCC skills assessment.
- Completed and cleared Castlebranch account through Lehigh Carbon Community College (includes PA Child Abuse History Check, PA State Police Criminal Record, and FBI clearance – fingerprinting). A “record” status or failure to meet state standards will prevent the student from completion of required fieldwork experiences.
- Special program costs include Castlebranch Account (clearances), books, supplies and transportation to Teacher Education agencies.

Histotechnician

In cooperation with Reading Area Community College

- At the time of application, the following courses must be completed or currently in progress: BIO 163, MAT 160, HTT 110.
- Student must meet with the HT Program Director at RACC to determine eligibility and certify that the student can carry out the duties and responsibilities of a Histotechnician student by agreement through the “Essential Functions” document.

The student must submit the following by **January 1**:

1. Submit a comprehensive Letter of Intent requesting clinical student status.
2. Submit two (2) letters of recommendation; at least one must be from a RACC faculty member. Students from LCCC or NCC may substitute a faculty recommendation from their home school.

Human Services

- Submission of high school transcript or GED and transcripts from all post-secondary institutions attended.
- Acceptable scores on LCCC skills assessment.
- Maintain a 2.2 cumulative GPA in the Human Services program and earn a minimum “C” grade in all Human Services courses.
- To participate in fieldwork experiences, students must present the original copy of the Pennsylvania Child Abuse History clearance, the Pennsylvania Criminal Record, the FBI Background Check Transmittal form and health examination and immunization records to the college. Depending upon the fieldwork site, the student may also be required to present a Pennsylvania Driver History report, and records of satisfactory tuberculosis screening and Hepatitis B immunization.
- A student having a history of any criminal record is

encouraged to check the Prohibitive offenses list (Public Law 169) and discuss any convictions with the program coordinator and the fieldwork site in advance of attendance at the fieldwork agency. Students who possess a criminal record status may experience limitations in available fieldwork placements and future employment in the human services field.

- Any student with a criminal record which bans employment with adults or children will never be eligible to enroll in any human services class requiring service learning, fieldwork or internship experiences.
- Copies of the submitted records will remain on file at the college for one year after fieldwork coursework is completed.
- The student is responsible for all special program costs: health examinations, immunizations, clearance record fees, books, supplies and transportation to Human Service agencies.
- Human Services students are responsible for locating and selecting fieldwork agency sites. Students are responsible for presenting credential levels required by the fieldwork agency. It is the sole discretion of the fieldwork agency and future employers as to what level of credentialing is required by the position roles and duties at the human service agency. Final approval of the site resides with the program coordinator.

Medical Laboratory Technician

In cooperation with Montgomery County Community College

The student must meet the following eligibility criteria to be considered for selective admission into the clinical portion of the Medical Laboratory Technician Program:

- All students must submit a high school transcript or G.E.D., including one year each of biology and chemistry and two years of math, including algebra, with grades of “C” or better (equivalent courses taken in college would be acceptable substitutes) and ONE of the following credentials:
 - ACT composite score of 18.
 - SAT score of a minimum 1000.
- College transcript including 15 semester hours consisting of five 3-credit courses from the general education component of the MLT curriculum. The courses must have been taken at an institution in which English is the primary instruction language. Grades for the four courses must each be “C” or better and result in a GPA of at least 2.5. Optional science courses must be successfully completed within ten years prior to enrolling in MLT courses. All students must take placement tests in English, mathematics, and reading and place above the developmental level prior to enrolling in MLT 110.
- All applicants must submit an Online Petition for Admission to the MLT Program in February of the year they wish to be considered. Criteria such as completion of non-MLT courses, date of application, and date of completion of minimum requirements may be used in the decision process. The Online Petition for Admission is found at: <https://www.mc3.edu/degrees-and-programs/programs/health/medical-laboratorytechnician/petition-for-admission>

Special Note:

Students must submit the following documentation upon acceptance and then again, prior to the clinical portion. If a student proceeds on a part-time basis, they must submit the physical exam and drug screen annually.

- Full medical assessment including physical exam, medical history, and vaccinations or proof of immunity within six months prior to entering the program.
- Hepatitis B vaccination documentation.
- Proof of a negative drug screen.
- “No record” status for PA Child Abuse Clearance, PA State Police Criminal Record Check and FBI fingerprint check.
- Agreement to abide by dress code/personal appearance and other policies set forth by the program.

Students must submit the following documentation prior to the clinical portion of the program only.

- CPR certification for the professional rescuer (approved providers are AHA/ARC).
- Proof of current enrollment in a health insurance plan.

Medical Laboratory Technician

In cooperation with Reading Area Community College

Applicants must:

- Be a graduate of an approved secondary school or hold a high school equivalency diploma.
- Have completed, with grades of “C” or better, two years of biological science (including advanced biology), laboratory chemistry and algebra. If the previous academic experience is lacking or if placement scores indicate the need for preparatory work, the following courses may be used to provide the needed academic background: BIO 110, CHE 106, MAT 105, MAT 160.
- Meet with the MLT program director for an interview to discuss the academic background, the MLT program and the selective MLT admissions policies before declaring a major of Medical Laboratory Technology. The interview is mandatory.
- No course in the Medical Laboratory Technician Program curriculum, or which is a prerequisite for a course in the curriculum, can be repeated more than once. This requirement includes any courses taken at RACC or at another institution. It also includes courses from which the student may have withdrawn or in which the student earned less than a “C” grade.
- No more than 12 credits of the Medical Laboratory Technician Program curriculum may be repeated. This includes courses taken at RACC and at other institutions. It also includes withdrawals or courses in which the student earned less than a “C” grade.
- Course repeats or withdrawals that are older than 10 years may be excluded from consideration in the admissions process at the discretion of the program director.
- The preceding policies will be revised in keeping with the most recent accrediting agency policies.
- A selection committee will review all records, determine the eligibility of students and then select those students who will progress into the clinical experience. The date of enrollment in the Medical Laboratory Technician program will remain as the deciding factor between two equally qualified students. Rotation sites for clinical experience will be assigned by the MLT Selection Committee.

- The granting of the Associates Degree in Applied Science in the Medical Laboratory Technician Program is not contingent upon a student passing any type of external certification or licensure examination.

Special Note:

- The student from Lehigh Carbon Community College who has successfully completed specific general education requirements at LCCC and specific program requirements at RACC may be granted sophomore-level standing and admission to the Medical Laboratory Technician Program per stated selective admission requirements at Reading Area Community College.

Paralegal Studies (ABA approved)

- High school diploma or GED.
- Submission of high school transcript or GED or a transcript from a post-secondary school. High school seniors who wish to participate in early admission should supply a transcript after high school graduation.
- Transfer credits for any course that has a PLG prefix will be accepted from American Bar Association (ABA)-approved programs. Exceptions can be made for non-ABA program credits upon a content review. The student must have earned at least a “C” for the course to be considered for transfer credit. Transfer credit for courses with a PLG prefix are limited to a total of nine credits. PLG 200 will not be accepted for transfer from another institution.
- Credit for assessment for courses with a PLG prefix are limited to a total of three credits.
- The combined number of transfer credit and credit by assessment for PLG-prefix courses is limited to nine.
- Any student who has successfully completed, with at least a “C,” any PLG course or equivalent at LCCC or another ABA-approved college more than seven years before admission or readmission will be required to repeat these courses.
- Paralegal Studies students are responsible for locating and selecting internship placement sites. Students are responsible for presenting credential levels required by the internship site. It is the sole discretion of the internship site and future employers as to what level of credentialing is required by the position roles. Students who possess a “record” status may experience limitations in available internship placements and future employment in the paralegal field.

Paralegal Studies Certificate (ABA approved)

- Admission to the certificate program is limited to students who currently possess 30 semester hours of college credit, with grades of at least “C” for each course, of which 18 credits is distributed in English, Math/Science and Humanities/Social Science. The courses must be liberal arts credits and not technical. Admission is conditional upon review of these general education college credits.
- Transfer credits for any course that has a PLG prefix will be accepted from ABA-approved programs. Exceptions can be made for non-ABA program credits upon a content review. The student must have obtained at least a “C” for the course to be considered for transfer credit. Transfer credit for courses with a PLG prefix are limited

to a total of nine credits. PLG 200 will not be accepted for transfer from another institution.

- Credit for assessment for courses with a PLG prefix are limited to a total of three credits.
- The combined number of transfer credit and credit by assessment for PLG-prefix courses is limited to nine.
- Any student who has successfully completed, with at least a “C,” any PLG course or equivalent at LCCC or another ABA-approved college more than seven years before admission or readmission will be required to repeat these courses.
- If you elect an internship, Paralegal Studies students are responsible for locating and selecting internship placement sites. Students are responsible for presenting credential levels required by the internship site. It is the sole discretion of the internship site and future employers as to what level of credentialing is required by the position roles. Students who possess a “record” status may experience limitations in available internship placements and future employment in the paralegal field.

Practical Nursing Certificate

- Students must apply to Lehigh Carbon Community College and have a current application when applying for admission. Students will need to take all placement tests unless told they are exempt by a health care advisor.
 - Students interested in the Nursing program should apply for Health Science A.S. which will prepare the student to complete the prerequisite courses necessary for Nursing admission.
- High school diploma or GED and successful completion of appropriate high school or post-secondary courses. Submission of official transcripts of all previous education (high school, trade, technical, college).
- Completion of the Test of Essential Academic Skills (TEAS). The fee for the examination is the student’s responsibility (www.atitesting.com).
- Completion of an application for program admission. Admission is competitive based upon the TEAS score, previous academic achievement and complete program application.
- To participate in required clinical experiences a “no record” status must be reported on the Pennsylvania Child Abuse History Clearance. The Pennsylvania State Police Criminal Record Check results must fall within the guidelines of the law, as set forth by the Commonwealth of Pennsylvania. An FBI Background Check Transmittal Form is required. Admission to the program may be revoked upon receipt of these results.
- The Pennsylvania State Board of Nursing and healthcare agencies for clinical experiences have specific health requirements that must be met by each student before participating at the clinical agency.
- Anatomy and Physiology I and II (BIO 163 and 164) must be taken less than seven years before enrollment in the first nursing course.
- An advanced standing option is available for NUR 106 for CNAs and other healthcare providers who qualify. Applicants with previous practical nursing education are ineligible for advanced standing beyond Nursing I (NUR 106).
- The deadline for submission of the application for admission and completion of the TEAS is February 1 for admission to the nursing class beginning in fall.

- Completion of a high school algebra course with a “C” (or better) or completion of MAT 090 with a “C” (or better) or a score of 77 (or better) on the Algebra Placement Test.

Professional Pilot

- High school diploma or GED and successful completion of appropriate high school or post-secondary courses.
- Personal interview: ensure the student is able to read, speak, write, and understand the English language as required by the Federal Aviation Administration (FAA) regulation 61.83; explain the rigorous course completion standards associated with the Part 141 training curriculum and transfer rules regarding the changing of flight training providers; detail the costs associated with flight training; and the process to apply for and receive the student pilot certificate and FAA medical certificate including documentation verification of U.S. citizenship or approval from the Transportation Security Administration to receive flight training.
- Acceptable scores on LCCC skills assessment. (Students required to be enrolled in basic skills courses or developmental courses numbered 099 and 100 may not enroll in flight practical courses.)
- FAA second class medical certificate is required; first class medical certificate is encouraged.
- If a prospective student pilot with a disqualifying condition is unable to obtain the required medical certificate from the FAA medical examiner s/he will not be able to enroll in the flight courses.
- Aviation courses are identified with the prefix of ASA. The ground school and flight courses associated with pilot certification are accredited through the Federal Aviation Administration.
- Students who have completed a ground school course of study for a pilot certification course will have 12 months from the date of receiving the FAA course completion certificate to successfully pass the associated FAA written test and provide a copy of those test results to the Aviation Program Coordinator or Chief Flight Instructor. Students who do not pass the FAA written exam within this timeframe will be required to retake the course.
- Students who have successfully completed a ground school course of study for a pilot certification course and the associated FAA written exam will have 24 months from the date of receiving the FAA course completion certificate to attain the associated pilot certification. If the pilot certification is not obtained, the student will be required to retake the ground course and the flight course.
- Students reentering the Professional Pilot degree program after a lapse of greater than two years must have a current Flight Review completed as described in Federal Aviation Regulation 61.57. The Flight Review must be completed within the last six months prior to reacceptance to the AVP program and course enrollment. If the student is enrolling in ASA 211, 212, 214 or 230, the student must meet the Flight Review currency and the instrument currency for pilot in command, as required by 61.57, within the last six months prior to reacceptance to the AVP program and course enrollment.
- Students who have in excess of seven years from the successful completion of any non-FAA accredited courses within the AVS or AVP programs will have to retake the course to meet graduation requirements.

Respiratory Care

In cooperation with Reading Area Community College

Applicants must:

- Declare Respiratory Care as their major and meet with the Respiratory Care Program Director for an interview to discuss the academic and clinical requirements of the program and to be informed of the criteria for admission and continued enrollment in the Respiratory Care courses. The interview is mandatory and must be completed prior to April 15 of the intended year the student wishes to enter clinical courses.
- Attain a grade of “C” (2.0) or higher in all courses required within the Respiratory Care program of study and maintain a cumulative G.P.A. of 2.5 or higher in all college courses. This rule applies to courses taken at the college as well as any required courses transferred into the college from other institutions. It is the student’s responsibility to request transcripts be sent to the college from outside institutions in time for evaluation of the transcripts by April 15 of the intended year the student wishes to enter clinical courses.
- Submit a Letter of Intent to enter the clinical courses, identified by the “RES” course designator, to the Respiratory Care Program Director by April 15 prior to the intended Fall semester. Information on the required content of the letter can be obtained from the Program Director.
- Have a medical examination certifying the student is physically fit as per the Health Professions Division format.
- Be currently certified for cardiopulmonary resuscitation by either the American Heart Association for Health Care Providers course, or American Red Cross Professional Rescuer course.
- Submit evidence of a negative drug panel, a Child Abuse Clearance, a state Criminal Background Clearance and an FBI finger-printed Criminal Background Clearance. Students should consult the program director before applying for any of the items listed.
- Submit evidence of required up-to-date immunizations and/or of antibody titers as required by the approved health form.
- Submit evidence of current health insurance.
- Attend a mandatory orientation meeting on the assigned date and time after being selected for a Fall semester clinical cohort. Absence from this orientation meeting will result in the student forfeiting their seat in the clinical cohort unless permission or approval is obtained from the Respiratory Care program director or a higher level academic administrator.
- No course in the Respiratory Care curriculum, or which is a prerequisite for a course in the curriculum, can be repeated more than once. This requirement includes any courses taken at RACC or at another institution. It also includes courses from which the student may have withdrawn or in which the student earned less than a “C” grade.
- No more than 12 credits of the Respiratory Care curriculum may be repeated. This includes courses taken at RACC and at other institutions. It also includes withdrawals or courses in which the student earned less than a “C” grade.
- Successful completion of Anatomy and Physiology courses may not be older than five years. An exception of this requirement is evidence of advanced, related study at the junior level or higher that is less than five

years old and for which the passing of Anatomy and Physiology was a prerequisite.

- Course repeats or withdrawals that are older than ten years may be excluded from consideration in the admissions process at the discretion of the program head.

Veterinary Technician

Before Admission:

- High school diploma or GED and successful completion of appropriate high school or post-secondary courses.
- Completion of high school laboratory Biology with a “B” or better, and high school Algebra 1 and 2 with grades of a “C” or better. Fundamentals of Biology (BIO 105) is highly recommended if a college-level biology course has not been previously completed.
- Submission of high school transcript or copy of GED and transcripts from all post-secondary institutions attended.
- Acceptable scores on the LCCC assessment test (English, Math and Biology). Any remediation must be completed before starting the program.
- A minimum GPA of 2.5.
- Knowledge of field gained through experience with animals strongly recommended.
- Selected students will participate in a personal interview with the program director. The college will contact the student to schedule an interview.
- At the time of the interview, the student must have completed a minimum of 20 hours of observation in a veterinary facility. The career exploration form can be printed by going to LCCC’s homepage; clicking on Academics: Veterinary Technician.
- The deadline for submission of the application is March 15 for the fall semester.
- Admission into the Veterinary Technician program is competitive. Meeting the minimum requirements does not guarantee admission into the program. Only the most qualified applicants are interviewed; the college will contact students to schedule interviews when appropriate.

After Admission:

- Medical forms: physical examination
- Proof of current health insurance
- Rabies pre-exposure vaccine.

Services for English Learners

English as a Second Language Program

A complete English as a Second Language (ESL) pathway is available for students who are English learners. College ESL courses offered at intermediate through advanced levels help students improve academic and professional English skills. ESL courses are credit-bearing and are covered by financial aid and/or ESL scholarships for eligible students.

Students who are not yet proficient in academic English should work with an ESL Specialist to take the ESL placement test. To make an appointment to test, students can call the Donley Center in Allentown at 610-799-1260 or the main campus in Schnecksville at 610-799-1504 or email ESL@lccc.edu.

Multilingual speakers of English who test into developmental ENG 099 or ENG 100 courses may be advised to take the ESL placement test to determine an equivalent language support class.

Students who successfully complete the ESL program with a “C” or better in ESL 251 and final essay approval are automatically eligible for ENG 105.

ESL 251 may be taken as a free elective in some majors up to a limit of 6 credits.

Tutoring services are available for all ESL courses in Schnecksville and Allentown.

Noncredit ESL

Students at beginning and low intermediate levels of English can prepare for the credit ESL program by taking noncredit ESL classes in Allentown. For more information about noncredit ESL programs, call 610-799-1216 or email GED-ESL@lccc.edu.

Honors Opportunities

The Honors options are designed to provide more rigorous educational experiences for students that will challenge them intellectually and personally in the context of understanding both their local communities and the global community. Student benefits include:

- creative learning environments,
- mentoring relationships with faculty,
- leadership and community service opportunities.

There are three ways to participate in Honors at LCCC:

- Honors Scholars Program
- College Honors Program
- Honors Projects and Courses.

These programs are designed as an enhancement and enrichment to a student’s chosen curriculum. Students participating in these programs will be prepared to complete academic challenges with a higher set of skills and abilities. In addition, these successes will assist the student in developing self-confidence, better communication skills and prepare them to be leaders to the community and beyond.

Honors Scholars Program

The Honors Scholars Program is a competitive scholarship program open to new, full-time students who plan to transfer to a four-year college. Students may apply for the Liberal Arts or Science, Technology, Engineering, Math (STEM) track. Students accepted into the program take some courses as a cohort during their first two years.

Students must maintain a 3.0 cumulative GPA to receive the scholarship. More information, including eligibility criteria and application materials, can be found on the college website.

College Honors Program

The College Honors Program is open to students in all degree programs who have a cumulative 3.0 GPA. To participate in the program students must submit a Letter of Intent (available on the college website) to the Advising Office prior to their last semester.

Students who complete a minimum of five honors courses (either honors projects or honors sections) with grades of “B” or better and have a 3.0 cumulative GPA will graduate from the College Honors Program.

See page 55 for Honors Projects and Sections.

Independent Study

Independent study at LCCC provides an opportunity for selected students to investigate subject matter in a deeper, more focused and more advanced way than that provided in an existing course. It is not to be considered a substitute for an LCCC course already in the catalog. Topics for independent study are generally selected in consultation with a faculty member, with special attention given to the interests and abilities of the student requesting the experience. Independent study is intended to supplement and enrich a student’s knowledge in a given discipline. Contact Academic at 610-799-1587.

Individual Study

Individualized study is an alternative approach to successfully completing an existing LCCC credit course. It is intended for the student who, for valid reasons, cannot register for and attend a regularly offered section of the course. Contact Academic Services at 610-799-1587

Independent / Individual Study Guidelines

1. Course substitution should be used whenever possible provided that a reasonable alternative can be found.
2. It is the student’s responsibility to enlist a faculty member to provide the necessary instruction and support for the course.
3. Students must have approval for individualized or independent study from the faculty member, school dean and the vice president for academic services and student development.
4. Students must successfully complete at least 12 credit hours of course work at LCCC before being eligible for individualized or independent study.
5. A student can register for only one individualized or independent course in any given semester. It is understood that the course work is to be completed within the semester for which the student is registered.
6. A maximum of 12 credit hours may be earned through individualized and independent study per program/degree.
7. Students are expected to meet all objectives of the course, and the instructor must devise a means for evaluating the student that is consistent with sound academic practice and college policies. Tests, papers, reports, library assignments and other means of evaluation should be as rigorous and comprehensive as those required in comparable classes.

Finance



Tuition and Fees

TUITION AND FEES ARE ESTABLISHED BY THE BOARD OF TRUSTEES. TUITION AND FEES LISTED ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Tuition and certain fees are based on school district and Pennsylvania residency. The college is sponsored by the nine school districts in Lehigh County and four of the five school districts in Carbon County: Allentown, Catasauqua Area, East Penn, Northern Lehigh, Northwestern Lehigh, Parkland, Salisbury Township, Southern Lehigh, Whitehall-Coplay, Jim Thorpe Area, Lehighon, Palmerton Area and Panther Valley.

As part of the application process, students provide the college with residency information. Each school district is responsible for determining whether students are residents of the district and whether to sponsor them resident tuition. Residency requirements vary among the sponsoring school districts. Students should be familiar with the residency requirements of their school district.

For information concerning residency requirements, contact the Business Office at 610-799-1157.

Tuition and Basic Fees

(Refundable in accordance with the College Refund Policy)

A. Resident of Sponsoring School District*

Full-Time Tuition (12–18 credits per semester)	\$1,875
Comprehensive Fee	\$ 360
Technology Fee	\$ 360
Total Full-Time Tuition and Fees	\$2,595

Part-Time Tuition (1–11 credits per semester) and credits in excess of 18 per semester	\$ 135 per credit
Comprehensive Fee	\$ 24 per credit
Technology Fee	\$ 24 per credit
Total Part-Time Tuition and Fees	\$ 183 per credit

B. Resident of Nonsponsoring School District**

Full-Time Tuition (12–18 credits per semester)	\$3,750
Capital Outlay Fee	\$ 135
Comprehensive Fee	\$ 360
Technology Fee	\$ 360
Total Full-Time Tuition and Fees	\$4,605

Part-Time Tuition (1–11 credits per semester) and credits in excess of 18 per semester	\$ 270 per credit
Capital Outlay Fee	\$ 9 per credit
Comprehensive Fee	\$ 24 per credit
Technology Fee	\$ 24 per credit
Total Part-Time Tuition and Fees	\$ 327 per credit

C. Nonresident of Pennsylvania/International Student

Full-Time Tuition (12–18 credits per semester)	\$5,625
Capital Outlay Fee	\$ 270
Comprehensive Fee	\$ 360
Technology Fee	\$ 360
Total Full-Time Tuition and Fees	\$6,615

Part-Time Tuition (1–11 credits per semester) and credits in excess of 18 per semester	\$ 405 per credit
Capital Outlay Fee	\$ 18 per credit
Comprehensive Fee	\$ 24 per credit
Technology Fee	\$ 24 per credit
Total Part-Time Tuition and Fees	\$ 471 per credit

D. Resident of Schuylkill County

Full-Time Tuition (12–18 credits per semester)	\$2,812.50
Capital Outlay Fee	\$ 135
Comprehensive Fee	\$ 360
Technology Fee	\$ 360
Total Full-Time Tuition and Fees	\$3,667.50

Part-Time Tuition (1–11 credits per semester) and credits in excess of 18 per semester	\$202.50 per credit
Capital Outlay Fee	\$ 9 per credit
Comprehensive Fee	\$ 24 per credit
Technology Fee	\$ 24 per credit
Total Part-Time Tuition and Fees	\$259.50 per credit

* Veterans and military students will be charged sponsored rates.

** Tamaqua Area High School and Marian Catholic High School graduates will be charged sponsored rates plus capital outlay fee.

E. Dual Enrollment and Early College

Dual Enrollment (sponsored school districts)	
Courses taught by sponsor instructor	\$ 30 per credit
Courses taught by college instructor	\$ 70 per credit
Dual Enrollment (nonsponsored school districts)	
Courses taught by nonsponsor instructor	\$ 96 per credit
Courses taught by college instructor	\$ 111 per credit
Early College (sponsored school districts)	
Courses taught by college instructor	\$ 70 per credit
Tamaqua Area High School and Marian Catholic High School students will be charged sponsored rates.	

Senior Citizen Tuition and Fees

Students over the age of 60 years residing in college-sponsored school districts are eligible for free tuition in a credit course on a space available basis as of the day the course begins. Senior citizen students will pay all course fees or costs such as laboratory fees and out-of-pocket course costs incurred and paid for by the college such as for third party services, including, but not limited to, truck driving certifications.

Course Fees

Prior Learning Assessment Fee	\$ 125
CIS 105 Online Resources Challenge Exam	\$ 15
Tutoring Fee (ENG 099, 100)	\$ 5

Additional fees will apply to other select classes. Course fees are established to recover the costs directly associated with a particular course. Course fees will be assessed in the following classes:

Accounting Digital Book Fees

ACC 160	\$43.75
ACC 201	\$43.75
ACC 203	\$43.75

Art Program

ART-CIS 109, 128, 132, 226, 246, 247, 248, 249, 251, 258	\$ 20
ART 260 (Independent Study)	\$ 20
ART 260 (Photography, Jewelry, Ceramics, Metal-smithing, CG)	\$ 50
ART 112, 125, 130, 135, 155, 205, 206, 225, 230	\$ 40
ART 120, 140, 220, 235, 240	\$ 55

<u>Art Class Digital Book Fees</u>			
ART 101	\$ 39	CIS 172	\$ 85
ART 108 (Art Kit)	\$ 166	CIS 180	\$ 86
ART 110 (Art Kit and Books)	\$ 228.25	CIS 181	\$ 85
ART 111 (Art Kit and Books)	\$ 285	CIS 207	\$ 43.50
ART 115 (Art Kit)	\$ 162	CIS 222	\$ 50
		CIS 225	\$ 52.50
		CIS 250	\$ 105
<u>Astronomy Class Fee</u>		CIS 255	\$ 39
AST 105	\$ 80	CIS 280	\$ 85
AST 106	\$ 80		
<u>Aviation Program*</u>		<u>Computer Specialist/Network Technology</u>	
ASA 111, 112, 121, 122, 211, 212, 221, 230, 231	\$ 100/hr.	CFS 155, 206	\$ 20
*See page 25 for Aviation Lab Fees		<u>Criminal Justice Class Fee</u>	
<u>Aviation Digital Book Fees</u>		CJA 215	\$ 15
ASA 111	\$ 606	<u>Criminal Justice Class Digital Book Fees</u>	
ASA 121	\$ 614	CJA 101	\$ 39
ASA 211	\$ 200	CJA 104	\$ 39
<u>Biology Class Fee</u>		CJA 105	\$ 39
BIO 111L (Lab Supplies)	\$ 11	CJA 106	\$ 63
<u>Biology Class Digital Book Fees</u>		CJA 116	\$ 39
BIO 105	\$ 76	CJA 119	\$ 39
BIO 110	\$ 101.50	CJA 201	\$ 39
BIO 110L	\$ 122	CJA 214	\$ 39
BIO 111	\$ 101.50	CJA 225	\$ 39
BIO 220	\$ 80	CJA 232	\$ 54
<u>Business Class Digital Book Fees</u>		CJA 234	\$ 53.75
BUS 109	\$ 43.50	CJA 240	\$ 39
BUS 120	\$ 85	<u>Education Program</u>	
BUS 209	\$ 85	ECE 110, 120, 125, 130, 140, 205, 210, 215, 221, 218, 225, 230, 235	\$ 30
BUS 221	\$ 85	ECI 240	\$ 35
BUS 252	\$ 85	EDU 101, 105, 114, 115, 120, 125, 202, 210, 240, 291	\$ 30
BUS 258	\$ 85	SED 200, 205, 220	\$ 30
BUS 257	\$ 130	<u>Education Class Digital Book Fees</u>	
<u>Communication Class Digital Book Fees</u>		ECE 110	\$ 121.75
CMN 101	\$ 37.50	ECE 120	\$ 82.75
CMN 105	\$ 39.50	ECE 125	\$ 82.75
CMN 110	\$ 45	ECE 130	\$ 121.75
CMN 113	\$ 51	ECE 140	\$ 143
CMN 201	\$ 77.50	ECE 205	\$ 121
<u>Computer Forensics and Digital Security</u>		ECE 210	\$ 121.75
CFS 155, 206	\$ 20	ECE 215	\$ 82.75
<u>Computer Forensics and Digital Security Class</u>		ECE 218	\$ 82.75
<u>Digital Book Fees</u>		ECE 220	\$ 39
CFS 105	\$ 100	ECE 221	\$ 82.75
CFS 115	\$ 39	ECE 225	\$ 22
CFS 145	\$ 92	ECE 239	\$ 39
CFS 155	\$ 105	ECI 240	\$ 39
CFS 205	\$ 100	EDU 105	\$ 39
CFS 206	\$ 85	EDU 120	\$ 39
<u>Computer Information Systems Digital Book Fees</u>		EDU 125	\$ 32
CIS 105	\$ 107.25	EDU 202	\$ 39
CIS 110	\$ 80	EDU 210	\$ 39
CIS 111	\$ 86	EDU 240	\$ 39
CIS 112	\$ 80	EDU 291	\$ 40
CIS 114	\$ 39.50	SED 200	\$ 39
CIS 116	\$ 100	SED 205	\$ 39
CIS 118	\$ 80	SED 220	\$ 39
CIS 119	\$ 60	<u>English Class Digital Book Fees</u>	
CIS 133	\$ 50	ENG 099/100	\$ 45
CIS 134	\$ 85	ENG 105	\$ 54.50
CIS 141	\$ 40	ENG 106	\$ 40
CIS 142	\$ 40	ENG 111	\$ 66.50
CIS 145	\$ 45		
CIS 155	\$ 50		
CIS 165	\$ 50		

History Class Digital Book Fees

HIS 123	\$ 80
HIS 124	\$ 80
HIS 130	\$ 40
HIS 131	\$ 40
HIS 222	\$ 42.50

Math Class Digital Book Fees

MAT 090	\$ 105
MAT 105	\$ 90
MAT 120	\$ 90.50
MAT 121	\$ 95
MAT 125	\$ 80
MAT 126	\$ 80
MAT 150	\$ 91
MAT 160	\$ 85
MAT 191	\$ 39
MAT 196	\$ 39
MAT 201	\$ 39

Medical Assistant Program Digital Book Fees

MED 103	\$ 91
MED 103L	\$ 205.50
MED 107	\$ 91
MED 203L	\$ 289.75
MED 203	\$ 47.25
MED 207	\$ 47.25
MED 213 CMA Exam	\$ 110

Networking Program

NET 109, 110, 111, 113, 121, 136, 151, 161, 171, 210, 220, 225, 230, 235, 236, 237, 240, 241, 242, 265, 280	\$ 75
--	-------

Networking Class Digital Book Fees

NET 110	\$ 87.50
NET 111	\$ 105
NET 121	\$ 100
NET 151	\$ 162
NET 161	\$ 85
NET 171	\$ 78
NET 210	\$ 100
NET 240	\$ 39
NET 242	\$ 39
NET 265	\$ 40
NET 297D	\$ 92

Nursing Digital Book Fees

Nursing Lab Kit Fee ADN 150	\$ 710.50
--------------------------------	-----------

ADN Program

For ATI Standardized Exams and Resources	
ADN 150	\$ 700
ADN 160	\$ 700
ADN 173	\$ 700
ADN 205	\$ 700
ADN 215	\$ 700
ADN 225	\$ 700
ADN 235	\$ 700

LPN Program

For ATI Standardized Exams and Resources	
NUR 106	\$ 616.66
NUR 116	\$ 616.67
NUR 126	\$ 616.67

Paralegal Class Digital Book Fees

PLG 105	\$213.50
PLG 200	\$ 41.12
PLG 215	\$ 41.12
PLG 220	\$ 194.25
PLG 227	\$ 105
PLG 230	\$ 105
PLG 235	\$ 105

Philosophy Class Digital Book Fee

PHI 201	\$ 36.74
---------	----------

Physics Program

PHY 101	\$ 110
---------	--------

Physical Therapist Assistant Program

FSBT PEAT	\$ 110
-----------	--------

Political Science Class Digital Book Fees

PSC 130	\$ 75
PSC 141	\$ 50
PSC 142	\$ 63

Psychology Class Digital Book Fees

PSY 105	\$ 26.25
PSY 140	\$ 64.50
PSY 142	\$ 120
PSY 145	\$ 76.50
PSY 242	\$ 94
PSY 243	\$ 53.25
PSY 255	\$ 113.50
PSY 256	\$ 64.50
PSY 283/SOC 283	\$ 55
SOC 251	\$ 43

SEED Program

Fees will range from \$3,000 to \$6,500 depending on the number of students in the program and the grants received.

Veterinary Technician Program

VET 101, 120, 125, 228	\$ 15
VET 210	\$ 85
VET 220, 225	\$ 50
VET 230	\$ 70
Vet Tech X-ray Badge Fee	\$ 40

Additional fees will apply to all students in the Veterinary Technician program. The fee will be established to equalize joint program costs with Northampton Community College.

Other Fees (Non-Refundable)

Bad Check Fee	\$ 30
Cougar Payment Plan Fee	\$ 25/\$35
Cougar Payment Plan Late Fee	\$ 25
ID Replacement Fee	\$ 5
Late Registration Fee	\$ 5
Proctored Test Fee*	Varies

*(This fee is part of the schedule set by the Board of Trustees.)

Collection Process

In an effort to keep the tuition cost down, Lehigh Carbon Community College utilizes a standard collection process, including any collection costs and/or attorney fees for unpaid indebtedness to the college.

In addition, student transcripts are withheld and the college will deny registration and readmission to students who:

- Are indebted to the college.
- Have failed to return books or equipment loaned to them.

Aviation Lab Fees

1. Lab fees may not be enough to complete the certificate or training sought; occurrences happen when the student may have to identify additional sources of funding.
2. Payment of the flight lab fee, **which is due in full at the start of the semester**, does not guarantee meeting the requirements necessary for successfully earning an FAA certificate or rating. Attaining an FAA pilot certificate or rating is based upon the demonstration of aeronautical knowledge and flight proficiency to FAA standards during the FAA check ride.
3. Two failures of the same flight theory or flight practical course will result in the student being removed from further advancement within the degree program.
4. Due to the possibility of changing aviation fuel prices during the year, it is possible the flight lab fees may change as a result of a fuel surcharge.
5. Completion of the aviation degree programs within 24 calendar months is dependent upon pilot aptitude, timely completion of the flight courses, and the financial resources to complete the flight courses without interruption.

Flight Operations – Lab Fees	Hours Required	Hourly Rate	Total Cost
*Private Pilot Certificate Program (ASA 112)			
Dual Instruction (aircraft)	30.0 hours	\$ 265	\$ 7,950
Solo (aircraft)	12.0 hours	\$ 215	\$ 2,580
Instruction (brief/de-brief)	10.5 hours	\$ 50	\$ 525
Checkride (aircraft)	2.0 hours	\$ 215	\$ 430
	ASA 112 Lab Fee:		\$ 11,485
*Instrument Rating Program (ASA 122)			
Dual Instruction (aircraft)	42.0 hours	\$ 265	\$ 11,130
Instruction (brief/de-brief)	10.5 hours	\$ 50	\$ 525
Checkride (aircraft)	2.0 hours	\$ 215	\$ 430
	ASA 122 Lab Fee:		\$ 12,085
*Commercial Pilot Certificate Program (ASA 212)			
Dual Instruction (aircraft)	13.0 hours	\$ 265	\$ 3,445
Solo (aircraft)	40.0 hours	\$ 215	\$ 8,600
Instruction (brief/de-brief)	10.0 hours	\$ 50	\$ 500
	ASA 212 Lab Fee:		\$ 12,545
*Commercial Pilot Certificate Program (ASA 214)			
Dual Instruction (aircraft)	27.0 hours	\$ 265	\$ 7,155
Dual Instruction (complex or TAA)	15.0 hours	\$ 350	\$ 5,250
Solo (aircraft)	25.0 hours	\$ 215	\$ 5,375
Instruction (brief/de-brief)	10.0 hours	\$ 50	\$ 500
Checkride (SE aircraft)	2.0 hours	\$ 215	\$ 430
	ASA 214 Lab Fee:		\$ 18,710
*Commercial Pilot Certificate – Multi-Engine Add-On (ASA 223)			
Dual Instruction (multi-engine)	15.0 hours	\$ 485	\$ 7,275
Dual Instruction (AATD)	3.0 hours	\$ 100	\$ 300
Instruction (brief/de-brief)	10 hours	\$ 50	\$ 500
Checkride (ME aircraft)	2.0 hours	\$ 435	\$ 870
	ASA 223 Lab Fee:		\$ 8,945
*Certified Flight Instructor Program (ASA 231)			
Dual Instruction (aircraft)	25.0 hours	\$ 265	\$ 6,625
Instruction (brief/de-brief)	6.0 hours	\$ 50	\$ 300
Checkride	2.0 hours	\$ 215	\$ 430
	ASA 231 Lab Fee:		\$ 7,355
Estimated Total Flight Training Costs to Meet Degree Requirements: (Private, Instrument, Commercial ASEL & CF1)			\$ 62,180
*Note: These courses do not guarantee a certificate or rating.			

Aircraft Rental Rates**

2-seat Single-Engine Aircraft	\$185/hour
2-seat Single-Engine Aircraft with GPS	\$190/hour
4-seat Single-Engine Aircraft	\$210/hour
4-seat Single-Engine Aircraft with GPS	\$215/hour
Complex Aircraft	\$300/hour
Technologically Advanced Aircraft (TAA)	\$300/hour
Multi-Engine Aircraft	\$435/hour

Flight Training Devices

Redbird FMX Simulator	\$100/hour (includes instructor)
Frasca RTD Simulator	\$100/hour (includes instructor)
Instructor Rate	\$50/hour

**Additional hourly fuel surcharges may apply to aircraft rental rates.

Academic Debt Relief Policy

The ‘Academic Debt Relief’ policy enables students with outstanding balances from prior semesters to enroll in future semesters with the outstanding debt forgiven if certain criteria are met. After review, approval and successful completion of the criteria in the policy, the student’s prior semesters’ debt will be removed from LCCC’s collection agency’s list and the debt will be waived. Forms are available from the Business Office, Registration/Student Records or the Financial Aid Office.

Tuition Financial Obligation

College Refund Policy

Tuition is based upon liable credit hours. The refund period is equal to 1/15 of a scheduled class. The information that follows details the financial obligation of the student based on what refund period the class withdrawal occurs.

- Before and during the first refund period of classes - 0% credit hour liability (no tuition is owed)
- Within the second refund period of classes - 50% credit hours liability (must pay 50% of tuition charge).
- Within the third refund period of classes - 75% credit hour liability (must pay 75% of tuition charge).
- After third week of regularly scheduled classes - 100% credit hour liability (must pay all tuition charges).

Fee Refunds

Please refer to academic calendar for semester start dates.

- Before the start of the semester - 100% refundable
- Within the first refund period of classes - 100% refundable, less a \$100 service fee.
- Within the second refund period of classes - 50% fee liability (must pay 50% of fees charged).
- Within the third refund period of classes - 75% fee liability (must pay 75% of fees charged).
- After third week of regularly scheduled classes - 100% fee liability (must pay all fees charged).

Actual refund period (liability) dates are listed on the college website: www.lccc.edu.

The date of official withdrawal is the date when the properly completed forms are in the possession of the Office of Registration/Student Records.

In the event the college cancels the class for lack of sufficient enrollment or the college cancelled the student’s registration prior to the start of classes, all tuition and fees listed under letters A through D of the Tuition and Fees section, and course fees will be refunded.

Aviation program students receiving V/A benefits will not be refunded any monies paid by the V/A toward their tuition and fees or flight costs.

Payment received from any other source will be subject to the refund policy of that organization.

Cougar Payment Plan

An enrollment fee of \$25/\$35 per semester provides students with the option to stretch tuition payments into multiple installments. To enroll in the Cougar Payment plan, go to “myLCCC,” then click on “BannerWeb, Bannerweb, Student, Credit Card/ACH Payment/Cougar Payment Plan, LCCC Account Suite, Payment Plans.”

Financial Aid

Definition of an Academic Year

An academic calendar year is defined as the fall semester and the spring semester. For full-time students receiving all forms of financial aid, the academic year includes a minimum of 24 credits, with 14 weeks of instruction and one week of final examinations each semester. There are several shorter parts-of-term within the regular semester that contain the same number of instructional hours as a full semester. The college offers summer semesters including one 10-week session and two five-week sessions.

College Code

The federal college code for Lehigh Carbon Community College is 006810.

Code of Conduct

1. The institution will not enter into any revenue-sharing arrangement with any lender.
2. No officer or employee of the institution who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, will solicit or accept any gift from a lender, guarantor or servicer of education loans.
3. An officer or employee who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or any agent who has responsibilities with respect to education loans, will not accept from any lender or affiliate of any lender any fee, payment or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. The institution shall not request or accept from any lender any offer of funds to be used for private education loans (as defined in section 140 of the Truth in Lending Act) including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:
 - a. a specified number of loans made, insured or guaranteed under this title;
 - b. a specified loan volume of such loans; or
 - c. a preferred lender arrangement for such loans.
5. The institution will not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
6. Any employee who is employed in the financial aid office of the institution, or who otherwise has responsibilities with respect to education loans or other student financial aid of the institution, and who serves on an advisory board, commission or group established by a lender, guarantor or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in servicing on such advisory board, commission or group.

Financial Aid Requirements

To assist qualified degree-seeking students with meeting the cost of education, Lehigh Carbon Community College administers various federal, state and institutional financial aid funds. Grants and scholarships, which do

not require repayment, as well as loans and student employment programs, are available through the Office of Financial Aid. Financial aid is intended to supplement the financial resources of the student and his or her family.

To be eligible for financial aid, the student must:

- be enrolled as a matriculated student in an eligible program of study, for example seeking a degree/certificate;
- be a U.S. citizen or an eligible non-citizen;
- have a high school diploma or its equivalent;
- not be in default on any Title IV loan or owe repayment on any Title IV grant;
- not exceed annual or aggregate loan limits in Title IV programs;
- agree to use any Title IV aid received solely for educational purposes;
- not be a prisoner in a state or federal facility;
- have a valid Social Security number; and
- maintain satisfactory academic progress.

To qualify for financial aid, the Free Application for Federal Student Aid (FAFSA) must be completed online at studentaid.gov. New applicants and one parent (applicable if the student is a dependent student) must create a FSA ID at fsaid.ed.gov in order to log into certain U.S. Department of Education websites and electronically sign the Free Application for Federal Student Aid (FAFSA). Create a FSA ID as soon as possible and at least three days BEFORE filing the FAFSA. You are able to immediately use your FSA ID to sign an original FAFSA. Once the Social Security Administration verifies your information in 1-3 days, you will be able to make changes to an existing FAFSA and log into U.S. Department of Education websites. Continuing students who wish to reapply for financial aid must also create a FSA ID if they have not already done so at fsaid.ed.gov. Once the Social Security Administration verifies your information in 1-3 days, you will be able to start a renewal FAFSA. Students should complete the FAFSA by the preceding May 1 for attendance during the fall and spring semesters, by the preceding October 1 for attendance during the spring semester and by the preceding March 1 for attendance during the summer semester. Students will receive an email notification that his/her Student Aid Report (SAR) results are available online as long as the student provided a valid email address when the FAFSA was filed. The student will receive a SAR acknowledgement by U.S. mail if they did not provide an email address or provided an invalid email address. The SAR is a recap of the information submitted on the original FAFSA form. Comments found in Part 1 of the SAR should be read carefully. If the application has been selected for verification, it will be noted in Part 1 of the SAR.

Verification

After students submit the FAFSA to the federal processor, their record may be randomly selected for a process called verification. A school must verify all applications selected by the federal processor. LCCC is required to collect and verify the following information from those applicants whose applications were selected for verification:

- Household size
- Number in college
- Adjusted gross income (AGI)
- U.S. taxes paid
- Identity and Statement of Educational Purpose

The documents required to complete the verification process are: Signed parent and student income tax return

or IRS tax transcript from two years prior to the current year and dependent or independent verification form (which is available on LCCC's website under Financial Aid, Deadline, Codes and Forms). The verification form must be printed, completed and signed and submitted to the Office of Financial Aid.

Other documents as required based on the results of filing the FAFSA.

An application selected for verification cannot be finalized until all documentation is received and the verification process is complete. The student must respond to the Office of Financial Aid's request for verification documentation in 10 days. The verification process should take approximately four weeks before the student is informed of his/her financial aid eligibility.

Financial Aid Eligibility and Bannerweb

All awards are determined and finalized by the Office of Financial Aid. Students are able to view their award eligibility by logging into "myLCCC" portal on the LCCC web page at www.lccc.edu using their L number and password. Locate "Student Resources" on the left-hand side. Locate "Financial Aid" and click. Select "Award" and click. Select "Award by Aid Year" and click and then select the appropriate aid year (for example: 2023-2024 academic year) and submit. Select the Resources/Additional Information tab and answer the questions Yes or No. Select the "Accept by Aid Year" tab. If LCCC needs documents or information from the student, they will be listed here. Once your financial file is complete a listing of fund types and dollar amount are listed here. Loans are listed as estimated and a decision will need to be made to accept or decline any loans offered to the student. New requirements will appear once loans are accepted.

Financial Aid Communications

New students to LCCC, after submitting an application for admission, can expect to receive within 48 hours an LCCC ID number and an LCCC email account. LCCC email accounts are available for all registered and admitted students.

The college-assigned student email account shall be Lehigh Carbon Community College's official means of communication with all LCCC students who receive financial aid. The college reserves the right to send official communications to students by email with the full expectation that students will receive and read these emails in a timely manner.

The emails will direct students to the financial aid section on the LCCC portal from myLCCC's home page (www.lccc.edu). Please see Financial Aid Eligibility and Bannerweb above for additional instructions.

Students are expected to check their LCCC email account on a frequent and consistent basis in order to stay current with their financial aid status.

Please note that students have the responsibility to recognize that financial aid email communications are time sensitive and may require immediate action by the student.

Students who choose to forward their LCCC email account to a private unofficial email address outside of the official college email address do so at their own risk. The college is not responsible for any difficulties that may occur in the proper or timely transmission or access of

email forwarded to any unofficial email address. LCCC is not responsible for lost or deleted email due to account closures or storage restrictions.

Upon request, students are entitled to a paper copy by contacting the financial aid office at 610-799-1133 or by sending a written request to Office of Financial Aid, Lehigh Carbon Community College, 4525 Education Park Drive, Schnecksville PA 18078.

Financial Aid Academic Progress Policy

Federal regulations require that students maintain satisfactory academic progress to be eligible for financial aid. Students in associate degree programs will be reviewed at the end of the spring semester. Students in certificate programs will be reviewed at the end of the fall and spring semesters. We begin checking academic progress once the student has attempted 12 credits. The entire official academic transcript, including all transfer credits as well as credits that appear even though the student was granted academic restart, will be reviewed even if the student was not a financial aid recipient. Permission to enroll does not equal financial aid satisfactory academic progress. Any classes taken during any summer session (within the same summer) are viewed as one enrolled term. Only credit courses are considered for satisfactory academic progress evaluation.

Satisfactory academic progress is measured on:

1. The maximum length of time for which a student may receive financial aid.
2. The number of credit hours successfully completed including transfer credits or credits that appear on the official academic transcript even if the student was granted academic restart divided by the number of credit hours attempted.
3. The minimum cumulative GPA a student must maintain based on the credits successfully completed. (The minimum cumulative GPA does not include transfer credits.)

Maximum Length of Time

Federal regulations indicate that a student may receive financial aid for no longer than 150% of the published length of his/her educational program. For example, for programs requiring 60 credits, the maximum time frame is the equivalent of six full-time semesters or 90 attempted credits. A student will not receive financial aid after having attempted 90 credits (including transfer credits or credits appearing on an official academic transcript as a result of academic restart). For programs requiring 30 credits, the maximum time frame is 45 attempted credits. A student will not receive financial aid after having attempted 45 credits (including transfer credits or credits appearing on an official academic transcript as a result of academic restart). **Students who have changed majors and who are seeking additional degrees are limited to additional financial aid up to a total of 90 attempted credits for an associate degree and 45 attempted credits for a certificate program regardless of the number of credits required to complete the additional degree or certificate.**

Percentage of Credit Hours Successfully Completed Divided by the Number of Credit Hours Attempted

Credit hours attempted are the sum of all LCCC credit hours for which tuition was charged, whether or not financial aid was received, plus all transfer hours accepted for credit as well as all credit hours appearing on an official academic transcript for which the student was granted academic restart. If a student changes course of study, the credit hours attempted under all courses of study are included in the calculation of attempted and earned credit hours. A student is required to earn 67% of all credits attempted as described above. This quantitative standard is the percentage calculated as “number of credit hours earned” divided by “number of credit hours attempted.” Audited classes (L) are never eligible for financial aid assistance. Most remedial credits are not counted as attempted or earned credits. The following remedial classes are counted in attempted credits with the final grade received counted as an earned grade: ENG 100, RSS 100.

Minimum Cumulative GPA

A student must attain the following cumulative grade point average:

Attempted Credit Hours	GPA
1–12	1.00
13–24	1.50
25–36	1.75
37+	2.00

- Some LCCC programs have additional or more stringent satisfactory academic progress policies.
- A student may receive financial aid for a previously passed course only once.
- A student who enrolled in a course and passed it, then enrolled in the class again and failed it, is not eligible again for financial aid for that class.
- A student may not receive financial aid for classes not required by his/her major.
- A student may receive federal financial aid for no more than 30 remedial credits.
- Transfer credits accepted from other schools are counted towards completion of the student’s program as both attempted and completed hours.
- ESL courses are counted as developmental credits up to a limit of 30 credits.
- Students may only receive a financial aid academic appeal once during the time they are attending Lehigh Carbon Community College.
- An incomplete grade that becomes a failing grade may result in a student failing to meet financial aid satisfactory academic progress. See below for additional information about failure to maintain satisfactory academic progress.

Right to Appeal

If a student fails to make satisfactory academic progress, they have the opportunity to appeal his/her academic progress to the Office of Financial Aid in writing. Appeal forms are available on the LCCC website. Click on “Financial Aid”, “Deadline Codes & Forms” and scroll down to “Financial Aid Appeal.” Appeals are considered if the lack of academic progress resulted from death of a relative of the student, an injury or illness of the student,

family difficulties, interpersonal problems, difficulty balancing work, family, school, financial, or other special circumstances. Appeals are considered on a case-by-case basis and reviewed by the Office of Financial Aid within 30 days of receipt of the appeal form. The decision or recommendation of the Office of Financial Aid is final. When an appeal is approved, the student's financial aid eligibility will be reinstated with specific conditions for the student to meet to remain eligible for financial aid. If the conditions of the appeal are not met then the appeal becomes void for the next semester and the student is no longer eligible for financial aid. If the initial appeal is denied, the student will remain in an ineligible status and must pay for educational costs.

If the student is denied aid based on his/her academic progress, that denial takes precedence over any previous award notification they may have received. Students may only receive a financial aid academic appeal once during the time they are attending Lehigh Carbon Community College.

Reestablishing Satisfactory Progress

A student may reestablish his/her eligibility to receive financial assistance by enrolling at Lehigh Carbon Community College at his/her own expense and completing a sufficient number of courses at a sufficiently high GPA to meet the standards. If you have any questions, please contact the Office of Financial Aid at 610-799-1133.

Financial Aid Credit

All forms of financial aid except college employment or Federal Work Study appear as a credit on a student's account to be used for the payment of tuition and fees. Students whose financial aid awards exceed the direct costs of tuition, fees, books and supplies may receive the excess funds 14 days after the disbursement date of each semester or approximately four weeks after the first day of classes. The student's excess funds will be released after the college certifies eligibility for the funds such as current enrollment or other factors. Funding must be adjusted during this review if a student's enrollment has changed or the student becomes ineligible for the funds because of nonattendance or other factors. The Business Office issues any excess funds to students through Customer Bank's BankMobile Vibe account Debit Master Card 14 days after disbursement to student accounts.

Withdrawal Policy for Students Receiving Financial Aid

The Office of Financial Aid must be notified in writing or orally (if the student is unable to provide a written withdrawal notice) of the student's intent to withdraw. A withdrawal notice is not official until it is received by the Office of Registration/Student Records.

If a student receives any type of financial aid (grants, scholarships and loans) and officially withdraws completely from classes before the tenth week of class (60% of the semester), the student is required to have his/her financial aid prorated based on the U.S. Dept. of Education's Federal Refund Policy. A student who falls under this criterion will have the appropriate percentage of his financial aid returned to the appropriate fund and is responsible to pay any balance remaining on the account as a result of the calculation. For example, a student who totally withdraws within any of the following time

periods, depending on the actual day of withdrawal, must have his/her financial aid prorated using the actual percentage of the amount of financial aid earned and the amount of time the student attended classes. For example: students withdrawing during the:

1. first week of class must have between 90% and 99% of financial aid returned
2. second week of class must have between 80% and 89% of financial aid returned
3. third week of class must have between 79% and 85% of financial aid returned
4. fourth week of class must have between 75% and 80% of financial aid returned
5. fifth week of class must have between 65% and 75% of financial aid returned
6. sixth week of class must have between 60% and 65% of financial aid returned
7. seventh week of class must have between 55% and 60% of financial aid returned
8. eighth week of class must have between 45% and 50% of financial aid returned
9. ninth week of class must have between 40% and 49% of financial aid returned
10. A student withdrawing during the tenth week depending on the exact day of withdrawal will not be subject to a withdrawal calculation and has earned all of his/her financial aid.

Please note that students who withdraw during the refund period must still have his/her financial aid prorated based on the number of weeks spent in class. The reduction of costs as a result of withdrawing during the refund period (week 1, 2 or 3) does not affect the percentage used to prorate financial aid or eliminate any balance that may be owed by the student as a result of withdrawing.

Funds are returned to the Title IV programs in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG.

Lehigh Carbon Community College is required to return the amount of Title IV funds for which it is responsible as soon as possible but not later than 45 days after the date of the institution's determination that a student withdrew.

Students who have withdrawn and have borrowed a student loan, will have the amount of the loan which must be canceled as a result of the withdrawal of the student, returned directly to the lender. This return will reduce the principal amount of the loan that was originally borrowed by the student.

Unofficial Withdrawals

A student who begins attendance who has not officially withdrawn subsequently stops attending all classes will be considered an unofficial withdrawal. The college is required by the U.S. Department of Education to prorate and adjust, to the last date of attendance at an academically related activity as reported by the faculty, the amount of financial aid the student received for the semester. The student is responsible to pay any balance remaining on his/her account as a result of this adjustment.

Employment

College Employment

Students are asked to complete the financial aid application process to be considered for part-time employment; however, financial need is not a requirement for participation in this employment program. College employment funds are paid directly to the student for hours worked. Earnings may not exceed the amount awarded to the student.

Federal Work-Study Program

The Federal Work-Study Program provides students with an opportunity to earn money during the academic year and during the summer. The Office of Financial Aid awards these federal funds based on financial need and on fund availability. Federal work-study funds are paid directly to the student for hours worked. Earnings may not exceed the amount awarded to the student.

Grants and Scholarships (No Repayment Necessary):

Federal Pell Grant

After completing and submitting the FAFSA, students will receive a Student Aid Report (SAR) with an official Expected Family Contribution (EFC) figure. This figure will determine eligibility for a Federal Pell Grant. Federal Pell Grant amounts are prorated based upon enrollment status. Students may receive 12 semesters worth of full-time Pell grant eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG)

These grants are awarded by Lehigh Carbon Community College from funds allocated by the federal government. Award amounts will vary based on financial need, the enrollment status of the student, the availability of funds, and Pell grant eligibility.

Lehigh Carbon Community College Foundation Scholarships

The LCCC Foundation provides annual scholarships to many students attending Lehigh Carbon Community College. The LCCC Foundation also awards donor-designated scholarships on an annual basis. A completed and processed Free Application for Federal Student Aid must be on file in the Financial Aid Office in order to be considered for an LCCC Foundation Scholarship.

Lehigh Carbon Community College Morgan Foundation Scholarships

In 2002, the John E. Morgan Charitable Trust II announced that it will fund Morgan Success Scholarships for qualified applicants who have graduated from Tamaqua Area High School. Each year the Morgan Foundation sets aside funds that the Foundation anticipates will be sufficient to cover full tuition

scholarships for the number of graduating Tamaqua Area High School seniors who attend LCCC, based upon historic and predicted attendance rates. If the number of graduates who actually attend LCCC materially exceeds expectations during any year, it is possible that funding will be insufficient to provide full scholarships. In that event, all scholarships for that year will be reduced on a pro-rata basis, so that each student will receive the largest scholarship possible.

Applicants must meet the following criteria:

- be a current graduate of Tamaqua Area High School.
- have attended Tamaqua Area High School for no fewer than two academic years immediately prior to graduation.
- apply for admission to LCCC no later than April 1.
- complete the FAFSA form no later than April 1 at www.studentaid.gov and designate LCCC 006810 on the form.
- be a degree-seeking candidate.
- be enrolled in at least nine credit hours for fall and spring semesters.
- not be on academic probation.
- not be related to any trustee of the John E. Morgan Charitable Trust II.
- complete a “Morgan Success Scholarship Application” form (available from the LCCC Admission Office) and submit it with the LCCC application for admission by April 1.

Pennsylvania State Grant

The state grant program awards funds to students who demonstrate financial need according to state criteria, are bona fide residents of Pennsylvania, have not received their first baccalaureate degree in any field, and are enrolled in credit classes for at least six credits per term in an approved two-year degree program of at least 60 credits. Students who received a state grant for attendance at another institution prior to attending LCCC must also provide an academic transcript from the school previously attended to the Office of Financial Aid.

Academic Progress Policy for Pennsylvania State Grant Recipients Who Remain Enrolled in State Grant-Eligible Programs

Students who have received state grant assistance are required to make satisfactory academic progress for each academic year (fall, spring and/or summer semester) during which state grant aid is received, a student must successfully complete the minimum number of credits appropriate to the student enrollment status during the terms for which state grant aid was received. For example, if a student last received state grant aid during the previous academic year and received two full-time semesters of state grant aid, the student must have successfully completed 24 semester credits during or since those two terms in order to be eligible for the next academic year. Likewise, if the student last received state grant aid during the previous academic year and received two half-time semesters of state grant aid, the student must have successfully completed 12 to 22 semester credits during or since those two terms to be eligible for the next academic year. Progress for state grant purposes is checked at the end of each academic year.

Loans (Must be Repaid with Interest):

William D. Ford Federal Direct Loan Program

Students do not borrow funds from banks. The Federal government raises the loan funds through its regular Treasury bill auctions and the federal government is the recipient of loan repayments. Loan types available through this program are Subsidized Loans, Unsubsidized Loans or Plus Loans. Students apply for these loans online at www.studentaid.gov.

The different types of loans under these programs are:

Direct Subsidized Loans

The Federal Direct Subsidized Loan program assists students with meeting educational costs by providing low-interest, long-term loans. If the student demonstrates financial need for the loan, the interest is subsidized by the government while the student is enrolled at least half time (six credits per semester) and until a six-month grace period has expired.

Eligibility for a loan is based on the EFC (Expected Family Contribution) calculated by the FAFSA. Families must demonstrate financial need for the loan according to criteria established by the U.S. Department of Education. Students must complete the FAFSA form at studentaid.gov to be considered for a Federal Direct Subsidized Loan.

The subsidized loan amount is limited to demonstrated need up to a maximum of \$3,500 for a dependent first-year undergraduate student (less than 30 credits earned) and \$4,500 for a dependent student who has successfully completed the first year (a minimum of 30 credits) and is in the second year of undergraduate study.

Loan amounts are prorated when a program, or the remaining part of a program, is less than an academic year and when the student's enrollment status is less than full time. The interest rate varies by year.

Repayment commences six months after the month in which the student either graduates or ceases to be enrolled at least half time.

Federal Direct Unsubsidized Loans

Dependent students who do not qualify for the full interest subsidy under the Federal Direct Subsidized Loan program may receive a Federal Direct Unsubsidized Loan. The Federal Direct Unsubsidized Loan differs from the Federal Direct Subsidized Loan in that all the interest on the loan during in-school, grace and deferment periods must be paid by the student.

First year dependent undergraduate students may borrow a maximum of \$5,500 (up to \$3,500 subsidized plus \$2,000 unsubsidized) and second year (over 30 credits successfully completed) dependent undergraduate students may borrow a maximum of \$6,500 (up to \$4,500 subsidized plus \$2,000 unsubsidized). Therefore students who demonstrate need on paper for only part of the annual Federal Direct Subsidized Loan limit may borrow the remainder through the Federal Direct Unsubsidized Loan program.

First year independent undergraduate students may borrow a maximum of \$9,500 (up to \$3,500 subsidized plus \$6,000 unsubsidized) and second year (over 30 credits successfully completed) independent undergraduate students may borrow a maximum of \$10,500 (up to \$4,500 subsidized plus \$6,000 unsubsidized).

The interest rate on the Federal Direct Unsubsidized Loan is variable by year and may be capitalized. Repayment of principal and all capitalized interest commences six months after the month in which the student either graduates or ceases to be enrolled at least half time.

NOTE: No student may borrow in excess of the cost of attendance as calculated by the Office of Financial Aid. Each loan must be disbursed in two equal payments.

Federal PLUS Loans (Parent Loan for Undergraduate Students)

This loan program is for the parents of undergraduate students to help them meet the cost of education. Parents may borrow up to the cost of education minus estimated financial assistance to the student. The interest rate is variable by year. Repayment of the Federal PLUS loan begins 60 days after the last disbursement. Parents are eligible to borrow a Federal PLUS loan only if they have no adverse credit history. Parents complete a PLUS application and promissory note by logging onto www.studentaid.gov.

NOTE: Each loan must be disbursed in two equal payments. No student may borrow in excess of the cost of attendance as calculated by the Office of Financial Aid.

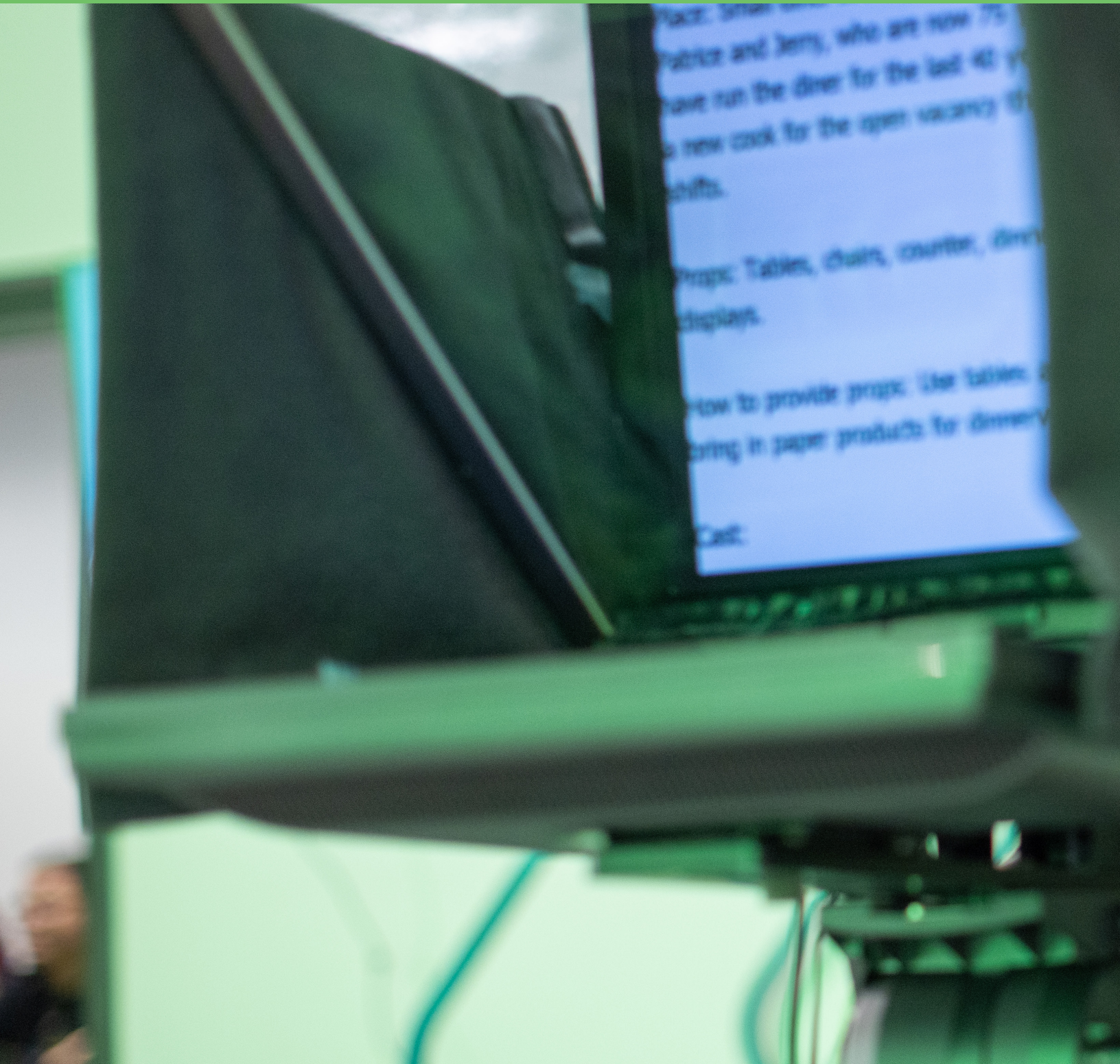
Special Programs

Tax Benefits for Education

Tax benefits may be available to students and their families if they are saving or paying education costs for themselves or another student who is a member of the immediate family. Information is available at www.irs.gov or from a tax preparer.

Additional information about financial aid programs and receiving financial aid at Lehigh Carbon Community College can be found at www.lccc.edu/financialaid.

Registration/ Student Records





Academic Calendar

The academic calendar includes a fall semester and a spring semester. These semesters are 14 weeks of instruction and one week of final examinations. There are several parts-of-term within the regular semester that contain the same number of instructional hours as a full semester. The college offers summer semesters which consists of one 10-week session and two five-week sessions. The college offers a five-week winter session.

Academic Load

The course load for full-time students at LCCC is typically 15 to 18 credits per semester as prescribed by the curriculum. With the approval of an Academic Advisor, students in good academic standing may register for more than 18 credits.

Full-Time Enrollment

Full-time enrollment is defined as at least 12 credits per semester. The program listings in this catalog are intended to present the required courses for the degree or certificate and to serve as a guide outlining appropriate combinations of courses by semester. In many programs, especially in the technologies and health care sciences, courses are arranged in a chronological sequence in which first semester courses are prerequisites to the next semester. To complete the minimum degree requirements of 60 credits in four semesters, 15 credits must be completed each semester, unless additional courses are taken in summer or winter session. When students are required to complete developmental or remedial coursework, these courses must be completed in addition to the 60-credit minimum.

Part-Time Enrollment

Part-time enrollment is defined as less than 12 credits. The catalog organizes most programs of study in semester sequence, as stated previously, to present the required courses for the degree or certificate in a convenient way and to show prerequisite sequences. The part-time student should use the program of study listed in the catalog as a reference for degree requirements and recommended course sequences but not as a time frame for completion.

Registration

Each semester students are required to register for a planned program of courses selected with the recommended assistance of an academic advisor. Students must execute the forms needed for information purposes and pay tuition and fees.

Currently enrolled students may register online and will be notified of the procedures and dates for registration through the college (myLCCC) email system.

Students are responsible for making certain that they have met all prerequisites for a course prior to enrollment in it. This includes specific course prerequisites as well as knowledge that is generally expected for college-level study, such as MLA writing style, academic honesty, etc. Students are strongly encouraged to review the college catalog, course descriptions and academic policies prior to enrollment, and to consult an academic advisor to discuss any questions.

Change in Course Registration

Once registered for a program of courses, a student is expected to attend classes according to the schedule assigned. If a student finds it necessary to drop a course, add a course or change from one course or section to another, the “drop/add form” must be completed and submitted to Registration/Student Records. Failure to do so may result in failing grades or loss of credit. Drop/add forms are available on the college website at www.lccc.edu or in the Office of Registration/Student Records.

A student may add or change from one course to another only during the add/drop period. For exact dates, reference the refund and withdrawal schedule posted on www.lccc.edu.

Refer to the grading policy section for regulations dealing with the dropping of courses.

Change of Address

An address change should be filed as soon as possible with the Business Office by completing “Change of Information” and “Statement of Residency” forms.

Change of Major

A change of major will not be official without the completed form. Any changes for the current semester must be completed during the first seven weeks of the semester.

Undecided Student

New students who are exploring majors have the option of enrolling as an Undecided student. Thereafter, these students will work with designated advisors to explore their interests and skills and determine the most appropriate program of study. Undecided students must declare a program of study by the time they complete 30 college-level credits.

Testing and Placement

The purpose of skills assessment testing is to ensure that students are placed in courses best suited to their current academic abilities.

- Students who are English learners must take the ESL placement test.
- All students admitted to Lehigh Carbon Community College are required to complete the college skills assessment. Students may be eligible for testing exemptions based on high school or college work. For a complete list of exemptions, please visit our website at <https://www.lccc.edu/current-students/testing-center/exemptions/>. High school or college transcripts are required for exemptions. Students must complete the assessment prior to registering for any class.
- Skills assessment scores will be valid for a period of two years from the date that the test was completed.
- Students who wish to appeal any assessment or placement decision imposed by these policies may do so by contacting the appropriate Academic Dean.
- Additional assessment tools are required for placement in the following subject areas: biology, chemistry and typing. Students with previous educational or work experience should complete the appropriate assessments for correct course placement. A typing placement test is available for advanced placement but is not required.

NOTE: Students requiring developmental courses should take them in their first semester.

Military Veterans Information

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Lehigh Carbon Community College is proud of the military veterans who have served our country. The Montgomery G.I. Bill®, Post/911 G.I. Bill®, and 100% Tuition Paid (National Guard) are several examples of the programs that the government has created to assist veterans in the pursuit of higher education. Applicants with benefits may apply online through the G.I. Bill® website at www.gibill.va.gov.

Transition from military life to college is different than the traditional college student's transition. To help with this adjustment, an academic advisor is assigned who is an expert in the student's chosen field of study. Student veterans are encouraged to meet with their advisor to discuss their options and strategies for success in the college environment.

In compliance with the DoD MOU, Lehigh Carbon Community College bans and prohibits its employees from providing commission, bonus or other incentive payment based directly or indirectly on securing Service member enrollments. Furthermore, its employees will refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

Procedures:

- Apply for the G.I. Bill® – Contact Veterans Affairs or your command to find out what tuition assistance you qualify for. Veterans are encouraged to apply for benefits as soon as possible as it may take up to 20 weeks for the Department of Veterans Affairs to process.
- Apply for Admissions to the college online. Go to the LCCC website, www.lccc.edu and click on “Apply Now.”
- Submit your official military/Joint Services electronic transcripts online through jst.doded0mil/official.html for Army, Coast Guard, Marine Corps and Navy. For the Air Force, CCAF through <https://www.airuniversity.af.edu/>
- Veterans can earn up to 18 credits toward the degree program that they aspire to complete. The college assesses previous military education and experience based upon the recommendation of the American Council on Education.
- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
- Submit completed Veterans Office Certification Information form to the School Certifying Official, if you are using VA education benefits, so your registration can be certified with the Department of Veterans Affairs.
- Disability Services – Are you a veteran who may need support at LCCC due to a disability? Please contact Educational Support Services at 610-799-1156.
- Contact the Assistant Director of Returning Adult and Veteran Services for information and resources on veterans at 610-799-1545.
- The Career Development Center provides a variety of services to current students and will assist you with job search assistance, resume and cover letter development and review.

Students must maintain a minimum cumulative GPA of 2.0 to remain in good academic standing. Veterans/reservists/eligible dependents failing to maintain a 2.0 will be placed on academic alert, probation or suspension based upon their GPA. At the end of two academic semesters if the academic standing is below a 2.0, the college can no longer certify your educational benefits for future semesters.

For veterans benefits, full-time status is defined as 12 or more credits per semester. In terms of shorter duration, “training” time is determined by the number of standard class sessions per week. This definition applies to the veterans programs for the education of spouses, surviving spouses and sons and daughters of veterans. Questions about veterans benefits should be referred to the staff in Registration/Student Records.

Veteran Preference Course Scheduling Policy

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to establish and provide veteran students with preference in course scheduling.

Noncompliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint Form at www.education.state.pa.us.

Effective spring 2015, Lehigh Carbon Community College veteran students will be given course scheduling priority privileges. Veteran students will be notified of their registration date and process through their LCCC email.

Veteran students are defined as those students in the following categories:

1. Is a veteran.
2. The student has served in the United States Armed Forces including a reserve component or National Guard and was discharged or released from such service under conditions other than dishonorable.
3. The student has been admitted to a public institution of higher education.
4. The student resides in Pennsylvania while enrolled in the public institution of higher education.

A veteran student will be required to provide proof of their military services by either providing their DD214, discharge papers, military orders, etc.; if utilizing G.I. Bill® benefits many may have submitted supporting documentation.

Veteran students who are given course scheduling privileges will be able to begin registration one day earlier than our regular students. Refer to our regular scheduling timeline as defined by the Director of Registration/Student Records.

Course Scheduling Preference

The regular registration scheduling timeline is on the college website and is available to all students and is published three weeks prior to the beginning of the registration period. Students will be identified in our student information system Banner, and notified of the registration procedures two weeks prior to registration. Information concerning this will be available on the college website, college catalog, LCCC Veterans portal.

All inquiries relating to priority course scheduling should be directed to the Director of Registration/Student Records.

Veterans Benefit Transition Act of 2018

LCCC will not impose any penalty including the assessment of late fees, academic holds, or the requirement to borrow additional funds on any individual who is entitled to educational assistance under Chapter 31 or Chapter 33 due to the delay of disbursement of funds from VA.

ROTC

Students at LCCC are eligible to participate in Army Reserve Officer Training Corps (ROTC) programs. All ROTC courses are held on the Lehigh University campus in Bethlehem. Interested students should contact the Department of Military Science (Army) at Lehigh University. For more information, email armyrotc@lehigh.edu.

Senior Citizen Enrollment

Senior citizens over the age of sixty (60) years residing in the College Sponsor School Districts are eligible to register for enrollment tuition-free in a credit course on a space-available basis as of the day the course begins. All course fees or costs such as laboratory fees and out-of-pocket course costs incurred and paid for by the college such as for third party services provided, including, but not limited to, truck driving certifications shall be paid for by the senior citizen student.

Eligibility requirements:

- Students must provide proof of age through their Medicare card, birth certificate or other official document.
- The requested course must have sufficient enrollment of regular students to justify offering it to senior citizens.
- The enrollment of senior citizens must not cause the class size to exceed college enrollment limitations.
- Partnership courses are excluded. Other courses may be excluded as designated by the college.

If the enrollment totals cause a senior citizen to be ineligible, attempts to find an open section or other alternative shall then be made.

Auditing a Course

Students enrolling in a course as auditors, affording neither credit nor grade, are expected to attend all classes except as arranged by prior agreement with the instructor concerned.

The regular tuition and fee schedules are applicable to audited courses. In order to audit a course, the student must have the required prerequisite/corequisite courses.

A grade of “L” (Listener) will be recorded on the student’s transcript unless the instructor is not satisfied with the student’s attendance, in which case a “W” will be assigned. Students may change from credit to audit or audit to credit during the first three weeks of class only.

Class Cancellation

Minimum enrollment is required for a class to be held. The college is committed to keeping tuition as low as possible. To achieve that goal, the college must cancel courses with low enrollments. LCCC realizes that canceling a class is inconvenient for affected students.

Attendance Policy

Faculty are required to report a student who never began attendance or had academically related activity in their course(s). This is a federal requirement for the college to remain in compliance with Title IV Federal Aid eligibility. Each faculty member is free to establish an attendance policy of his or her own and include it in their course syllabus. Failure to officially withdraw from a course(s) may result in a failing final grade. The college reserves the right to administratively drop or withdraw a student from a course(s). To officially withdraw, a student must submit an Add/Drop/Total Withdrawal form which are available on the myLCCC portal at my.lccc.edu, under the Student Resources tile, select the Forms link.

Absence to Observe Religious Holiday

The observance of a religious holiday will be considered an excused absence from classes, provided that the student notifies their instructors one week in advance of the holiday absence. As with all absences, the student remains responsible for all missed work. For questions or clarifications, please contact the appropriate dean.

Absence to Attend Jury Duty

Absence to attend jury duty will be considered an excused absence provided that the student notifies his or her instructor in advance, provides a copy of the summons, and is responsible for all work missed.

Withdrawal from College

To withdraw from all classes, students must complete an “Add/Drop/Total Withdrawal Form.” For academic and financial purposes, the effective date of the withdrawal shall, if approved, be the date of receipt of this form. Student-initiated withdrawals from a class must be processed at the Office of Registration/Student Records by the 10th week. For exact withdrawal dates, reference the refund and withdrawal schedule posted on lccc.edu.

Students enrolled under any program from which financial aid is derived are responsible for informing the Office of Financial Aid, government agency or benefactor. Failure to follow the official withdrawal procedure may result in the recording of failing grades. College equipment and library books must be returned before the withdrawal is considered complete.

Withdrawal from College for Active Military Duty

Students who have been ordered to report for active duty with one of the branches of the United States military (Army, Navy, Air Force, Marines or Coast Guard) may withdraw from classes at LCCC without academic or financial penalty. Students wishing to be considered for such a withdrawal must complete the following process:

- Complete a Add/Drop/Total Withdrawal form available on our website.
- Submit a copy of your active duty orders or letter from the military to registrar@mymail.lccc.edu.

Students who complete this process will receive a 100% refund on tuition and fees from the college for the specified semester of withdrawal. In addition, the bookstore will provide a 100% refund on all books purchased for that same semester. Students receiving

financial aid will have the aid cancelled for that semester. If 80% of the class has been completed, the student can make arrangements with the faculty member to receive an incomplete grade. The faculty member has the option to issue an “I” grade as the final grade, providing the student with the option to complete the course, rather than lose the time and effort already invested.

Further questions should be directed to the Office of Registration/Student Records.

Withdrawal for Medical/Mental Health Reasons

LCCC students may apply to withdraw from courses for medical or mental health reasons. Failure to officially withdraw may result in the recording of failing grades. Students seeking to withdraw due to medical or mental health reasons must withdraw from all registered courses. There are rare occasions when it is appropriate for students to receive a medical withdrawal for one or two courses (ex. a physical injury that prevents the individual from participating in a course that requires physical activity). Such exceptions will be considered on an individual basis.

In order for a Medical/Mental Health Withdrawal Request to be considered for a given semester, all required documents must be submitted prior to the start of final examinations week. The paperwork for Withdrawal for Medical/Mental Health Reasons can be found at <https://www.lccc.edu/current-students/policies/withdrawal-policy-procedures-refunds/>.

All approved requests will result in the assignment of “W” grades for each course on the student’s academic transcript. Please note that “W” grades will not be assigned if the request process is not completed prior to the start of final examinations week.

Students remain fully responsible for College fees, outstanding fines and repayment of financial aid for which they are no longer eligible as mandated by the Federal Government. (See Withdrawal Policy for Students Receiving Financial Aid.) A Tuition Appeal Form will need to be submitted to be eligible for a tuition credit.

Students who withdraw due to medical/mental health reasons will be required to satisfy conditions of medical clearance prior to re-entry.

The complete policy is in the Student Handbook, or can be obtained at www.lccc.edu, Registration/Student Records/Withdrawal/Refund Policy & Forms

Academic Policies

Academic Standing and Progress

The college is committed to the academic success of every student. The college will monitor a student’s grades and issue an appropriate warning if grades are inadequate. Academic standing is determined by the standards for academic progress listed below.

Eligibility to graduate with a certificate or degree requires a cumulative GPA of at least 2.0 in all coursework applicable to graduation. Courses with “F” grades do not count toward graduation but are used in calculating the GPA.

Note: Exceptions to this policy are noted in the program descriptions within this catalog. Some Health Care Sciences programs require a standard that is higher than 2.0.

Academic Progress Table:

Attempted Credit Hours	Dismissal	Suspension	Probation	Alert	Good Standing
1-12				.00-.99	1.00
13-24			.00-.99	1.00-1.49	1.50
24-36		.00-.99	1.00-1.49	1.50-1.74	1.75
37+	.00-.99	1.00-1.49	1.50-1.74	1.75-1.99	2.00

Dean’s List

Credit students completing at least six credits may be named to the Dean’s List upon achieving passing final grades in all subjects and earning an average of at least 3.5. Students with grades of “F,” “I,” “W” or “Z” will not be considered for Dean’s List, with the exception of those students who withdraw within the first three weeks and are assigned a grade of “W.”

Academic Alert

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Alert. Additionally, students who are exhibiting poor academic achievement by receiving an excess of “W,” “Z,” “F” or “I” grades may be placed on Academic Alert, as determined by the Dean of Academic Support and Success. Students placed on Academic Alert receive a letter from the Dean of Academic Support and Success informing them of their academic standing and suggesting the use of college services to improve academic performance. The student can register for courses without penalty.

Academic Probation

Students who fail to meet satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Probation with a hold on their account. Additionally, students who are exhibiting poor academic achievement by receiving an excess of “W,” “Z,” “F” or “I” grades may be placed on Academic Probation, as determined by the Dean of Academic Support and Success. Students placed on Academic Probation receive an email from the Dean of Student Support and Success informing them of their academic standing and the requirements that must be met in order to register for the next semester. The student must complete an academic success plan and return the document to the Dean of Academic Support and Success. Guest students looking to register are exempted from the academic probation hold and may register for courses as long as they meet course co- and prerequisites.

Academic Suspension

Students who fail to make satisfactory progress as defined by the Academic Progress Table will be placed on academic suspension. Additionally, students who are exhibiting poor academic achievement by receiving an excess of “W,” “Z,” “F” or “I” grades may be placed on Academic Suspension as determined by the Dean of Academic Support and Success. Students placed on Academic Suspension receive a letter from the Dean of Academic Support and Success informing them of their academic standing. Students placed on Academic Suspension will be academically suspended from the college. To continue enrollment, students must participate in the Academic Success Program and must meet with the Dean of Academic Support and Success to establish an academic contract and success plan. Students must

meet with an academic advisor to schedule courses, and students are limited to 6 credit hours. The contract may include part-time status, repeating failed courses, enrolling in a study skills course and other requirements deemed necessary for success. This contract remains in place until the students' total GPA rises above the Suspension level from the Academic Progress Table. Students must successfully complete all credits attempted and achieve a semester grade point average of at least a 2.0 to continue enrollment at the college.

Academic Dismissal

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Dismissal. Additionally, students who were not successful in the Academic Suspension program or did not achieve a semester GPA of at least 2.0 after the first semester following one semester of academic suspension will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive a letter from the Dean of Academic Support and Success informing them of their academic standing and dismissal from the college. Students will need to sit out one full academic year (fall and spring semester).

Academic Reinstatement

Students who have been academically dismissed may apply for reinstatement after one year, if they can demonstrate that the circumstances that contributed to their past poor academic performance have been eliminated or managed so as to promote academic success.

The student is required to appear before the Academic Record Review Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date one week after the due dates listed below. The student will be required to complete an Academic Progress course session in CANVAS and meet with an academic advisor to schedule courses, and students are limited to 6 credit hours.

If a student has met the required one year dismissal and has missed the deadline to apply for reinstatement, the Dean of Academic Support and Success will review and meet with the student for reinstatement. The student will be required to complete an Academic Progress course session in CANVAS and meet with an academic advisor to schedule courses, and students are limited to 6-7 credit hours.

Reinstatement Application Process

To apply for reinstatement, the student must submit a completed Application for Academic Reinstatement to the Academic Advising office prior to the following dates:

- June 15 – for fall semester reinstatement
- October 15 – for spring semester reinstatement
- Reinstatement will not be considered for summer sessions.

To apply for reinstatement, follow the steps below:

1. Complete and submit the "Application for Academic Reinstatement" and the "Academic Reinstatement Questionnaire" before the application dates listed above.
2. If you attended another college since you last attended LCCC, indicate such on your application and send your official transcript to the Office of Registration/Student Records at 4525 Education Park Drive, Schnecksville, PA 18078.

3. If you were dismissed more than one year ago and missed reinstatement deadline, submit your application and contact the Dean of Academic Support and Success.
4. Provide documentation of other activities that demonstrate your readiness to return and succeed at college study (e.g. military service, employment experience, etc.)

The student is required to appear before the Academic Review Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date within 7-10 days of the application, and will be notified of the Committee's decision within 7-10 days following the hearing date.

Repeated Academic Dismissals

Reinstated students who are dismissed a second time may apply for academic reinstatement after two years, if they can demonstrate ability to succeed as indicated above. Reinstated students who are dismissed a third time may not apply for reinstatement at LCCC.

Appeal Process

Students may appeal the reinstatement decision of the Academic Review Committee if they can demonstrate:

- a. Procedural error occurred in the interpretation of college regulations that effectively denied the student fair consideration;
- b. The decision is held to be arbitrary and capricious.

Appeals must be submitted in writing to the Dean of Academic Support and Success within five days of the student's receipt of the committee's decision. Whenever possible, the Dean will seek the recommendation of alternate committee members. The decision of the Dean is final.

Academic Record Review Committee

This is a group of faculty and administrative staff who convenes prior to the start of each fall and spring academic semester to review academic standing of students and consider students' applications for academic reinstatement.

Academic Restart

The Academic Restart policy only pertains to LCCC GPA and credits. It does not erase the student's complete academic history: the student's transcript will continue to list courses that were previously attempted, but will no longer use them to calculate GPA or to meet degree or program requirements. It also has no effect on a student's financial aid history. In accordance with federal and state student aid regulations, students will not be relieved of academic progress requirements for financial aid eligibility, even if restart approval is granted.

Eligibility criteria:

Students who have not been enrolled at LCCC for a period of at least three (3) consecutive years are eligible for Academic Restart unless they have previously been granted Academic Restart.

Academic Restart Process:

1. Any student interested in beginning this process must first return to LCCC, enrolling in at least 3 credits during their first semester back. Students who have been dismissed from the college for academic reasons must complete the Academic Reinstatement process and be approved for reinstatement to enroll.
2. During the first semester of their return, they must receive a GPA of 2.0 or higher.

- To complete this process, they must complete and submit the Application for Academic Restart no later than the conclusion of the semester that follows their successful return.

Academic Restart Institutional / Student Expectations

Upon students completing the Academic Restart contact form, an Academic Advisor should contact the student to discuss their questions.

Once an application is received from a student, it should be reviewed and approved by the Dean of Accreditation, Compliance, Curriculum, and Assessment. The form is then given to the Director of Registration and Student Records who reviews the application.

Academic Advising, Success Coaches and Educational Support Services should be notified of the received application so they can provide support to the student throughout the semester.

Once the application is accepted, it is filed in the Academic Restart File located in the Director of Registration's office.

All received Academic Restart applications will be reviewed during end of semester processing.

- Students who have successfully completed 3 credits with a minimum GPA of 2.0 will have their Academic Restart processed by the Director of Registration and Student Records. Students will receive a letter and official transcript once their restart is processed.
- Students who receive all final grades of W or F in their first return semester will need to reapply in a future semester.
- Students who submit applications prior to course enrollment will have their applications held for one academic year, at which point if they have not successfully completed 3 credits, their application will be denied and they will need to reapply in a future semester.

Grading

Grade Level Advancement Policy

After successful completion of 30 or more credits, a student is considered a second year student.

Grading System

- A student who officially withdraws from one or all classes through the 10th week of the semester will receive a grade of "W" (Withdrawal).
- LCCC uses a plus/minus grading system. Each professor will indicate their specific grading information in the course syllabus. All students not withdrawing officially by the end of week 10 shall be assigned a grade of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D," "F," "I" (Incomplete), "L" (Listener), "R" (Released), "W" (Withdrawal) or "Z" (Not Released) by the instructor.
- All "W" grades require a last date of attendance.
- A student receiving an "I" grade must fulfill the requirements established by the instructor issuing the grade. An "F" grade is assigned if requirements are not met by the deadline.
- A student may change from credit to audit or audit to credit only during the first three weeks of class.

Grade appeals must be addressed by the student with the instructor. If the student remains dissatisfied, he or she may file a complaint with the Ombudsman. For further information, please refer to the Rights, Freedoms and Responsibilities of Students policy in the student handbook.

Final Grades and Transcripts

Students can view final grades and their transcript by accessing Lehigh Carbon Community College's website (www.lccc.edu) then through the portal by logging into "myLCCC" and clicking on Student Resources, My Records.

A student may request an official transcript in the following ways:

- E-Transcripts: Available 24/7, where you may request your official electronic transcript at: www.getmytranscript.com. A \$5.65 fee is charged to the student for each email address where the e-transcript is sent.
- Go to www.lccc.edu, log into "myLCCC" portal and select BannerWeb, click on the Student Self Service, and then click Transcript Request.
- Submit the "Transcript Request Form" found on <https://www.lccc.edu/current-students/registration-student-records/transcripts/>.
- In Person with photo ID (no exceptions).

Incomplete Grade

An "I" grade may be issued only under these general guidelines:

- "I" grades may be issued to students who have completed 80% of the class and are only missing the last 20% of the course work in the semester/session.
- Work remaining should not require formal assistance from the instructor; for example, the student should be able to fulfill the outstanding obligations on his or her own.

The student is expected to notify his or her instructor prior to the final examination to explain the reason that additional time is needed to complete the course requirements.

An "I" grade must be removed before the end of the ninth week of classes in the next semester or a failing grade will be recorded for the course. An exception will be made if a lab course requires a special set-up.

Report of Grades

Only "D" and "F" grades are reported to students at mid-semester, except for ADN and NUR courses which will also report C and C- grades. Students are urged to discuss their academic progress with all instructors and particularly with those instructors from whom they received unsatisfactory grades. Students who receive more than one failing grade are advised to meet with an academic advisor, counselor or faculty advisor to discuss their academic performance.

The final grade report at the end of the semester is assumed correct as posted unless a question is raised within one year of its recording.

Quality Points/Grade Point Average

Each final grade used in the calculation of the GPA is assigned a quality point value. The numeric value of the grade (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D = 1.0, F = 0.0) is multiplied by the number of credits for the particular course to obtain the quality points earned in that course.

The sum of the quality points of the courses taken is used to calculate an average. The equation used is as follows:

$$\text{Total Quality Points/Total Credits} = \text{GPA}$$

The final grades used in calculating the GPAs are as follows:

- A = 4.0 Quality Points per Credit
- A- = 3.7 Quality Points per Credit
- B+ = 3.3 Quality Points per Credit
- B = 3.0 Quality Points per Credit
- B- = 2.7 Quality Points per Credit
- C+ = 2.3 Quality Points per Credit
- C = 2.0 Quality Points per Credit
- C- = 1.7 Quality Points per Credit
- D = 1.0 Quality Points per Credit
- F = 0.0 Quality Points per Credit

Final grades that have no effect on GPA are as follows:

- I Incomplete
- L Listener (audit)
- R Released (pass)
- W Withdrawal
- WA Administrative Withdrawal
- Z Not Released

Example:

Course	Credits	x	Grade	Quality	=Total Points
ENG 105	3	x	B	3	= 9
HIS 120	3	x	C	2	= 6
MAT 105	3	x	B	3	= 9
BIO 205	4	x	A	4	= 16
ART 101	3	x	A	4	= 12
totals	16				52

$52/16 = 3.25$ Grade Point Average (GPA)

A grade followed by an “H” designates an honors course.
 A grade followed by an “R” designates academic restart.
 A grade followed by a “^” designates a 090- to 099-level course.

Courses numbered 100 or lower do not count toward graduation requirements.

Repeated Course – An “E” or “I” in the Final Column (R) on the transcript indicates a repeated course. “I” means the grade is included in the GPA calculation, and “E” means the grade is excluded in the GPA calculation. If a student takes a course at LCCC after already receiving transfer credits for that same course, the transfer credits will be excluded and the LCCC credits will be included.

When a student repeats a course, his or her GPA is recalculated based upon his or her latest grade in the course. This procedure does not apply when the grade received is a “W.”

Degree, Certificate and Specialized Credit Diploma Requirements

Selection of courses applicable for graduation requirements is the responsibility of each student. The student should follow the catalog the year they enrolled as a new student. If the student changes their major after they initially apply, they must follow the new program requirements in the semester they are changing their major. Students who attended classes at the college previously, but then discontinued their enrollment in the past 12 months or more, must complete an online returning student application and follow the new catalog requirements.

Students may request a “Petition to Change Catalog Term” if their program has been updated by new curriculum. This form must be signed prior to registration before their last semester by an advisor or counselor and submitted to the Office of Registration/Student Records.

Degrees:

The general requirements for all associate degrees are as follows:

1. Attain at least a 2.0 program and cumulative GPA. Courses with “F” grades will not count toward degree requirements.
2. Fulfill all financial obligations to the college.
3. Courses numbered below 101 may not be used toward the degree or certificate.
4. To receive an additional associate degree, students must earn at least 15 additional college-level credits at LCCC with courses 101 and above.

NOTE: Physical education courses may not be repeated for credit.

Following are additional requirements for each of the associate degrees:

Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees

1. Fulfill the general requirements as listed previously.
2. Successfully complete at least 60 credits in an approved program of study, of which 15 credits must be taken at LCCC through course enrollment.
3. Complete 22 credits in general education:

College English Series (ENG 105, 106)	6 credits
Humanities and Social Sciences	9 credits
Mathematics	3 credits
Laboratory Science	4 credits
4. Complete core requirements of the appropriate program.

NOTE: ENG 100 and MAT 090 may not be used to satisfy the credits required in the College English series or the credits required in mathematics or science. All general education courses must be courses numbered 101 or higher.

Associate in Applied Science (A.A.S.) Degree

1. Fulfill the general requirements as listed previously.
2. Successfully complete at least 60 credits in an approved program of studies, of which 15 credits must be taken at LCCC through course enrollment.
3. Complete 21 credits in general education:

College English Series (ENG 105 and 106 or 107 or 108)	6 credits
Mathematics/Science	6–8 credits
Humanities and Social Sciences	6 credits
General Education Elective	3 credits
4. Complete the required courses in the specific program.

NOTE: ENG 100 and MAT 090 may not be used to

satisfy the credits required in the College English series or the credits required in mathematics or science. All general education courses must be courses numbered 101 or higher.

Certificate

1. Complete an approved certificate program of at least 30 credits in courses numbered 101 or higher, of which at least 25% of the credits must be taken at LCCC through course enrollment.
 2. Earn an overall GPA of at least 2.0.
 3. Fulfill all financial obligations to the college.
- Credits earned in certificate programs are applicable to Associate in Applied Science (A.A.S.) degrees in the same field.

Specialized Credit Diploma

1. Complete an approved specialized credit diploma program of at least 9 credits in courses numbered 101 or higher, of which at least 25% of the credits must be taken at LCCC through course enrollment.
 2. Earn an overall GPA of at least 2.0.
 3. Fulfill all financial obligations to the college.
- Credits earned in most specialized credit diploma programs are applicable to certificates in the same field.

Graduation

All students who wish to graduate with a degree, certificate or specialized diploma must submit an application for graduation.

Graduation applications are available online at “myLCCC” portal and select BannerWeb, click on Student Self Service, and then click Graduation Application.

Applications should be completed and submitted to the Registration/Student Records Office no later than:

- October 1 for December graduation
- February 1 for May graduation
- June 1 for August graduation

The college holds a traditional commencement ceremony in May for all graduates. December graduates are invited to attend the commencement ceremony in May following their graduation date. Future August graduates are invited to attend the commencement ceremony in May.

Commencement details will be communicated via email to all students.

Graduation with Academic Honors

Students who earn an overall GPA of at least 3.5 will graduate “with honors,” as indicated below:

- Summa Cum Laude (Highest Honors) – GPA of 3.95 and above
- Magna Cum Laude (High Honors) – GPA of 3.75 to 3.94
- Cum Laude (Honors) – GPA of 3.5 to 3.74

Academic Awards

Outstanding graduating students are honored annually for their achievements. Awards presented include the following:

- All-Pennsylvania Academic Team
- Associate Degree Nursing Faculty Recognition Award
- Clark E. “Willie” Hartman Award
- Climax Goulder Bealine Award
- Computer Science Faculty Recognition Awards
- Country Doctor Veterinary Hospital Award
- Distinction in Psychology Award
- Distinction in Science Award
- Gilbert A. Scheetz Scholastic Achievement Award
- Jennifer Smith Memorial Veterinary Technician Award
- Jennifer L. Snyder Memorial Veterinary Technician Award
- Joanne Gerken Graduation Speaker Award
- LCCC Faculty Association Student of the Year Award
- Lehigh County Chapter of American Association of Medical Assistants Award
- Lehigh County Medical Society Awards
- Mathematics Achievement Award
- Occupational Therapy Assistant, The Professional Development Award
- Occupational Therapy Assistant Student Association Award
- Occupational Therapy Assistant Outstanding Student Award
- Occupational Therapy Assistant Student Scholarship Award
- Pennsylvania Institute of Certified Public Accountants Award
- Philip Fahy Memorial Award
- Professor Elizabeth (Bette) Hummer Memorial Award
- Professor William L.F. and Mrs. Mary Joan Schmehl Political Science Organization Alumni Award
- Rosemary Kradel Mathematics Achievement Award
- Student Nurses Association of Pennsylvania (SNAP) - LCCC Chapter Service Award
- Teacher Education Student Association Scholarship Award
- Wayne E. Kirker Award
- Wright Veterinary Medical Center Veterinary Technician Award

Student Information



Smoke-Free Campus Policy

Effective January 1, 2007, the college became a smoke-free and tobacco-free campus. The college has adopted the following policy related to smoking and tobacco use: Smoking and/or the use of tobacco products is prohibited in all buildings and on all grounds of the Schnecksville campus of Lehigh Carbon Community College. Smoking and/or the use of tobacco products is prohibited at all other college-owned and college-leased buildings and grounds and owned or leased vehicles.

Drug-Free Campus Policy

It is the policy of Lehigh Carbon Community College, in compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act Amendments of 1989, to maintain a drug-free campus. The unlawful use, possession, manufacture, distribution or sale of alcohol, narcotics or illicit drugs on campus or as a part of college activities is strictly prohibited.

College officials will cooperate with local, state and federal authorities to ensure compliance with all laws. Convictions or violations of these laws can lead to fines and/or imprisonment.

Annual Security Report and Disclosure of Crime Statistics

LCCC's Public Safety & Security Department, in conjunction with the President of Lehigh Carbon Community College, prepares a report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Department of Public Safety and Security and information provided by state and local law enforcement surrounding Lehigh Carbon Community College and its satellite campuses.

The report provides statistics for the previous three years concerning reported crimes that occurred on campus, on certain off-campus buildings or properties owned, leased or controlled by Lehigh Carbon Community College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

Lehigh Carbon Community College distributes a notice of availability of this Annual Security Report each year to every member of the college community and anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Department of Public Safety and Security at 610-799-1169 or by visiting www.lccc.edu/about/safety-and-security.

Student Conduct

A student's enrollment in the college is a privilege extended by the college. By the act of registration, students agree to adhere to the regulations of the college and to cooperate in their enforcement. Behavior on campus that is considered in violation of federal, state or local statutes; college rules and regulations; or in any way disrupts the orderly conduct of college activities, may result in conduct action. The Dean of Academic Support and Success or designee will address all reports of misconduct in accordance with the Lehigh Carbon Community College Code of Student Conduct. This document can be found in the Student Policies and Procedures on the college

website, or by contacting the Office of Student Life at 610-799-1146 or the Office of Student Support and Success at 610-799-1895.

Student Identification

Students are required to carry and present valid photo identification when requested to do so by authorized college officials. The following photo IDs are acceptable: LCCC ID, current Driver's License, current Pennsylvania State ID Card, current Passport or current Military ID.

LCCC photo identification cards can be obtained through the Registration/Student Records Office, Student Services Center, SSC 122, on the Schnecksville campus or through the main office at the Allentown and Tamaqua sites. The LCCC identification card also serves as identification for use at the college Library.

User IDs and Passwords

Students are issued a user ID and password to access their personal portal site upon acceptance to LCCC. Students are to refrain from sharing or allowing other individuals (e.g. students, parents, friends) to use their user ID and password to gain access to LCCC portal sites.

If a student forgets their password, the student has the ability to utilize the Change Password functionality in the portal. Answers to Password Reset Questions are required the first time a student logs into the portal. A student can reset their password at any time by providing the correct answers to the questions.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, is a federal law that protects the privacy of student educational records. The law governs the release of educational records maintained by the college and who has access to the records. All educational institutions that provide educational services to students who are attending the institution and receive funds from any program administered by the U.S. Secretary of Education must comply with FERPA regulations. The rights of students are as follows:

- the right to inspect and review education records;
- the right to seek to amend education records;
- the right to limit disclosure of personally identifiable directory information; and
- the right to file a complaint with the Department of Education.

For more information on FERPA, go to LCCC's website at www.lccc.edu.

Ombudsman

The primary function of the ombudsman is to receive requests for information and to hear specific complaints about any aspect of the college in terms of its functions, policies or personnel. All complaints or problems are carefully investigated by the ombudsman who will then take one of the following steps:

1. Resolve the matter informally through direct mediation between the various parties involved.
2. Refer the matter, with or without a recommendation for action, to the appropriate college decision-making person or group.
3. Refer the matter for a formal hearing and resolution before the appropriate person or group.

If any student encounters a problem at the college for which a solution has not been reached by meeting with the appropriate person directly (instructor, staff, administrative officer), the student should speak with the ombudsman.

The ombudsman, who reports directly to the president, cannot impose a resolution, change a policy or rectify a grievance per se. However, they do have broad investigative powers and various resources available. Questions can be effectively answered, needs identified, change initiated, and resolutions to problems and grievances suggested. Please call 610-295-5168 or visit hirevision.issuetrak.com.

Student Government Association (SGA)

SGA is the governing body of all LCCC students. The SGA Senate is comprised of up to 21 senators.

The senators are busy throughout the year promoting the interests of LCCC students, preparing and managing the SGA budget, and planning campus-wide events to enhance student life opportunities at LCCC. These activities are coordinated by the three SGA Standing Committees: Advocacy, Programming and Finance.

Participation as an SGA senator provides individuals with many opportunities for personal and professional development. These experiences will enhance students' resumes and increase their marketability as they prepare to transfer to a four-year institution or enter the workforce. Opportunities are also available to travel to regional and national conferences designed to enhance leadership skills and keep students informed about the latest trends in student governance, programming and current affairs in higher education.

Service to the college as an SGA senator has many benefits. Students who want to make the most of their academic experience at LCCC by taking advantage of these opportunities are encouraged to visit the Student Life Office or call 610-799-1146.

Student Organizations

- Anime Club
- Art Club
- Billards Club
- Campus Christian Fellowship
- Computer Science Club
- Entrepreneur Club
- GSA - Pride Club
- LCCC Film Club
- Justice Society
- Kappa Delta Pi – Education Honor Society
- LCCC Literary Magazine - Xanadu
- LCCC Political Society
- Northern Tier Sociology Club
- Outdoors Club
- Phi Theta Kappa – national co-ed society for honor students
- Physical Therapist Assistant Club
- Practical Nursing Student Organization (PNSO)
- Psychology Club
- SGA – Student Government Association
- Step-up Club - Opioid Awareness and Prevention Club
- Student Nurses Association of PA (SNAP) – LCCC Chapter
- Students of Color Coalition (SOCC)
- STEM Club (Science, Technology, Mathematics and Engineering)
- Teacher Education Student Association
- Veterans Club
- Vet Tech Student Association

Athletics

Intercollegiate Athletics

LCCC is a member of the National Junior College Athletic Association (NJCAA), Region XIX and the Eastern Pennsylvania Athletic Conference (EPAC).

The college currently offers the following intercollegiate sports:

Women's Basketball
 Women's Softball
 Women's Soccer
 Women's Volleyball
 Men's Basketball
 Men's Baseball
 Men's Soccer
 Golf

To be eligible to compete in intercollegiate sports, a student must complete a minimum of 12 credits each semester and maintain satisfactory academic progress with a 2.0 GPA. For additional information, contact the Director of Athletics at 610-799-1155.

Honor Societies

Kappa Beta Delta

Kappa Beta Delta (KBD) is an international honor society designed to encourage and recognize scholarship and accomplishment among students in ACBSP-accredited associate degree programs at two-year schools. It promotes personal and professional improvement and service to others. ACBSP stands for the Accreditation Council for Business Schools and Programs, the accrediting body for LCCC's business programs. KBD membership is available exclusively to students enrolled at institutions accredited by ACBSP.

To be eligible for membership, students must have completed at least 15 credit hours, with a minimum of six credit hours in business or related courses. Students must also rank in the top 20% of all business or related majors, with a cumulative GPA of at least 3.0. Eligible students are invited to membership each spring. An honor stole is available for purchase to wear at graduation.

For more information about Kappa Beta Delta, please visit www.acbsp.org/?page=kbd, or call 610-799-1508.

Kappa Delta Pi

Kappa Delta Pi is an international honor society in education dedicated to scholarship and excellence in education. Lehigh Carbon Community College's Alpha Epsilon Zeta chapter, established in 2009, is the first community college chapter in the state of Pennsylvania.

Founded in 1911 at the University of Illinois, Kappa Delta Pi is the largest honor society in education, representing 572 undergraduate and professional chapters and more than 45,000 active members. Its most distinguished members over the last century have included Margaret Mead, Albert Einstein, George Washington Carver, and current leaders in education Howard Gardner, Maxine Greene and Carol Gilligan.

The Society inducts only those individuals who have exhibited the ideals of scholarship, integrity in service, and commitment to excellence in teaching and its allied professions. Undergraduates must have first-term sophomore standing of 30 hours (students may join as a second-term freshman if 30 semester hours will be completed by the end of the second term), a GPA of 3.0, and be enrolled in an education-related program of study. Selection as a member of Kappa Delta Pi is based on high academic achievement, a commitment to education as a career, and a professional attitude that assures steady growth in the profession.

The Kappa Delta Pi Education Foundation and local chapters award more than \$100,000 annually in scholarships and grants for academic study to active members who are undergraduate, graduate or doctoral degree-seeking students. The Society also awards teacher Classroom Grants to practicing educators to enable them to deliver classroom projects that otherwise might not be possible.

For more information about Kappa Delta Pi, please visit their website at www.kdp.org, or call 610-799-1706.

Phi Theta Kappa

Phi Theta Kappa was founded in 1918 by the presidents of the Missouri Junior Colleges. Modeled after Phi Beta Kappa, the National Honor Society for four-year colleges and universities, the society has the following purposes: to recognize academic excellence among two-year college students, to provide opportunities for leadership training, to provide an intellectual climate for the interchange of ideas and ideals, and to encourage scholars to continue their education. In 1929, the society gained national recognition as the "Nation's Honor Society for Two-Year Colleges" by the American Association of Junior Colleges (later the American Association of Junior and Community Colleges). Today, there are approximately 800 chapters and 100 Alumni chapters. The purpose of Phi Theta Kappa is the promotion of scholarship, development of leadership, and service and cultivation of fellowship among qualified students.

At LCCC, students are invited to join Phi Theta Kappa after they have completed a minimum of 12 semester hours of associate degree work at LCCC and achieved a minimum GPA of 3.5. Eligibility for membership requires that students adhere to the college conduct code and possess recognized qualities of citizenship. Invitations to join are sent in the fall and spring semesters.

Phi Theta Kappa offers members over \$35 million in transfer scholarships to four-year institutions across the country. In addition, Phi Theta Kappa members wear an honor stole and gold tassel at graduation. Their academic transcript from LCCC will also indicate membership in this select society.

For more information about Phi Theta Kappa, please stop by the Student Life Office or call 610-799-1146.

Psi Beta

Psi Beta is the national honor society in psychology for community colleges. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research and community service. The society functions as a community of chapters located at over 170 accredited two-year colleges. Students are invited to membership if they have completed at least 12 credits (at least 3 must be in psychology) and have a grade point average of 3.2 or higher.

Psi Beta members are eligible for research competitions on the regional and national levels. There is a Psi Beta scholarship award available at Cedar Crest College.

A National Council composed of Psi Beta advisors guides the affairs of the organization and determines policy. The national office coordinates and records activities and maintains membership files. Psi Beta participates with Psi Chi and other organizations at APA, APS and regional psychology conventions.

SALUTE

SALUTE is an honor society for service members. All students selected for induction in SALUTE must meet the following criteria:

- Currently enrolled at Lehigh Carbon Community College.
- Completed at least 12 credit hours at LCCC in courses 101 or above within the last four years.
- Qualify as military/veteran student under locally-derived and maintained definitions. Applicant must submit a DD-214 Member 4 copy that displays the character of service (honorable discharge). Applicants currently serving on active duty or in the Guard or Reserves must submit a copy of orders for their current duty assignment.
- Have an overall GPA of 3.0 or higher.
- Maintain the highest ethical standards.

Students eligible for SALUTE will be contacted annually. The chapter councilor at LCCC is the Assistant Director of Registration and Student Records.

Berrier Hall

These newly renovated facilities include a state-of-the-art Wellness Center, Game Room, Dance Studio and Gymnasium. The Wellness Center houses a complete cardio studio and weight training room and is staffed during hours of operation to assist students with the use of the equipment. Information about health and wellness, important to a student's success and development, is also available. These facilities provide a common meeting area for the college community to enjoy recreational, social and athletic activities.

Berrier Hall is home to the Athletic, Physical Education, and Student Life departments and the Student Government Association.

In addition to the Wellness Center and locker rooms, the lower level of Berrier Hall features a spacious game room which has pool tables, ping pong tables and a 52-inch TV. Please visit the college website for a complete listing of hours and activities for Berrier Hall.

Rothrock Library

In support of the research and informational needs of the students, faculty and community at large, the library's collections include print, electronic and audio-visual resources. Featured are more than 36,000 print book titles, 78,000 ebook titles, 78 current periodical titles, 1,000 media titles and 31,600 streaming video titles which provide online access thousands of periodicals, newspapers and additional resources. These materials may be accessed from home and campus at www.lccc.edu/library. In addition, membership in an international consortium of more than 64,000 libraries (Online Computer Library Center) allows us to search and borrow from a combined collection of more than 482 million items. These services allow us to widen the scope of research materials available to our users.

Public-access computers and a connection to the campus wireless network provide students with ample opportunity to access resources on campus. Individual study carrels and group study rooms are also available.

The programs, resources and services of the library are fundamental to the educational mission of the college and to the teaching and learning process. Although the college encourages exploration and self-study, we believe the most important resource available to all library users is the supportive, knowledgeable, able, and willing library staff, who are available in person, on the telephone or online to assist with research and use of library resources.

In addition, working with faculty in the classroom, the staff provides an active and continuing program of library orientation and instruction in accessing information to help students develop information literacy—the ability to state a need, and then locate, evaluate and use information in order to become lifelong independent learners.

Online learners and students at the off-campus sites have access to these same resources and services. Additionally, the sites have reference collections and materials that support their educational programs. Library staffing is also available, and a courier service delivers requested materials to the sites.

The library staff looks forward to helping all students meet their educational goals. Please visit the college website for a complete listing of hours and activities for the Rothrock Library.

Student Union

The Student Union is in the center of main campus between the Student Services Center and Science Hall. The Student Union is designed to be the community center for the LCCC family.

This building houses several lounges and a stage area for performances. The Student Union affords students, faculty and administrators opportunities for cultural, social and recreational activities.

Academic Advising Services

Academic Advising offers a variety of services for students to develop an academic plan and provide a campus-based support structure. Academic advisors are available at all LCCC locations. Appointments can be made by calling the following:

Donley Center: 610-799-1940

Morgan Center: 570-668-6880

Schnecksville Campus: 610-799-1137

New Students

All newly admitted, degree-seeking students can meet with an academic advisor prior to enrollment and participate in a new student advisement and registration session. The academic advisor will review transcripts of previous college work, placement test results, academic, career and personal goals, as well as the requirements of the program of study. With this information, the advisor will help the student make the most appropriate course selections.

Continuing Students

Continuing students are encouraged to meet with an academic advisor prior to registration. Students are required to do so if:

- on academic probation;
- participating in the alternative to academic suspension program;
- enrolled in programs that require an advisor signature; or
- participating on an LCCC athletic team.

Students may seek assistance through one of the following sources:

- an academic advisor or counselor;
- a faculty member in the program of study; or
- via email at advise@lccc.edu.

Student Responsibility for Academic Advisement

While the college provides academic advisors as resource personnel for students, the student, not the academic advisor, is responsible for the schedule of courses. The student is ultimately responsible for meeting the degree requirements of the selected program of study. Extensive information and resources are available for student use via both Academic Advising and faculty. It is essential, however, that the student fully understands that it is their responsibility to become knowledgeable about college policies and initiate the advisement process.

The student is responsible for the following:

1. being an active participant in the advising relationship.
2. meeting all graduation requirements.
3. maintaining personal records of academic progress and resolving any discrepancies on the official grade reports.
4. becoming knowledgeable about college regulations, program requirements and procedures.
5. meeting with their advisor as often as necessary to keep the advisor informed about changes in progress, course selection, career goals and registration.
6. seeking sources of information, which will assist him/her in making educational/career/life decisions.
7. contacting the advisor when confronted with major academic problems and for keeping the advisor aware of other problems that may affect their academic performance.

Academic Advising

Selecting a program of study and appropriate college courses may be one of the most important tasks in the college experience. The choices students make will greatly influence their satisfaction with the college, performance in classes, persistence in college, graduation, and entrance into careers and four-year colleges or universities. Advisors are available to assist students with these decisions and provide information regarding policies and procedures at LCCC. Students who are experiencing academic difficulty are strongly encouraged to meet with an advisor to discuss options and strategies to increase success.

Career Exploration

The career decision-making process is an integral part of the college experience for many students. Examining values, clarifying interests, and identifying skills are important steps for students to take to make the best decisions possible for their future. Advisors are available to assist students with the preliminary steps in this process. For students who are having difficulty or would like more in-depth assistance, counselors are available to provide further guidance, assessment, and support. Computer assessment and inventories are available for all students.

Noncredit to Credit Career Pathways

Lehigh Carbon Community College offers an extensive range of programs which provide an opportunity for individuals to begin their college experience in short-term training programs. Typically these noncredit programs range from one month to a year in duration and provide instruction allowing individuals to ramp up their academic skills or earn industry-recognized credentials. Career pathways can open the door to entry-level employment in a high priority career area. These areas include:

- Health Care Industry
- Hospitality Industry
- Manufacturing Industry

In several cases, the credentials earned will count towards credit programs.

For example: Medical Assistant Certificate to Health Care Office Coordinator, Health Information Technology A.A.S. or Medical Billing and Coding

Production Technician to Industrial Electrical, Mechanical, Mechatronics, and Automation certificate to related Electrical Technology A.A.S., Mechanical Technology A.A.S. or Industrial Automation A.A.S. degree programs

Please contact our Career Pathways office for additional programs and information at 610-799-1574.

Keystone Education Yields Success (KEYS)

Keystone Education Yields Success (KEYS) is a collaborative program between LCCC and the Pennsylvania Department of Human Services. The program was designed to assist students receiving Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) to attend, succeed and complete a community college program.

The primary goal of KEYS is to provide the services necessary to assist students in completing educational activities which lead to employment and self-sufficiency. Supportive services through the County Assistance Office may include child care, transportation assistance, books and supplies, test fees, clothing and uniforms, car purchase and motor vehicle operator fees.

A KEYS student facilitator is available to meet weekly with students and assist them with:

- Program selection, course scheduling, career guidance, academic support and financial aid.
- Connect students with supportive services available through both LCCC and the County Assistance Office.
- Connect students with other community service agencies to allow them to maintain their program participation.

- Offer FREE incentives for semester attendance, satisfactory academic progress and fulfilling program requirements.

For additional information about KEYS or to determine eligibility, please contact the LCCC Student Facilitator at 610-799-1744.

Career Development Center

The Career Development Center at Lehigh Carbon Community College is committed to empowering students to develop career management skills to support attainment of their professional goals. Through development of partnerships with employers, the workforce team and the LCCC community; Career Development Center staff provides career exploration, experiential learning opportunities, job preparation assistance and other career-related resources to inspire success.

Professional staff are available to provide one-on-one resume and cover letter assistance, job-search strategies, interview preparation, coaching, mentoring, identification of job and internship strategies, and networking while cultivating guided career pathways applicable after graduation. Throughout the year, employers are invited to the campus and centers for recruitment events, interview days and job fairs. The Career Development Center staff works with employers to develop job and internship opportunities for students and alumni. The Career Development Center provides online job listings, mock interviews, and resume referral services that can be accessed through the LCCC Cougar CLAW at <https://lccc-csm.symplicity.com/students>. The job listings posted in the Career Development Center are continuously updated on the CLAW website. Students or alumni of LCCC in need of career development services should call 610-799-1090.

Educational Support Services

Educational Support Services (ESS) provides a variety of free services for students to discover their individual academic skills and to become self-sufficient, independent, life-long learners. These services are offered in the Educational Support Center (ESC) on the Schnecksville campus and college sites in Tamaqua and downtown Allentown. Lehigh Carbon Community College's Disability Support Services (DSS) Office provides access and academic accommodations for students with disabilities. To ensure full access to course content and college experience, we encourage students to contact the DSS office early to begin the interactive process.

For students in need of additional support, LCCC offers a comprehensive, direct service program called SEED (Success, Engagement, Education, Determination). This program provides individualized academic/career coaching, mentoring, soft/technical skills training, pre-vocational skills, and independent living strategies for future competitive employment. More information can be found on LCCC's website.

Career and Technical Education and general learning specialists offer workshops and individual assistance in learning styles and strategies, stress management, study skills, test-taking techniques, time management and organization, computer literacy, test anxiety and education goal setting. Tutors offer academic support to students in a variety of courses at dedicated tutoring labs in Schnecksville, Allentown, and Tamaqua. LCCC remote tutoring and Smarthinking Online Tutoring services are also available in many subjects.

For more information about Educational Support Services call ESS/DSS at 610-799-1154. You can also email educationalsupportservices@lccc.edu and dss@lccc.edu.

Career and Technology Education (CTE) – Articulation Credits

Lehigh Carbon Community College provides easy pathways for high school career and technology graduates to continue their occupational growth in high demand fields. Students that have successfully completed specific programs of study at one of the local career and technology educational institutions within three years are eligible for postsecondary educational credits upon entering related programs at LCCC. Eligible students should contact Admissions (admissions@lccc.edu).

- Lehigh Career and Technical Institute
- Carbon Career and Technical Institute
- Schuylkill Technology Center

Students Occupationally and Academically Ready (SOAR) – Articulation Credits

Students who have successfully completed specific programs of study at a Pennsylvania career and technology institute other than the secondary schools listed above within three years are eligible to earn postsecondary education credits through statewide articulation agreements. Eligible students should contact Admissions (admissions@lccc.edu).

LCCC currently has statewide SOAR agreements for completers of:

- Commercial and Advertising Art
- Electromechanical Technology/Electromechanical Engineering Technology

Transfer Planning, Services and Agreements

More than half of the students attending LCCC intend to transfer to a four-year college or university after their community college experience. LCCC students find that they receive a quality program that prepares them well academically and socially for transfer to a four-year college or university. Lehigh Carbon Community College students are well-recognized and well-received by transfer institutions.

The A.A. and A.S. degree programs are designed for students interested in transferring to a four-year college or university. The courses in these programs closely parallel first- and second-year courses offered at four-year colleges and universities. With good planning and information gathering during their enrollment at LCCC, students with the A.A. or A.S. degree should be able to transfer full credit for the first and second year and enter a four-year college or university as a third-year student. If the student is planning to transfer into a specialized or technical field, e.g. music education or architecture, early transfer may be recommended.

The A.A.S. degree, while generally not designed for transfer students, may transfer for specific programs to a number of schools. For this reason, it is important that the student meet with an academic advisor or counselor early in their college career to review academic goals to determine the most appropriate program of study to meet those goals.

Students are encouraged to select a four-year college major and intended transfer institution as early in their LCCC career as possible. This enables students to select courses that will transfer and best fit their four-year programs of study.

The Transfer and University Center houses written and web-based information for students planning to continue their studies after LCCC, including transfer agreements, course equivalency information, transfer letters of intent, and college and university resources and materials. Dedicated office space is available for four-year college and university admissions representatives, faculty and staff to meet with LCCC students in a confidential and professional setting for dual advising and academic admissions interviews.

Lehigh Carbon Community College has established numerous articulation agreements that facilitate successful transfer. Dual admission agreements typically guarantee acceptance with junior standing at a college or university provided that certain criteria have been met, including earning a specified minimum GPA and an Associate in Arts or Associate in Science degree. Program-to-program agreements have been established to help ensure a seamless transfer from the associate degree into the junior year for such four-year college or university majors as Business Administration, Education and Engineering. Dual advising between LCCC and the four-year college or university is included in many of the specific articulation agreements. Course comparison guides specify course equivalences between LCCC and other colleges and universities, assisting in the selection of appropriate transferable courses.

Lehigh Carbon Community College has established transfer agreements and/or course equivalency information with more than 50 colleges and universities including, but not limited to, the following:

Albright College	Lebanon Valley College
Alvernia University	Lincoln University
Arcadia University	Lock Haven University
Aspen University	Mansfield University
Bellevue University	Messiah University
Bloomsburg University	Millersville University
Bucknell University	Moravian University
California University of PA	Mount Vernon Nazarene University
Carlow University	Muhlenberg College
Cedar Crest College	Penn State University
Central Penn College	Saint Joseph's University
Chestnut Hill College	Shippensburg University
Cheyney University	Slippery Rock University
Clarion University	Southern New Hampshire University
Delaware Valley University	Temple University
DeSales University	Thomas Edison State University
Drexel University	Upper Iowa University
East Stroudsburg University	West Chester University
Edinboro University of PA	Wilkes University
Excelsior College	Wilmington University
Franklin University	York College of Pennsylvania
Harrisburg University	
Indiana University of PA	
Keystone College	
Kutztown University	
LaSalle University	

For more information about transfer services, policies and agreements, go to www.lccc.edu/transferservices, or contact an academic advisor or counselor.

Reverse Transfer Agreements

Students transferring to another college or university before earning the associate degree are encouraged to transfer credits for applicable coursework back to LCCC to complete their degree requirements when possible. Reverse Transfer Agreements define the eligibility requirements and process between the student, the transfer institution and LCCC. For more information contact an academic advisor.

Pennsylvania Statewide College Credit Transfer System

Transfer and Articulation Oversight Committee (TAOC)

The Transfer and Articulation Oversight Committee (TAOC) reports to the Pennsylvania Department of Education and is charged with establishing course equivalency standards, identifying foundation courses for transfer at each of the 14 PASSHE and 14 community college institutions; resolving conflicts related to any of the above processes; working with PDE to develop a system for reporting transfer data; and the development of a public portal, www.pacollegetransfer.org, to share data and information relevant to transfer and articulation.

Transfer Credit Framework

The courses listed in the Transfer Credit Framework represent the type of coursework generally completed during the first and second year of a four-year degree program, including English, public speaking, math, science, social sciences and humanities. Completing courses according to the suggested framework is recommended for students who are undecided about the major they wish to pursue or the institution where they plan to transfer. A list of these courses and participating colleges and universities can be viewed at www.pacollegetransfer.org.

Statewide Program-to-Program Agreements

Pennsylvania's Public School Code of 1949 requires the colleges and universities that participate in the Commonwealth's Statewide College Credit Transfer System to develop agreements that will allow students to transfer full Associate in Arts (A.A.) and Associate in Science (A.S.) degrees into parallel bachelor degree programs at the participating institutions with junior standing. LCCC students graduating from the following programs of study are eligible to participate provided they have met the stated requirements of the agreement: Fine Arts/Studio Arts, Biology, Business Administration, Chemistry, Communications, Computer Science, Criminal Justice, Early Childhood Education, Mathematics and Physics. More information, including a list of LCCC's statewide program-to-program agreements, can be viewed at www.pacollegetransfer.org.

Academics



Academic Programs

Academic programs at Lehigh Carbon Community College are divided into schools within the college. Five schools allow each student to identify with a school that meets his or her educational goals. Similar disciplines are linked to enhance communication among them and to provide each student with a comprehensive learning experience.

The A.A. and A.S. degree programs are designed for students interested in transferring to a four-year college or university. The courses in these programs closely parallel first- and second-year courses offered at four-year colleges and universities.

The programs provide considerable flexibility in course selection and allow students time to experience different academic disciplines before declaring a major at the baccalaureate level. With good planning and information gathering during enrollment at LCCC, the student with the A.A. or A.S. degree should be able to transfer full credit for the first and second year and enter a four-year college or university as a third-year student. For students planning to transfer into a specialized or technical field, e.g. architecture, early transfer may be recommended.

LCCC provides a number of transfer services, including that of academic advisors and counselors who assist students in developing transfer plans based on students' individual academic and career goals. The college has a number of transfer articulation agreements with outstanding four-year colleges and universities. Refer to the "Transfer Agreements and Services" section of this catalog and "Academic Advising Services" section of this catalog for additional information.

It is important to note that the responsibility belongs to the student for gathering information, utilizing college services, contacting four-year colleges or universities, and making decisions related to course work and transfer. Refer to the "Academic Advising" section of this catalog for more information on transfer services.

The A.A.S. degree programs are designed to prepare students for employment after graduation. The courses in A.A.S. degree programs provide knowledge, proficiency and skills in a particular vocational, career or technical area as well as instruction in general academic subjects. Although an A.A.S. degree is not designed for transfer, some graduates of these programs have continued their studies at four-year colleges or universities. Because of the technical nature of the courses required in these programs, many of the courses taken in an A.A.S. program may not transfer to four-year colleges or universities. Students in an A.A.S. program who may transfer should consult an academic advisor or counselor during their first semester at LCCC.

Certificate programs are designed to give the student an opportunity to become occupationally competent within a relatively short period of time or to accelerate advancement in a present position of employment. Credits earned in certificate programs can be applied toward the Associate in Applied Science degree.

Undecided students (UNDC) will be admitted to the Liberal Arts program until a major is declared.

Lehigh Carbon Community College reserves the right to make changes to tuition and fees, academic regulations or programs of study.

Collegewide Student Learning Competencies

It is fundamental that students be competent within their specific academic discipline. In addition to program-specific competencies, all students earning an associate degree will acquire skills and competencies that are integrated throughout the curriculum and student life. Specifically, students will develop an ability to do the following:

- **Think Critically:** Students will be able to objectively analyze problems or issues, make adjustments to their thinking, and present effective explanations or solutions.
- **Communicate Effectively:** Students will be able to demonstrate the expressive and receptive abilities to appropriately perceive ideas and information using a variety of modalities (oral/written, verbal/nonverbal).
- **Apply Quantitative Reasoning:** Students will be able to analyze data, apply mathematical techniques, formulate, translate and solve equations, and draw conclusions in solving real-world problems.
- **Participate Cooperatively Within a Team:** Students will be able to collaborate on in-class, out-of-class or virtual group projects or lab assignments to promote positive and respectful relationships while accomplishing work tasks in a variety of modalities. Cooperative participation involves communicating effectively, respecting other group members' ideas and contributions, and meeting/exceeding one's own contributory responsibilities.
- **Use Current Technology Effectively:** Students will be able to select, use and integrate those technologies that will have the most significant impact on their learning, productivity and performance.
- **Apply Information Literacy Skills:** Students will be able to access, evaluate and use information effectively and ethically to meet lifelong professional and personal needs.
- **Analyze Human Diversity:** Students will learn about people, groups or societies different from their own. Students will recognize how race, ethnicity, color, gender, gender identity, gender expression, sex, religion, ancestry, national origin, age, disability, sexual orientation, veteran or military status, genetic information, family or marital status, socio-economic status or any other protected class under applicable local, state or federal law affects a person's life experience.
- **Apply Scientific Reasoning:** Students will utilize empirically verifiable observations, repeatable experiments/testable hypotheses to explain natural phenomena.
- **Evaluate Ethical Aspects of Decision Making:** Students will be able to evaluate the legal and humanistic consequences of decision-making.

It is the college's belief that in acquiring these competencies students will develop confidence in their academic potential and recognize their own strengths and limitations.

Graduation Requirements

Selection of courses applicable for graduation requirements is the responsibility of the student. Academic advisors and counselors are available to help students make course selections.

The general graduation requirements are as follows:

1. Students in the A.A., A.S. and A.A.S. degree programs must successfully complete at least 60 credits in an approved program of study, of which 15 credits must be taken at LCCC through course enrollment.
 - a. Students in certificate programs must complete an approved program of study of at least 30 credits in courses numbered 101 or higher, of which at least 25% of the credits are taken at LCCC through course enrollment.
 - b. Students in diploma programs must complete an approved program of study of at least 9 credits in courses numbered 101 or higher, of which at least 25% of the credits are taken at LCCC through course completion, except where diploma requirement is 100% of the credits are taken at LCCC through course completion.
2. The student must attain at least a 2.0 overall GPA. Courses with “F” grades will not count toward degree requirements.
3. Courses numbered 100 or lower do not count toward graduation requirements.
4. All general education courses must be courses numbered 101 or higher.
5. A course may not be taken to fulfill both a program requirement and an elective in any program of study.
6. Physical education courses may not be repeated for credit.
7. A student who has completed, with at least a “C,” MAT 105, MAT 130, MAT 160, MAT 170 or MAT 191 will not receive credit toward graduation if subsequently enrolled in a lower numbered mathematics course from the previous list. Exceptions to this policy can be made only by the Associate Dean of Professional Accreditation and Curriculum.
8. The student must fulfill all financial obligations to the college.
9. A student interested in completing a second associate degree program at LCCC must complete at least 15 additional credits at LCCC beyond those required for the first associate degree.

In most degree, certificate and diploma programs, the courses required for graduation are listed specifically in the program description section of this catalog by title and course number. Other required courses, however, may not be specified by title and course number. These courses are called “electives” and may be unspecified (free electives), distributed among several areas of general education (social science/humanities electives), or limited to specific departments or disciplines (mathematics, science, business, electronics). Faculty may recommend specific courses to fulfill these elective courses. These recommendations may be found in the footnotes following the program description.

The “Course Description” section provides a short description of each course offered by the college. It also provides information on prerequisite and corequisite courses required for enrollment in specific courses. A prerequisite is a course or skill level that must be completed prior to enrollment in a specific course. A corequisite is a requirement that must be satisfied at the same time or before a specific course is taken. Students should consult the course description section of this catalog when choosing elective courses to ensure that all prerequisite and corequisite requirements are fulfilled.

Transfer students should also consult four-year college or university catalogs and transfer guides when choosing elective courses to enhance the transferability of credits.

Program Electives

Program electives are courses listed within a given degree program, which may be program specific or may not be major specific but are intended to further enhance a student’s education in her or his chosen field. These courses may fall under a program-specific category, which is given a designated prefix within the program of study.

Required Program Electives - Required program electives must be chosen from a stated list of courses in order to fulfill the program elective requirement.

Recommended Program Electives - Recommended program electives should be chosen from the stated list of courses in order to best benefit the student.

Free Electives

Free electives are credit courses a student may choose to take to pursue a broader interest in any subject area, while still earning credit toward graduation. Free electives fulfill neither General Education requirements nor the program requirements. Students may choose any college-level course, numbered 101 or higher, to fulfill a free elective requirement, unless otherwise specified in a degree program.

General Education Electives

General Education electives are courses that promote intellectual habits to act intentionally in the world. These courses prepare people to think by identifying, framing and examining problems; generating, evaluating and selecting solutions; reflecting upon personal and others' experiences; testing ideas and opinions; reviewing practices; and evaluating conclusions (LCCC General Education Philosophy). General Education electives are selected from the disciplines of humanities, social sciences, mathematics and sciences.

General Education Electives:

CIS 105

CMN 101, 105, 112, 115, 120, 121, 201, 225

ENG 111, 225

*Humanities: (see below)

HPE: Any course

IDS 225

Math: Any course 105 or higher

PED: Any course

Science: AST, BIO, CHE, PHY, SCI

**Social Sciences: (see right column)

English Electives

English electives are courses focused on analytical and critical skills related to reading and writing, and the examination of writing patterns that elicit an intellectual and emotional response. These courses encourage the development of writing skills in idea generation, informational literacy, use of logic and sound communication, as well as interpretive skills related to aesthetic sensibilities, social perspective and cultural awareness.

Humanities Electives

Humanities electives are focused on a recognition of the human condition, communicated via written and spoken word, that fosters a comprehensive awareness and perspective; the formation of critical judgments concerning various forms of art and expression; an understanding of the human capacity for reason and the history of experience; and evaluation of issues related to civic and ethical responsibilities and cultural sensitivities.

*Humanities Electives:

ART 101, 110, 112, 115, 212

CMN 125

ENG 154, 201, 202, 205, 206, 210, 211, 215, 220, 227, 230, 232, 237, 238, 242

GRM 101 may be chosen for A.A.S. degree only

HIS 123, 124, 126, 130, 131, 220, 222, 224, 225, 260

IDS 154, 214, 215

MUS 101, 105, 107, 110

PHI 201, 203, 205, 210

World Language: ARB, ASL, CHN, FRN, GRM (105 or higher), SPN (105 or higher)

Mathematics Electives

Mathematics electives are courses that promote critical thinking, logic and quantitative reasoning skills. Mathematics electives support quantitative problem solving in applied settings and often serve as prerequisites to other courses in which these skills are needed.

Science Electives

Science electives focus on scientific reasoning skills and concepts in the examination of three major areas of the natural world. These courses present theoretical knowledge and scientific empirical research processes of observation, experiments and hypothesis testing. A science elective must be chosen from the Astronomy (AST), Biology (BIO), Chemistry (CHE), Physics (PHY) or Science (SCI) department. If a student plans to transfer to a four-year college or university, they will need to take a four- to five-credit laboratory science course.

SCI 105 - This elective course is not appropriate for science majors.

Social Science Electives

Social Science electives are courses that examine disciplines which are theoretically based and employ scientific methods to study human conditions.

**Social Science Electives:

ECO 201, 202, 237

GEO 110, 115, 260

IDS 154, 214, 215

PSC 130, 141, 142, 233, 235, 236, 237, 239 260

PSY 120, 140, 142, 145, 240, 242, 243, 250, 255, 256, 260, 283

SOC 150, 151, 154, 155, 250, 251, 253, 254, 258, 260, 283

Studio Art Electives

Studio Art electives are an exploration of traditional and contemporary forms, processes, techniques and experiences of making art. Through historical and aesthetic perspectives, Studio Art electives provide the opportunity to design and create art projects that integrate all learned techniques in order to successfully communicate conceptual ideas through visual language.

ART 107, 108, 109, 110, 112, 115, 118, 119, 125, 128, 130, 132, 135, 145, 150, 153, 181, 210, 219, 225, 226, 229, 230, 235, 242, 247, 248, 251, 252, 260, 265

Online Education

Lehigh Carbon Community College provides convenient and affordable online courses and programs for students who wish to start, enhance or supplement their education. By choosing from a wide variety of online courses, students may earn one of the following degrees, certificates or specialized credit diplomas from the convenience of home or office.

Tuition and fees for online education courses are the same as for on-campus LCCC courses.

The following programs are available completely online.

Associate Degrees

- Accounting A.A.S.
- Business Administration A.A.
- Business Management A.A.S.
- Criminal Justice Administration A.A.S.
- Early Childhood Education A.A.S.
- Education A.A.
- General Studies A.A.
- Human Resource Management A.A.S.
- Liberal Arts A.A.
- Special Education A.A.

Certificates and Specialized Credit Diplomas

- Accounting Certificate
- Administrative Assistant Certificate
- Business Management Certificate
- Corrections Certificate
- Entrepreneurship and Small Business Specialized Credit Diploma
- Human Resource Management Certificate
- Law Enforcement Certificate

80% or more of the courses are online.

Associate Degrees

- Criminal Justice Administration A.A.
- Health Information Technology A.A.S.
- Psychology A.S.

Certificate Diploma

- Medical Assistant

Program and course content is offered fully online and through remote learning; however, there may be an in-person fieldwork requirement that must be completed per course requirements. Please see course descriptions. Instructors are prepared to discuss alternate arrangements for students who need accommodations. Online education occurs while the instructor and student are separated by time, distance or both (synchronous or asynchronous). It may utilize video, audio, computer, multimedia communications or some combination of these methods with traditional ones. The material covered in online education courses is equivalent to LCCC's on-campus courses. The quality and comprehensiveness of each course is thoroughly evaluated before being offered to students. The main differences between online education courses and on-campus courses are location and delivery method. The quality and content of online education courses are identical to courses taught on campus in the classroom, and the courses typically transfer identically as on-campus classes. Online education faculty teaching these courses are the same faculty who teach on campus and offer the same quality and direction as that provided in the classroom. Tuition and fees for online education courses are the same as for on-campus LCCC courses. The courses

appear on transcripts as sections of regular LCCC courses.

Admission and registration procedures for these courses are the same as for on-campus courses. Applicants submit an application for admission to Registration/Student Records, meet the standard entrance requirements of the college, and must be formally admitted to the college to register for any credit courses. Online education courses are offered as either hybrid, online or remote courses. Each type of course provides different advantages and requires different technology and study skills. Online education requires students to be self-directed, independent learners. LCCC's faculty are available for personal appointments, telephone contact, email communication or online chats. For online classes, students may work at the time and day most convenient for them, they must still meet deadlines and participation requirements. For hybrid and remote classes, there will be specified meeting days and times. Although students may work at the time of day most convenient for them, they must still meet deadlines and participation requirements.

Honors Projects and Sections

Students with a 3.0 GPA may enroll in Honors Sections or complete Honors Projects in their courses. Students in the College Honors program are required to complete five courses with Honors grades.

Honors Projects

Honors Projects can be completed in almost every class at LCCC.

Students work directly with the instructor of the course to develop an honors project. This project is completed in addition to the work required in the class. Applications to complete an Honors Project are available in the Advising Office on main campus (SSC124).

Honors Courses

Honors courses are sections of classes that are taught at an honors level. Honors sections do not necessarily mean more work, rather students are expected to complete work at a higher level and with a deeper understanding of the material. The basic course information is the same as all other sections of the course, but in the honors course the teacher may pick a theme to tie everything together, or spend more time on real-world applications of the course material. Honors courses change each semester and are listed on the course schedule.

Learning Communities

LCCC's definition of a Learning Community is simple—bringing innovative and caring faculty, students and curriculum together to promote a deeper level of learning.

The primary model of Learning Communities is the linking of two courses and two instructors with the same group of students around an interdisciplinary theme. The linking of courses can occur between two courses within a major, with general elective courses or a combination of both.

For more information and advisement, contact the Teaching Learning Center at 610-799-1087.

Alphabetical Listing of Programs



Accounting A.A.S. (ACC)

The Accounting Associate Degree program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

This career program is designed to provide students with the necessary skills for entry-level accounting positions in such areas as accounts receivable, billing and posting, accounts payable, payroll and purchasing. Or, use this program as a starting point to pursue a bachelor's degree and look forward to career opportunities in corporate accounting, public accounting and auditing, non profit and government accounting, tax and consulting services.

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

- describe and illustrate basic financial accounting concepts and principles.
- create and utilize management accounting information for decision-making purposes.
- demonstrate the accounting and reporting of equity in a business.
- demonstrate effective communication.
- apply accounting concepts and principles for preparing and analyzing financial statements and business operations.
- apply financial and cost accounting principles and procedures to a manufacturing business.
- demonstrate and integrate computer literacy within an accounting framework.
- recognize ethical problems in business.
- apply legal principles, particularly rules of contracts, to all business activities.

First Semester		Credits
ACC 160	Principles of Accounting I	3
BUS 109	Business as a Major	1
BUS 120	Introduction to Business Organization	3
CIS 105	Introduction to Computers and Applications	3
ENG 105	Research and Composition	3
Elective	Mathematics	3-4
		16-17
Second Semester		Credits
ACC 161	Principles of Accounting II	3
ACC 205	Income Tax Accounting	3
BUS 211	Principles of Management	3
ENG 106	Introduction to Literature	
or ENG 107	Writing in the Workplace	3
or ENG 108	Creative Nonfiction	3
Elective	Mathematics/Science	3-4
		15-16
Third Semester		Credits
ACC 201	Intermediate Accounting I	3
ACC 203	Cost/Managerial Accounting	3
BUS 209	Business Communications	3
BUS 221	Principles of Marketing	3
PSY 140	Introduction to Psychology	
or SOC 150	Introduction to Sociology	3
		15
Fourth Semester		Credits
ACC 202	Intermediate Accounting II	3
ACC 262	Accounting Information Systems	3
BUS 241	Business Law I	3
BUS 285	Global Business Practice Firm	
or BUS 284	Business Internship (Accounting Option)	4-6
Elective	Social Science/Humanities	3
		16-18
Credit Total		62

Recommended elective for first semester is MAT 118.

Recommended electives for second semester are MAT 155 and 160.

Recommended Social Science electives are ECO 201 and 202.

AOT 112 is recommended but not required.

Students planning to transfer to a senior college or university to major in accounting should enroll in the Business Administration A.A. transfer program, take ACC 160 and 161, and meet with an advisor before taking advanced-level accounting courses.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Accounting Certificate (ACCC)

This program will provide students with accounting skills necessary to obtain entry-level positions in business as an accounts payable clerk, accounts receivable clerk, billing and posting clerk, purchasing clerk or as a bookkeeper. Credits may be applied toward the A.A.S. degree in Accounting.

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

- describe and illustrate basic financial accounting concepts and principles.
- create and utilize management accounting information for decision-making purposes.
- demonstrate the accounting and reporting of equity in a business.
- apply accounting concepts and principles for preparing and analyzing financial statements and business operations.
- apply financial and cost accounting principles and procedures to a manufacturing business.
- demonstrate and integrate computer literacy within an accounting framework.
- recognize ethical problems in business.
- apply legal principles, particularly rules of contracts, to all business activities.

First Semester		Credits
ACC 160	Principles of Accounting I	3
BUS 120	Introduction to Business Organization	3
CIS 105	Introduction to Computers and Applications	3
		9
Second Semester		
ACC 161	Principles of Accounting II	3
ACC 205	Income Tax Accounting	3
		6
Third Semester		
ACC 201	Intermediate Accounting I	3
ACC 203	Cost/Managerial Accounting	3
BUS 209	Business Communications	3
		9
Fourth Semester		
ACC 202	Intermediate Accounting II	3
ACC 262	Accounting Information Systems	3
BUS 241	Business Law I	3
		9
Credit Total		33

Administrative Assistant Certificate (ADMC)

The program is designed to prepare the student for entry-level employment in today's business office. It provides students with the secretarial knowledge and skills for employment in a variety of industries. Jobs for which graduates are expected to be qualified include secretary, administrative assistant, and office assistant.

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

- perform clerical and office technology tasks proficiently.
- manage a business environment or work independently in a modern office environment.
- communicate effectively.

First Semester (fall)		Credits
AOT 112*	Keyboarding I	1
AOT 113*	Keyboarding II	1
AOT 114*	Keyboarding III	1
AOT 206	Office Procedures	3
BUS 209	Business Communications	3
BUS 120	Introduction to Business Organization	3
CIS 105	Introduction to Computer Science and Applications	3
		<hr/>
		15
Second Semester (spring)		
ACC 160	Principles of Accounting I	3
CIS 110	Business Information Systems	3.5
IDS 105	Thinking, Problem Solving, and Team Building	3
Electives ⁺	ACC, AOT, BUS, CIS, CMN, PLG or RES	6
		<hr/>
		15.5
Credit Total		30.5

*Placement testing is available for AOT 112, 113 and 114 (Keyboarding sequence).

⁺Recommended electives include ACC 161 and 262; BUS 241; CMN 105, 110.

Some courses may be used to build toward an A.A.S. degree in Business Management.

Applied Technical Studies A.A.S. (ATS)

Technical-Related Option

Designed for students who have successfully passed or whose goal is to pass the National Skills Standards or credentialing exam(s) in a designated technical field. This degree is intended for those students whose educational and occupational goals are not met by the college's other occupational and transfer majors. It allows students to build a sequence of courses to satisfy specific skills for employment and upon successful completion, results in the award of the Associate in Applied Science degree.

The major may be of particular interest to potential and current Career and Technical Education (CTE) high school students and graduates. Students are admitted to this major only after indicating occupational objective they expect to achieve through completion of the program. Interested students should contact Admissions for questions.

To receive this degree, the student must:

1. Pass the National Skill Standards or credentialing exam(s).
2. Document that appropriate exam(s) have been passed within the last five years.
3. Meet all the degree requirements as described under Degree as stated in this catalog.
4. Complete the general education requirements as listed.

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

- demonstrate mastery of the skills required by their particular field.
- participate cooperatively within a team.
- communicate effectively.
- evaluate ethical aspects of decision making.

First Semester		Credits
ENG 105	Research and Composition	3
CIS 105	Introduction to Computers and Applications	3
Elective	Social Science/Humanities	3
		9
Second Semester		
ENG 107	Writing in the Workplace	3
IDS 105	Thinking, Problem Solving, and Team Building	3
CMN 112	Oral Communication and Presentation	3
		9
Third Semester		
MAT 130	Industrial Mathematics	3
Elective	Social Science/Humanities	3
		6
Fourth Semester		
BUS 120	Introduction to Business Organization	3
PHY 110	Elements of Physics	4
		7
Credit Total		31

30 credits will be provided by technical education partners, which are appropriate accredited, licensed, certified, or otherwise approved technical education organizations.

Student may need to take additional developmental courses based upon assessment scores.

Credits will be awarded upon the successful completion of National Skills Standards and/or credentialing exams(s) and after students have met LCCC residency requirements.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
<i>(Required for ESL students only.)</i>		

Please note, taking gateway courses will increase your time for completion.

Aviation Science A.A.S. (AVS)

The ground and flight training courses required for the issuance of an airmen certificate within the Aviation Science Associate Degree program are licensed by the Federal Aviation Administration (FAA).

The Aviation Science degree permits the student with an interest in aviation to experience a blend of pilot and management studies. The degree combines the earning of the Federal Aviation Administration (FAA) Private Pilot certificate with the study of more advanced pilot courses, business courses, computers, and liberal arts courses.

Students who decide on a career as a pilot while or after earning this degree are eligible to enter the Professional Pilot program and add to their pilot credentials. Graduates holding this degree may be hired for ground-based employment with fixed-base operators, municipal airport authorities, airlines, flight schools, state aviation agencies, the federal government, corporate flight departments, aviation-related sales, or general business concerns.

An FAA medical certificate is required for enrollment. The granting of this degree is based upon the student's successful completion of the required coursework and the obtaining of the FAA Private Pilot certificate.

Graduates of this program can seek employment as airport managers, fixed-base operator managers, aircraft dispatchers, corporate airline scheduling coordinators, and customer service representatives.

Additional fees will incur for flight training.

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

- earn the Federal Aviation Administration Private Pilot certificate.
- complete a blend of pilot and business courses allowing the student to specialize in either pilot or management during the last two years of a four-year degree.
- be eligible for entry-level aviation ground employment with fixed-base operators, municipal airport authorities, airlines, flight schools, the federal government, corporate flight departments, aviation-related sales, or general business concerns.

First Semester		Credits
ASA 111	Private Pilot – Flight Theory	3
ASA 112	Private Pilot Practical	2
ASA 117	Aviation Meteorology	3
ENG 105	Research and Composition	3
MAT 130*	Industrial Mathematics	3
		14

Second Semester		Credits
ENG 106	Introduction to Literature	3
or ENG 107	Writing in the Workplace	
or ENG 108	Creative Nonfiction	
ASA 126	Crew Resource Management	3
ASA 127	Aircraft Systems	3
CIS 105	Introduction to Computers and Applications	3
PHY 110*	Elements of Physics	4
		16

Third Semester		Credits
ASA 215	Aerodynamics	3
ASA 217	Aviation Laws and Regulations	3
ACC 160	Principles of Accounting I	3
BUS 211	Principles of Management	3
ENG 111	Speech	3
or CMN 120	Small Group Communication	
Elective	ACC, AOT, BUS, or CIS	3
		18

Fourth Semester		Credits
ACC 161	Principles of Accounting II	3
ASA 226	Aviation Safety	3
Electives	Social Science/Humanities	6
Elective	General Education	3
		15
Credit Total		63

Two failures of the same flight theory or flight practical course will result in the student being removed from further advancement within the degree program.

*MAT 130 must be completed before PHY 110.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Biology A.S. (BIOS)

The Biology program is intended for students who plan to transfer in the following areas of study: Allied Health, Biochemistry, Biology, Biomechanical Engineering, Chiropractic, Dentistry, Ecology, Environmental Biology, Genetics, Marine Biology, Medical Technology, Medicine, Molecular Biology, Optometry, Pharmacy, Veterinary Medicine, or related areas.

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

- understand concepts, laws, and principles of natural science and apply them to the solution of problems.
- demonstrate good experimental techniques, including making observations and measurements, constructing a hypothesis and designing an experiment to test it, and analyzing and interpreting experimental results.
- demonstrate effective communication skills, including the writing of laboratory reports based on experiments.
- demonstrate effective teamwork and work ethics through group laboratory projects.
- demonstrate competency in use of the international system of units.
- demonstrate effective library research skills.
- evaluate issues that impact biology, such as evaluating the developmental policies, legal or health policies.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
BIO 110	General Biology I	4
CHE 111	General Chemistry I	4
ENG 105	Research and Composition	3
Elective*	Mathematics	3-4
ENG 111	Speech	3
		17-18
Second Semester		
BIO 111	General Biology II	4
CHE 112	General Chemistry II	4
ENG 106	Introduction to Literature	3
Elective*	Mathematics	3-4
Elective	Social Science	3
		17-18
Third Semester		
CHE 205	Organic Chemistry I	4
Elective ⁺	Biology	4
Elective	Humanities	3
Elective [◆]	Mathematics/Science	3-4
		14-15
Fourth Semester		
CHE 206	Organic Chemistry II	4
Elective ⁺	Biology	4
Elective	Social Science	3
Elective	Humanities	3
		14
Credit Total		62

Students should consult their advisor and transfer four-year college or university for the most appropriate courses.

*MAT electives the student must choose from include MAT 160, 165, 170, 191, 196 or higher.

⁺BIO electives the student must choose from include BIO 137, 205, 218 or 220.

[◆]Math/Science electives the student must choose from include MAT courses 150 or higher. MAT 188 and MAT 203 may not be used to fulfill this requirement. Science courses (AST, BIO, CHE, PHY) must be numbered higher than 112, with the exception of AST 105.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Business Administration A.A. (BUAA)

The Business Administration Associate Degree program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

Designed to prepare graduates to continue their studies in accounting, economics, management, finance, insurance, marketing, supply chain management/logistics or business administration at a four-year college or university.

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

- demonstrate effective written communication.
- apply fundamental accounting principles and procedures.
- create and utilize management accounting information for decision-making purposes.
- recognize leadership and management skills, and standard management procedures.
- apply legal principles, particularly rules of contracts, to all business activities.
- demonstrate how supply and demand drive a market economic system.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ACC 160	Principles of Accounting I	3
BUS 109	Business as a Major	1
BUS 211	Principles of Management	3
CIS 105	Introduction to Computers and Applications	3
ENG 105	Research and Composition	3
Elective	Humanities	3
		<hr/> 16
Second Semester		
ACC 161	Principles of Accounting II	3
BUS 221	Principles of Marketing	3
ENG 106	Introduction to Literature	3
MAT 150	Introduction to Probability and Statistics	
or BUS 150	Business Statistics	3-3.5
Elective	Humanities/Social Science	3
		<hr/> 15-15.5
Third Semester		
ACC 203	Cost/Managerial Accounting	3
BUS 241	Business Law I	3
ECO 201	Principles of Macroeconomics	3
ENG 111	Speech	3
Elective	Laboratory Science	4
		<hr/> 16
Fourth Semester		
BUS 256	International Business	
or ECO/PSC237	International Relations	3
ECO 202	Principles of Microeconomics	3
MAT 188	Business Calculus	
or MAT 191	Calculus & Analytic Geometry I	3-4
Electives	Free Electives	4-6
		<hr/> 13-16
Credit Total		60

Students should take BUS 109 in the first semester.

Students should consult four-year colleges regarding transferability of courses in this program. Transfer information is available on the LCCC website. For more information, contact an academic advisor.

Credit will not be given towards graduation requirements for both MAT 150 and BUS 150.

Recommended electives are BUS 120, 209, 246 and 252.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Business Management A.A.S. (BMG)

The Business Management Associate Degree program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

This program is designed to provide the student with a knowledge of general business procedures and other areas which will contribute to preparation to enter business as an owner, customer service representative, sales representative, assistant manager or supervisor trainee.

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

- describe the business enterprise concept, including ethical considerations.
- produce conventional written business communications.
- recognize supervisory skills and standard management procedures.
- apply fundamental accounting principles and procedures.
- apply legal principles, particularly rules of contracts, to all business activities.
- demonstrate and integrate computer literacy.
- apply critical thinking, team building, and problem-solving skills.
- demonstrate how supply and demand drive a market economic system

First Semester		Credits
ACC 160	Principles of Accounting I	3
BUS 109	Business as a Major	1
BUS 120	Introduction to Business Organization	3
CIS 105	Introduction to Computers and Applications	3
ENG 105	Research and Composition	3
Elective ⁺	Mathematics	3-4
		16-17
Second Semester		
ACC 161	Principles of Accounting II	3
AOT 112*	Keyboarding I	1
BUS 221	Principles of Marketing	3
ENG 107**	Writing in the Workplace	3
IDS 105	Thinking, Problem Solving, and Team Building	3
		13
Third Semester		
BUS 209	Business Communications	3
BUS 211	Principles of Management	3
BUS 241	Business Law I	3
ECO 201	Principles of Macroeconomics	3
Elective [◆]	Free Elective	3
		15
Fourth Semester		
BUS 252	Human Resource Management	3
BUS 284	Business Internship	
or BUS 285	Global Business Practice Firm	4-6
ECO 202	Principles of Microeconomics	3
CIS 110	Business Information Systems	3.5
Elective	Science	3-4
		16.5-19.5
Credit Total		60.5

Students should take BUS 109 in the first semester.

*Placement testing is available for AOT 112.

**Or ENG 106 for those who wish to transfer.

⁺Recommended math electives:

MAT 118, 150, 155, and 160.

[◆]Recommended elective: Any AOT; any BUS; ACC 203, 205; CIS 111; CMN 110; ENG 111; HRM 201; PSY 142.

Credit will not be given toward graduation requirements for both MAT 150 and BUS 150.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Business Management Certificate (BMGC)

This program introduces students to various aspects of business management and will qualify them to obtain entry-level management positions as customer service representatives, sales representatives, management-trainees or to become business owners. Credits may be applied toward the A.A.S. degree in Business Management.

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

- describe the business enterprise concept, including ethical considerations.
- produce conventional written business communications.
- recognize supervisory skills and standard management procedures.
- apply fundamental accounting principles and procedures.
- apply legal principles, particularly rules of contracts, to all business activities.
- demonstrate and integrate computer literacy.

		Credits
Summer		
AOT 112*	Keyboarding I	1
CIS 105	Introduction to Computers and Applications	3
BUS 120	Introduction to Business Organization	3
		7
First Semester (fall)		
ACC 160	Principles of Accounting I	3
BUS 209	Business Communications	3
BUS 211	Principles of Management	3
Elective**	Free Elective	3
		12
Second Semester (spring)		
ACC 161	Principles of Accounting II	3
BUS 221	Principles of Marketing	3
BUS 241	Business Law I	3
BUS 252	Human Resource Management	3
		12
Credit Total		31

*Placement testing is available for AOT 112.

**Recommended electives: Any AOT; any BUS; CIS 110, 111; CMN 110; ENG 105, 111; MAT 118 or higher level math course; PSY 142.

Chemical Technology A.A.S. (CHT)

This program prepares students to work with chemicals and chemical instrumentation safely and effectively. Graduates are qualified to enter the chemical industry as chemical laboratory technicians. With experience, supervisory positions in the chemical industry may be assumed.

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

- demonstrate an understanding of chemical principles and concepts.
- show proficiency in the practice and theory of modern scientific instrumentation.
- demonstrate facility with direct acquisition of data to computers and computerized instrumentation.
- demonstrate literacy in data manipulation and analysis using computerized spreadsheets and graphing programs.
- show the ability to work in a typical chemistry lab while following appropriate safety procedures and laws.
- show the ability to work both independently and collaboratively on a wide variety of projects.
- demonstrate the ability to apply results of previous research to new experimental applications.
- demonstrate the ability to communicate results both orally and through written reports in an effective and efficient manner.
- apply statistics to analyze the credibility of scientific results.
- apply all steps of the scientific method to research, design, perform, and report on a solution to a scientific problem.

First Semester		Credits
CHE 111	General Chemistry I	4
CIS 105	Introduction to Computers and Applications	3
ENG 105	Research and Composition	3
MAT 160	College Algebra	3
Elective	Social Science/Humanities	3
		16
Second Semester		
CHE 112	General Chemistry II	4
ENG 107	Writing in the Workplace	3
or ENG 106	Introduction to Literature	
MAT 150	Introduction to Probability and Statistics	3
PHY 110	Elements of Physics	4
Elective	Social Science/Humanities	3
		17
Third Semester		
CHE 107	Chemical and Laboratory Safety	2
CHE 205	Organic Chemistry I	4
CHE 211	Instrumental and Quantitative Analysis I	4
Elective*	Course numbered 101 or higher	3
		13
Fourth Semester		
CHE 206	Organic Chemistry II	4
CHE 209	Polymer Chemistry	3
CHE 212	Instrumental and Quantitative Analysis II	4
Elective	Course numbered 101 or higher	3-5
		14-16
Credit Total		60

*Recommended elective is ENG 111.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
<i>(Required for ESL students only.)</i>		

Please note, taking gateway courses will increase your time for completion.

Chemistry A.S. (CHMS)

The Chemistry program is intended for students who plan to transfer in the following areas of study: Biochemistry, Chemistry, Chemical Engineering, Environmental Science, Geology, Medicine, Veterinary Medicine, or related areas.

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

- understand concepts, laws, and principles of natural science and apply them to the solution of problems.
- demonstrate critical thinking/problem-solving abilities.
- demonstrate good experimental techniques, including making observations and measurements, constructing a hypothesis and designing an experiment to test it, and analyzing and interpreting experimental results.
- demonstrate effective communication skills, including the writing of laboratory reports based on experiments.
- demonstrate effective teamwork and work ethics through group laboratory projects.
- demonstrate the ability to apply mathematical skills to the level of at least college Algebra.
- demonstrate an ability to work with computers, including word processing and spreadsheet applications.
- demonstrate competency in use of the international system of units.
- demonstrate effective library research skills.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CHE 111	General Chemistry I	4
ENG 105	Research and Composition	3
MAT 191	Calculus and Analytic Geometry I	4
Elective	Humanities	3
Elective	Social Science	3
		17
Second Semester		
CHE 112	General Chemistry II	4
ENG 106	Introduction to Literature	3
MAT 196	Calculus and Analytic Geometry II	4
PHY 210	General Physics I	4
		15
Third Semester		
BIO 110	General Biology I	4
CHE 205	Organic Chemistry I	4
PHY 215	General Physics II	4
MAT 201	Calculus and Analytic Geometry III	4
		16
Fourth Semester		
BIO 111	General Biology II	4
CHE 206	Organic Chemistry II	4
CIS 155	Introduction to Computer Science - Structured Programming - C++	3.5
Elective	Humanities	3
		14.5
Credit Total		62.5

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Cisco CCNA Diploma (CNAD)

This is a “Fast-Track” CCNA Diploma Program designed for those students interested in pursuing a career as Cisco Systems Networking Specialists. All course work is offered through the internationally recognized Cisco Systems Networking Academy. This program prepares students to take the Cisco CCENT and CCNA certification examinations.

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

- identify and qualify to apply for positions as entry-level network technicians.
- install, configure and maintain network switches, routers.
- install and maintain network infrastructure for LAN and WAN networks.
- take the Cisco CCNA certification test.

This program is for students who want to pursue Cisco certification and are not enrolled in the Computer Specialist - Network Technology degree.

First Semester		Credits
NET 240	Cisco CCNA 200-301 Part 1 (Implementing Cisco Technologies)	3.5
NET 241	Cisco CCNA 200-301 Part 2 (Administering Cisco Technologies)	3.5
		7
Second Semester		
NET 242	Cisco CCNA 200-301 Part 3 (Advanced Cisco Technologies)	3.5
NET 265	Capstone for IT Professionals	1
		4.5
Credit Total		11.5

Students must have access to a Windows 10 or greater computer.

Communication A.A. (CMMA)

This program is designed to prepare students in various Communication fields for careers in: organizational and public communication, such as advertising, public relations, event planning, public affairs, corporate communication, politics/government, international relations, and pre-law; speech communication and communication studies, such as counseling, communication education, human resources, theatre, on-air broadcaster performance; and in professional writing such as journalism and media writing. While some students may pursue a program of study for personal enrichment rather than transfer, the degree is designed for students preparing to enter a program leading to a baccalaureate degree at a four-year college or university.

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

- communicate effectively in a variety of situations.
- recognize the importance of effective communication in business, industry, and academia.
- explain contemporary communication theories.
- apply listening, verbal, nonverbal, and conflict resolution techniques.
- identify and consider ethical principles in decision making and communication.
- identify and use the various modes of persuasion.
- apply knowledge and skills toward increased intercultural competence.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

Advisement Comments

** Recommended Communication electives:

Preparation for fields in professional writing such as journalism, publishing, media writing, speech writer, critic.

- CMN 101, CMN 108, CMN 113, CMN 115, CMN 118, CMN 204, CMN 230, ENG/CMN 225, ENG 235

Preparation for fields in speech communication and communication studies such as counseling, communication education, human resources, theatre, on-air broadcaster performance, recruiter.

- ART 190, CMN 101, CMN 113, CMN 115, CMN 118, CMN 120, CMN 125, CMN 130, CMN 190, CMN 191, ENG 111, ENG/CMN 225, MUS 190

Preparation for fields in organizational and public communication such as advertising, public relations, event planning, public affairs, corporate communication, politics/government, international relations, pre-law.

- BUS 209, BUS 141, CMN 101, CMN 115, CMN 118, CMN 120, ENG 111, ENG/CMN 225

First Semester		Credits
CMN 105	Interpersonal Communication	3
CMN 112	Oral Communication & Presentation	3
ENG 105	Research and Composition	3
Elective**	Social Science	3
Elective□	Mathematics	3-4
		15-16

Second Semester		Credits
CMN 201	Intercultural Communication	3
ENG 106	Introduction to Literature	3
Elective***	Social Science	3
Elective	General Education	3
Elective	Free Elective	3
		15

Third Semester		Credits
Elective**	Communication	3
Elective	Laboratory Science	4
Elective◆	Humanities	3
DMP 250 or Elective	Communications Media Practicum or Communication	3
Elective	Free Elective	3
		16

Fourth Semester		Credits
CMN 121	Intro to Communication Theory	3
Elective●	Literature (ENG courses numbered 201 and above)	3
Elective**	Communication	3
Elective*	General Education	6
		15

Credit Total **61**

*Recommended General Education electives: MUS 101, 110

***Recommended Social Science electives: PSY 140; SOC 150, 151, 155.

●Recommended Literature elective: ENG 201 or higher. ENG 225, 235 do not satisfy this requirement.

◆Recommended Humanities electives: World Language: ARB, ASL, CHN, FRN, GRM or SPN 105 or higher. GRM does not satisfy this requirement.

□Recommended Mathematics Elective: MAT 150 Introduction to Probability and Statistics

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Computer Forensics and Digital Security A.S. (CFSS)

The Computer Forensics and Digital Security A.S. program provides a comprehensive foundation in the theory and application of both technical and non-technical security skills. The program covers a range of competencies required by the quickly evolving digital security industry. Some of these skills include applying protection, detection, and response technologies and procedures to identify threats, vulnerabilities, exploits, and controls in various digital environments. Emphasis is placed on identifying, analyzing, mitigating and communicating risks to digital systems using various tools, techniques, and technologies.

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

- describe different types of security breaches.
- construct secure networks and computer programs.
- classify security for different operating systems.
- demonstrate high-level mathematical skills.
- demonstrate effective communication skills.
- explore diversity in the workplace.
- prepare students to transfer to a traditional college or university and concentrate on any of the computer and network security programs offered.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CIS 105	Introduction to Computers	3
CIS 134	Object-Oriented Programming with Python	3
ENG 105	Research and Composition	3
NET 111	CompTIA A+ (Core 1 Hardware/ Desktops and Mobile Devices)	3.5
Elective	Lab Science	4
		16.5

Second Semester		Credits
NET 110	CompTIA NET+ (Network Essentials)	3.5
NET 121	CompTIA A+ (Core 2 Software/ user Support)	3.5
CFS 115	Introduction to Digital Security	3
ENG 106	Introduction to Literature	3
MAT 150	Probability and Statistics	3
		16

Third Semester		Credits
CFS 105	Computer Ethics	3
CFS 145	Principles of Information Security	3
CFS 155	CompTIA Security+ (Cybersecurity Essentials)	3.5
Elective [†]	Social Science	3
MAT 191	Calculus & Analytical Geometry I	4
		16.5

Fourth Semester		Credits
CFS 205	Intrusion Detection and Prevention	3
CIS 250	Operating Systems	3
PSY 140	Introduction to Psychology	3
MAT 203	Discrete Mathematics	3
Elective [♦]	Humanities	3
		15
Credit Total		64

[†]Required social science elective:

Choose any: ECO 201, ECO 202, PSC 141, PSY 145, PSY 240, PSY 242, SOC 150, SOC 151, SOC 258

[♦]Required humanities elective:

Choose any: ART 101, ENG 154, ENG 201, ENG 202, ENG 205, ENG 206, ENG 210, ENG 211, HIS 123, HIS 124, HIS 130, HIS 131, MUS 101, PHI 201, PHI 205, SPN 105, SPN 106, FRN 105, FRN 106, ARB 105, ARB 106

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Computer Game and Simulation Development – Digital Arts Track A.A. (CGSA)

The degree is designed for students interested in the computer video game and simulation industries or related fields. Program work introduces students to core principles of game design, along with a strong foundation in the digital arts concepts and techniques necessary to create artistic assets. This degree can be used for transfer to a four-year institution or to prepare graduates for entry-level work in a variety of positions including, but not limited to, animator, 2D sprite artist, 3D modeler, texture artist, character rigger, game-environment designer, and user experience designer. Students utilize industry-standard software and game engines, produce game assets and animations, and gain practical experiences working with programming students in team environments to produce game and simulation projects. Effective project management techniques are used as games are developed collaboratively. Skills learned in this degree may be leveraged into other artistic careers or fields of study.

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

- transfer to a four-year college or university for further study.
- design engaging mechanics and systems for game projects.
- develop user experiences in a computer video game, from concept to completion, using two- and three-dimensional game engines in a team-based work environment using appropriate project management techniques.
- create visual artistic assets for use in computer game and simulation projects, often developed collaboratively with the programming track students.
- produce effective and efficient 3D models and textures for use in game projects.
- understand and implement the Principles of Animation, in both two- and three-dimensional animation.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ART 107	Digital Design	3
ART 110	Drawing I	3
CIS 105	Introduction to Computers and Applications	3
CIS 112	Computational Thinking and Programming Logic	3
ENG 105	Research and Composition	3
		15
Second Semester		
ART 118	2D Game and Simulation Graphics	3.5
ART 132	Principles of 3D Modeling and Texturing	3
CIS 118	Game and Simulation Programming Fundamentals	3.5
CIS 133	User Experience Design	3
ENG 106	Introduction to Literature	3
		16
Summer Semester		
Elective	Humanities/Social Science	3
		3
Third Semester		
ART 181	Advanced Modeling 3D Modeling and Texturing	3.5
ART 247	Introduction to Animation	3
CIS 114	Introduction to Game Design	3
CIS 180	Introduction to Project Management	3
Elective	Mathematics	3-4
		15.5
Fourth Semester		
ART 251	Character Rigging and Animation	3
DMP 116	Sound Design for Animation	3
Elective	Physics	4
Elective	Humanities/Social Science	6
		16
Credit Total		65.5

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
<i>(Required for ESL students only.)</i>		

Please note, taking gateway courses will increase your time for completion.

Computer Game and Simulation Development – Programming Track A.S. (CGPS)

This degree is designed for students preparing to enter a program leading to a baccalaureate degree at a four-year college or university. Game design and development course work along with programming skills in scripting languages, C++, and Objective-C may lead the graduate into programs of study including Game Programming and Simulation Development, Computer Science, Information Systems, or other technology degrees. Students utilize industry-standard development environments, two-dimensional graphics software, scripting languages, as well as two- and three dimensional game engines to develop games and simulations in a team environment for both the personal computer and mobile platforms. Effective project management techniques are used as games are developed collaboratively.

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

- create visual artistic assets for use in computer games and simulation projects often developed collaboratively with the Digital Art Track students.
- design and program user experiences in computer video games from concept to completion using two- and three-dimensional game engines in a team-based work environment using appropriate project management strategies.
- design engaging mechanics and systems for game projects.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ART 107	Digital Design	3
CIS 105	Introduction to Computers and Applications	3
CIS 112	Computational Thinking and Programming Logic	3
CIS 119	College Survival Bootcamp	1
CIS 180	Introduction to Project Management	3
ENG 105	Research and Composition	3
		16
Second Semester		Credits
ART 118	2D Game and Simulation Graphics	3.5
CIS 118	Game and Simulation Programming Fundamentals	3.5
CIS 133	User Experience Design	3
ENG 106	Introduction to Literature	3
Elective*	Mathematics	3-4
		16
Third Semester		Credits
CIS 114	Introduction to Game Design	3
CIS 155	Introduction to Computer Science – Structured Programming C++	3.5
CIS 181	3D Game and Simulation Programming	3.5
Elective	Humanities/Social Science	3
		13
Fourth Semester		Credits
Elective	Physics	4
DMP 116	Sound Design for Animation	3
CIS 165	Data Structures – C++	3.5
Elective	Humanities/Social Science	6
		16.5
Credit Total		61.5

*Mathematics 121 does not satisfy this requirement. Student must select the Mathematics elective from MAT 105 or higher, except MAT 121.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Computer-Generated Animation and Digital Arts A.A.S. (CGA)

This program is designed for students interested in the animation and digital arts industries. Potential career paths in this field include, but are not limited to, animator, 3D modeler, visual effects artist, photographic and video compositor, and motion graphics artist. Students are given a foundation in traditional art, as well as focused education in the digital arts, utilizing industry-standard software, hardware and production techniques to gain practical experience producing digital artwork, whether static or in motion.

While some students may pursue the program of study in order to transfer to other institutions, the degree is designed to allow for portfolio development, leading to entry-level employment in the digital arts field. If students do wish to seek transfer to a four-year college or university, they should contact the potential transfer institution and an advisor to determine the best electives to be taken.

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

- demonstrate effective oral, written, and visual communication skills.
- demonstrate computer literacy.
- utilize knowledge in the principles of design and color theory.
- convey ideas and develop concepts through the use of drawing and digital visualization.
- implement the principles of animation in both two-dimensional- and three-dimensional animated projects.
- create effective and efficient 3D models, textures, and scenes.
- integrate animated and video footage with graphics, computer-generated visuals, and sound tracks.
- create work to be included in a demo reel or portfolio, in order to seek entry-level employment or continue education.

First Semester		Credits
ART 107	Digital Design	3
CIS 112	Computational Thinking and Programming Logic	3
ART 108	Two-Dimensional Design	3
ART 111	Color Theory	3
ENG 105	Research and Composition	3
		<hr/>
		15
Second Semester		
ART 132	Principles of 3D Modeling and Texturing	3
Elective	Physics	4
ART 110	Drawing I	3
SOC 155	Mass Culture	3
ENG 107	Writing in the Workplace	3
		<hr/>
		16
Third Semester		
ART 109	Motion Graphics	3
ART 247	Introduction to Animation	3
ART 181	Advanced 3D Modeling and Texturing	3
Elective	Social Science/Humanities	3
Elective*	Mathematics	3
		<hr/>
		15
Fourth Semester		
ART 251	Character Rigging and Animation	3
ART 252	Computer Generated Dynamic Simulations	3
DMP 116	Sound Design for Animation	3
Elective♦	Digital Arts Elective	3
Elective ⁺	General Education	3
		<hr/>
		15
Credit Total		61

*Except for MAT 105, no mathematics courses numbered below 150 will fulfill the mathematics requirement. Students need to check mathematics requirements at transfer institutions before enrolling in a mathematics course, in order to ensure that the most appropriate course is taken.

⁺Recommended General Education electives: ART 101, CMN 105, CMN 112.

♦Digital Arts Elective must be chosen from the following courses: ART 128, ART 135, ART 210, ART 248, ART/CIS 258, CMN 118, CMN 205.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Computer Information Systems A.S. (CSIS)

This program is intended for students who wish to transfer to a four-year college or university for a bachelor's degree in Computer Information Systems, Management Information Systems, or related degree. The CIS courses required in the program provide a solid educational foundation in current Information Technology areas. Students are encouraged to consult with an academic advisor, faculty advisor, or counselor when choosing elective courses.

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

- use technical vocabulary to communicate effectively about currently available hardware and software
- develop application software and utilize workgroup software to solve business problems
- analyze and design systems using Computer-Aided Software Engineering (CASE) tools
- demonstrate proficiency in writing programs in C++ and Java
- demonstrate problem solving techniques.
- apply fundamental scientific skills.
- work effectively in teams.
- demonstrate college-level mathematical competence

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CIS 105	Introduction to Computers and Applications	3
CIS 111	Electronic Commerce	3
CIS 119	College Survival Bootcamp	1
Elective*	Mathematics	3
BUS 120	Introduction to Business Organization	3
ENG 105	Research and Composition	3
		16
Second Semester		
CIS 110	Business Information Systems	3.5
CIS 145	Systems Analysis and Design	3
CIS 225	Computer Organization and Architecture	3
ENG 106	Introduction to Literature	3
Elective	Social Science/Humanities	3
		15.5
Third Semester		
CIS 155	Introduction to Computer Science—Structured Programming—C++	3.5
CIS 255	Database Environment	3.5
CIS 280	Object-Oriented Programming with Visual Basic.NET	3
Elective	Laboratory Science	4
		14
Fourth Semester		
CIS 250	Operating Systems	3
NET 110	CompTIA Network+ (Network Essentials)	3.5
Elective	Free Elective	3
Electives	Social Science/Humanities	6
		15.5
Credit Total		61

*Except for MAT 105, no mathematics courses numbered below 150 will fulfill the mathematics requirement.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Computer Science A.S. (CISS)

This program is intended for students who wish to transfer to a four-year college or university for a bachelor's degree in Computer Science or Computer Information Science. This program is compliant with the Pennsylvania statewide program-to-program articulation agreement which ensures that students who complete the requirements as stated below will have their coursework and credits transfer into a parallel baccalaureate program at participating institutions with full junior standing and without the need for course-by-course equivalency.

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

- transfer to a 4-year college or university for further study.
- apply information literacy skills and use technical vocabulary to communicate effectively.
- demonstrate problem-solving techniques, algorithmic design, and critical thinking.
- use current technologies to program in C++ using structured and object-oriented techniques.
- apply quantitative reasoning to demonstrate college-level mathematical competence.
- participate cooperatively within a team.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

First Semester		Credits
CIS 105	Introduction to Computers and Applications	3
CIS 119	College Survival Bootcamp	1
CIS 155	Introduction to Computer Science–Structured Programming–C++	3.5
ENG 105	Research and Composition	3
MAT 191	Calculus and Analytic Geometry I	4
		14.5
Second Semester		
CIS 225	Computer Organization and Architecture	3
CIS 250	Operating Systems	3
ENG 106	Introduction to Literature	3
MAT 196	Calculus and Analytic Geometry II	4
Elective♦	Laboratory Science	4
		17
Third Semester		
CIS 165	Data Structures–C++	3.5
CIS 255	Database Environment	3.5
Elective ⁺	Social Science	3
Elective♦	Laboratory Science	4
		14
Fourth Semester		
MAT 150	Introduction to Probability and Statistics	
or BUS 150*	Business Statistics	3–3.5
ENG 111	Speech	3
MAT 203	Discrete Mathematics	3
Elective□	Humanities	3
Elective ⁺	Social Science	3
		15–15.5
Credit Total		60.5

*Credit will not be given toward graduation requirements for both MAT 150 and BUS 150.

⁺Social Science Electives must be chosen from the following list: ECO 201, ECO 202, PSC 141, PSY 140, PSY 145, PSY 240, PSY 242, SOC 150, SOC 151, SOC 258.

♦Laboratory Science Electives must be taken in course sequence (I and II) from the following list: (BIO 110 and BIO 111), or (BIO 163 and BIO 164), or (CHE 111 and CHE 112), or (PHY 201 and PHY 202), or (PHY 210 and PHY 215).

□Humanities Electives must be selected from the following list: ART 101, ENG 154, 201, 202, 205, 206, 210, 211, FRN 105, 106, GRM 105, 106, HIS 123, HIS 124, HIS 130, HIS 131, MUS 101, PHI 201, 205, SPN 105, 106.

Computer Specialist – Network Technology and Security A.A.S. (CST)

This program prepares students who are new to the industry or upgrading an existing skill set for jobs in the networking, telecommunications and cyber security fields. Graduates are eligible to take appropriate certification exams and can expect to work as entry-level engineers, administrators, or help desk technicians. The program has a problem-based learning approach that focuses on the needed skills of design, implementation, and troubleshooting to a variety of implementations and platforms such as Microsoft Windows, Linux and Cisco. Our hands-on philosophy starts with ensuring basic understanding from the hardware level up. Students wishing to obtain certifications will gain a solid foundation in the material covered on the following exams:

- Comptia A+, Network+, Linux+ and Security+
- Microsoft Azure Administrator (AZ-104)
- Microsoft Managing Modern Desktops (MD-101)
- Cisco Certified Network Association (CCNA)
- CEH - Certified Ethical Hacker

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

- troubleshoot and fix personal computer hardware and software problems.
- deploy, configure and maintain physical and cloud network deployments.
- describe TCP/IP subnet masking and demonstrate its application.
- determine, design and implement network solutions for a given situation.
- configure enterprise-level network devices such as routers, switches and wireless network antenna.
- manage user accounts for access and to maintain a secure network environment.
- evaluate security vulnerabilities and implement appropriate solutions.
- create a strategy to enter the workplace.

Designated DHS/NSA Center of Academic Excellence in Cyber Defense



First Semester		Credits
CIS 105	Introduction to Computers and Applications	3
ENG 105	Research and Composition	3
MAT 120	Survey of Mathematics	3
NET 111	CompTIA A+ (Core 1 Hardware/ desktops and mobile devices)	3.5
Elective	Social Science/Humanities	3
		15.5
Second Semester		
NET 110	CompTIA Net+ (Network Essentials)	3.5
NET 121	CompTIA A+ (Core 2 Software/ user support)	3.5
NET 210	CompTIA Linux+ (Installation and administration)	3.5
NET 240	Cisco CCNA 200-301 Part 1 (Implementing Cisco Technologies)	3.5
		14
Summer Session		
ENG 107	Writing in the Workplace	3
NET 161	Scripting for Security	3
		6
Third Semester		
NET 151	Microsoft Modern Desktop (Exam MD-101)	3.5
NET 171	Microsoft Azure Administrator	3.5
NET 241	Cisco CCNA 200-301 Part 2 (Administering Cisco Technologies)	3.5
CFS 155	CompTIA Security+ (Cybersecurity Essentials)	3.5
		14
Fourth Semester		
CFS 206	Ethical Hacker	3.5
NET 242	Cisco CCNA 200-301 Part 3 (Advanced Cisco Technologies)	3.5
NET 265	Capstone for IT Professionals	1
Elective	Science	3-4
Elective	Social Science/Humanities	3
		14-15
Credit Total		63.5

Students must have access to a Windows 10 or greater computer. Students intending to transfer to a four-year college or university are advised to consult that institution's catalog to determine the appropriate mathematics and English sequence and transferability of courses.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Computer Specialist – Programming Concentration A.A.S. (CSP)

Graduates will be prepared to program applications using a variety of computer languages. These applications will be developed for the desktop, the Internet, and mobile devices. In addition, databases will be used to implement applications requiring persistent data. Project management best practices are used for all projects.

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

- apply critical thinking, team building, and problem-solving skills.
- use programming languages to develop computerized solutions for a range of problems.
- develop applications for the desktop, the Internet, and mobile environments.
- plan and execute Information Technology projects using appropriate project development approaches and project management techniques.

First Semester		Credits
CIS 105	Introduction to Computers and Applications	3
CMN 120	Small Group Communication	3
CIS 155	Introduction to Computer Science–Structured Programming–C++	3.5
ENG 105	Research and Composition	3
CIS 112	Computational Thinking and Programming Logic	3
		15.5
Second Semester		
CIS 141	Client-Side Scripting I	3.5
CIS 133	User Experience Design	3
ENG 107	Writing in the Workplace	3
CIS 250	Operating Systems	3
Elective*	Mathematics	3
		15.5
Third Semester		
CIS 172	Java I	3
CIS 255	The Database Environment	3.5
CIS 280	Object-Oriented Programming with Visual Basic.NET	3
CIS 180	Introduction to Project Management	3
Electives	Social Science/Humanities	3
		15.5
Fourth Semester		
CIS 207	Unix Server-Side Scripting	3
CIS 145	Systems Analysis and Design	3
CIS 222	Application Development for Mobile Devices	3
Elective	Social Science/Humanities	3
Elective*	Mathematics	3
		15
Credit Total		61.5

*Mathematics electives may include all courses from MAT 105 or higher with the exception of MAT 121.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Computer Specialist – Web Design and Development A.A.S. (CSW)

Prepares students for occupations such as a Web Designer and Developer in the information technology industry. Graduates will be prepared to participate in the development and support of enterprise-level electronic commerce websites using methodologies focused on the development of those sites without the use of pre-packaged software. Students will apply current versions of HTML, XHTML, CSS, JavaScript, Adobe Flash, and PHP with MySQL in the development of websites. Real-world projects are integrated throughout the program and effective project management techniques are used. Adobe Dreamweaver is presented as a tool to aid in the creation of websites.

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

- apply critical thinking, team building, and problem-solving skills.
- work effectively in teams to create websites using technologies presented in the curriculum.
- develop an electronic commerce business plan.
- apply effective design principles to create attractive, accessible, secure client-side and server-side websites.
- develop dynamic server-side websites that interact with Database Management Systems (DBMS) to process transactions effectively and securely.

First Semester		Credits
ART 107	Digital Design	3
CIS 105	Introduction to Computers and Applications	3
CIS 112	Computational Thinking and Programming Logic	3
CIS 180	Introduction to Project Management	3
ENG 105	Research and Composition	3
		15
Second Semester		
CIS 133	User Experience Design	3
CIS 141	Client-Side Scripting I	3.5
CIS 145	Systems Analysis and Design	3
CMN 120	Small Group Communication	3
Elective*	Mathematics	3-4
		15.5
Third Semester		
ART 128	Computer-Aided Logo and Advertising Design	3
CIS 111	Electronic Commerce	3
CIS 116	Dreamweaver	1
CIS 142	Client-Side Scripting II	2
CIS 255	The Database Environment	3.5
PSY 140	Introduction to Psychology	3
or SOC 150	Introduction to Sociology	3
		15.5
Fourth Semester		
ART 248	Web-Based Animation	3
CIS 207	Unix Server-Side Scripting	3
ENG 107	Writing in the Workplace	3
Elective*	Mathematics	3-4
Elective	Social Science/Humanities	3
		15
Credit Total		61

*Mathematics electives may include all courses from MAT 105 or higher with the exception of MAT 121.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Construction Management A.A.S. (COM)

Prepares graduates to be employed in the building construction field. Upon completion of this program, graduates can obtain such positions as contractor, subcontractor, building inspector, project coordinator, construction supervisor, construction manager, and estimator.

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

- locate specific details from a drawing set, including plan, elevation, section, and detail drawings.
- produce architectural drawings that display all necessary views, notes, and material lists.
- explain the difference between various common manufacturing materials and possess knowledge of the processes available to transform these materials into finished products.
- demonstrate the proper use of standard hand and power tools.
- identify the major components required for building construction as they pertain to foundations, framing, and interior/exterior finishing.
- demonstrate the proper setup and usage of typical surveying instruments used to prepare a site for future construction.
- utilize the necessary mathematics to formulate components, such as points, angles, areas, and elevations, to be used for survey drawings.
- demonstrate proper procedures for laying out and installing electrical systems and equipment for national electrical code specifications.
- organize and write technical reports based on data and specifications necessary for typical construction projects.
- demonstrate the procedures necessary for preparation and installation of concrete and masonry products used on construction projects.
- demonstrate the use of a computer-aided drafting workstation in creating architectural drawings.
- explain the importance of developing an accurate construction estimate before beginning construction projects.
- demonstrate the proper care and technique required for finishing a construction project.
- interpret OSHA regulations and apply them to all construction areas, equipment, and employees.
- demonstrate a background in the liberal arts and social science areas so that their education is not too narrowly technical and lacking in aesthetics and consideration of social issues.
- communicate with others in a professional manner by means of verbal, written, and electronic media.
- develop a style of workmanship and collaboration necessary for a team environment.
- understand local and national building codes and apply that knowledge to all construction projects.
- demonstrate the procedures for a typical construction project, taking it from initial concept to finished project.

First Semester		Credits
HAC 119	Construction Print Reading	3
MET 104	Manufacturing	3
MAT 160	College Algebra	3
ENG 105	Research and Composition	3
Elective	Social Science/Humanities	3
		15

Second Semester		Credits
CON 102	Frame Construction Techniques	4
CON 104	Concrete/Masonry Principles	3
ENG 106 or ENG 107	Introduction to Literature Writing in the Workplace	3
MET 111	Computer-Aided Drafting	4
Elective	Social Science/Humanities	3
		17

Third Semester		Credits
CON 201	Surveying	3
HAC 160	Residential Wiring	3
PHY 201	Introduction to Physics I	4
CON 105	Architectural Computer Applications	2
CON 204	Construction Codes and Specifications	3
		15

Fourth Semester		Credits
CON 103	Interior/Exterior Finishing	4
CON 202	Construction Estimating	3
CON 210	Construction Practicum	4
CON 220	Construction Management	3
ENG 111	Speech	3
		17
Credit Total		64

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
<i>(Required for ESL students only.)</i>		

Please note, taking gateway courses will increase your time for completion.

- demonstrate organizational skills as they relate to people, materials, and equipment necessary for construction projects.
- prepare bid sheets and contract documents for typical construction projects.
- demonstrate professional mannerism and ethics to employees, vendors, and customers.

Construction Technology A.A.S. (COT)

Prepares graduates to be employed in the building construction field. Graduates can obtain such positions as contractor, subcontractor, building inspector, project coordinator, and estimator.

Students are exposed to various aspects of residential and light commercial buildings. Courses within this program are structured so that students receive both the theory and technical aspects as well as a hands-on approach to solving construction projects. Topics included in this program are layout and design, construction techniques, cost estimation, safety, and construction materials.

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

- locate specific details from a drawing set, including plan, elevation, section, site, and detail drawings.
- produce architectural drawings that display all necessary views, notes, material lists, and schedules.
- explain the difference between various common manufacturing materials and demonstrate a knowledge of the process available to transform these materials into finished products.
- demonstrate the proper use of standard hand and power tools.
- identify the major components required for building construction as they pertain to foundations, framing, electrical, and interior/exterior finishing.
- demonstrate the proper setup and usage of typical surveying instruments used to prepare a site for future construction.
- utilize the necessary mathematics to formulate components, such as points, angles, areas, and elevations, to be used for survey drawings.
- demonstrate proper procedures for laying out and installing electrical systems and equipment for national electrical code specifications.
- organize and write technical reports based on data and specifications necessary for typical construction projects.
- demonstrate the procedures necessary for preparation and installation of concrete and masonry products used on construction projects.
- demonstrate the use of a computer-aided drafting workstation in creating architectural drawings.
- explain the importance of developing an accurate construction estimate before beginning construction projects.
- demonstrate the proper care and technique required for finishing a construction project.
- interpret Occupational Safety and Health Administration (OSHA) regulations and apply them to all construction areas, equipment, and employees.
- demonstrate a background in the liberal arts and social science areas so that their education is not too narrowly technical and lacking in aesthetics and consideration of social issues.
- communicate with others in a professional manner by means of verbal, written, and electronic media.
- develop a style of workmanship and collaboration that is necessary for a team environment.

First Semester		Credits
HAC 119	Construction Print Reading	3
MET 104	Manufacturing	3
MAT 130	Industrial Mathematics	3
ENG 105	Research and Composition	3
Elective	Social Science/Humanities	3
		15
Second Semester		
CON 104	Concrete/Masonry Principles	3
CON 102	Frame Construction Techniques	4
ENG 107	Writing in the Workplace	3
MET 111	Computer-Aided Drafting	4
Elective	Social Science/Humanities	3
		17
Third Semester		
CON 201	Surveying	3
HAC 160	Residential Wiring	3
PHY 110	Elements of Physics	4
CON 105	Architectural Computer Applications	2
CON 204	Construction Codes and Specifications	3
		15
Fourth Semester		
CON 103	Interior/Exterior Finishing	4
CON 202	Construction Estimating	3
ENG 111	Speech	3
CON 210	Construction Practicum	4
		14
Credit Total		61

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Construction Technology Certificate (CONC)

Prepares graduates to be employed in the building construction field. Graduates can obtain such positions as contractor, subcontractor, building inspector, project coordinator, or estimator. The courses in this program are specialized and may be applied toward the Construction Technology Associate in Applied Science degree.

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

- locate specific details from a drawing set, including plan, elevation, section, site, and detail drawings.
- produce architectural drawings that display all necessary views, notes, material lists, and schedules.
- explain the difference between various common manufacturing materials and possess knowledge of the processes available to transform these materials into finished products.
- demonstrate the proper use of standard hand and power tools.
- identify the major components required for building construction as they pertain to foundations, framing, electrical, and interior/exterior finishing.
- demonstrate proper procedures for laying out and installing electrical systems and equipment for national electrical code specifications.
- organize and write technical reports based on data and specifications necessary for typical construction projects.
- demonstrate the procedures necessary for preparation and installation of concrete and masonry products used on construction projects.
- demonstrate the use of a computer-aided drafting workstation in creating architectural drawings.
- demonstrate the proper care and technique required for finishing a construction project.
- interpret OSHA regulations and apply them to all construction areas, equipment, and employees.
- develop a style of workmanship and collaboration necessary for a team environment.

First Semester		Credits
HAC 119	Construction Blueprint Reading	3
MET 104	Manufacturing	3
MAT 130	Industrial Mathematics	3
CON 102	Frame Construction Techniques	4
Elective*	Program Elective	3-4
		16-17
Second Semester		
MET 111	Computer-Aided Drafting	4
CON 201	Surveying	3
HAC 160	Residential Wiring	3
CON 105	Architectural Computer Applications	2
CON 204	Construction Codes and Specifications	3
		15
Credit Total		31

*Program elective may be any additional CON course not listed above.

Corrections Certificate (CRRC)

The primary purpose of this program is to accommodate in-service officers interested in a specialized field. All courses in this program can be applied to an Associate in Applied Science degree in Criminal Justice Administration. Pre-service students are also eligible to enroll. Specific career opportunities include corrections officer, human services aide, residential juvenile counseling, street outreach counseling, and juvenile corrections aide.

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

- demonstrate a thorough understanding of the functions of the criminal justice system.
- demonstrate an understanding of the functions of corrections and how corrections relate to the entire criminal justice system.
- develop historical perspective of the principles, theories, and challenges inherent in corrections.

Courses		Credits
CJA 101	Introduction to the Criminal Justice System	3
CJA 116	Corrections Administration	3
CJA 119	Juvenile Justice	3
CJA 201	Criminal Evidence and Court Procedure	3
CJA 225	Probation and Parole	3
CJA 240	Criminal Law	3
PSY 140	Introduction to Psychology	3
SOC 151 or SOC 250	Modern Social Problems Criminology	3
Electives*	Free Electives	6
		30
Credit Total		30

*Recommended electives: ENG 105, 107, and ENG 111.

Criminal Justice Administration A.A. (CJAA)

The purpose of this transfer program is to provide knowledge about the management, organization, and operation of the criminal justice system with emphasis on law enforcement and correctional agencies. In conjunction with a study of the entire criminal justice system, the student may elect law enforcement or corrections courses, depending upon his/her career objectives.

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

- describe and explain the functions of law enforcement, the courts, and corrections.
- analyze how law enforcement, courts, and corrections function as components of a criminal justice system.
- describe and explain the historical perspective of the principles, theories, and challenges inherent in the criminal justice system.
- describe, explain, and analyze the legal and ethical issues in criminal justice and juvenile justice.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CJA 101	Introduction to Criminal Justice System	3
CJA 116	Corrections Administration	3
ENG 105	Research and Composition	3
SOC 150	Introduction to Sociology	3
ENG 111	Speech	3
		15
Second Semester		
CJA 119	Juvenile Justice	3
ENG 106	Introduction to Literature	3
PSY 140	Introduction to Psychology	3
Elective*	Mathematics	3-4
Elective+	Laboratory Science	4
		16-17
Third Semester		
CJA 201	Criminal Evidence and Court Procedure	3
CJA 215	Law Enforcement and Society	3
PSC 130	Introduction to Political Science	3
Elective♦	Humanities	3
Elective+	Laboratory Science	4
		16
Fourth Semester		
CJA 234	Ethics in Criminal Justice	3
SOC 250	Criminology	3
Elective*	Mathematics	3-4
Elective♦	Humanities	3
Elective♦	Humanities	3
		15-16
Credit Total		62

*Mathematics Electives must be selected from this list:
 MAT 105, 120, 125, 126, 150, 155, 160, 165, 170, 191, 196.

+Lab Science Electives must be selected from this list:
 BIO 101, 105, 110, 111, 163, 164, CHE 105, 106, 108, 111, 112, PHY 101, 103, 201, 202, 210, 215.

♦Humanities Electives must be selected from this list:
 ART 101, ENG 154, 201, 202, 205, 206, 210, 211, FRN 105, 106, GRM 105, 106, MUS 101, PHI 201, 205, SPN 105, 106.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
<i>(Required for ESL students only.)</i>		

Please note, taking gateway courses will increase your time for completion.

Criminal Justice Administration A.A.S. (CJA)

The purpose of this program is to provide knowledge about the management, organization, and operation of the criminal justice system, with emphasis on law enforcement and correctional agencies. In conjunction with a study of the entire criminal justice system, the student may elect enforcement or correction courses, depending upon his or her objective.

Graduates of the program may qualify for employment in local, state, and some federal law enforcement and corrections agencies, or continue their education at a four-year college or university.

Jobs for which graduates are expected to be qualified include local and county police officer, state trooper, police detective, federal and state security officer, liquor control agent, drug enforcement officer, private detective, commercial and retail security officer, and corrections officer.

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

- describe and explain the functions of law enforcement, the courts, and corrections.
- analyze how law enforcement, courts, and corrections function as components of a criminal justice system.
- describe and explain the historical perspective of the principles, theories, and challenges inherent in the criminal justice system.
- describe, explain, and analyze the legal and ethical issues in criminal justice.

First Semester		Credits
CJA 101	Introduction to the Criminal Justice System	3
CJA 105 or CJA 116	Criminal Investigations Corrections Administration	3
ENG 105	Research and Composition	3
SOC 150	Introduction to Sociology	3
ENG 111	Speech	3
		15

Second Semester		Credits
CJA 119	Juvenile Justice	3
ENG 106 or ENG 107	Introduction to Literature Writing in the Workplace	3
PSY 140	Introduction to Psychology	3
Elective*	Criminal Justice Administration	3
Elective	Mathematics/Science	3-4
		15-16

Third Semester		Credits
CJA 215 or CJA 225	Law Enforcement and Society Probation and Parole	3
CJA 240	Criminal Law	3
PSC 141 or PSC 235	American Federal Government Constitutional Law	3
SOC 151	Modern Social Problems	3
Elective	Mathematics/Science	3-4
		15-16

Fourth Semester		Credits
CJA 201	Criminal Evidence and Court Procedure	3
PSC 142	State and Local Government	3
SOC 250	Criminology	3
Electives*	Criminal Justice Administration	6
		15

Credit Total 60

*Recommended electives: CJA 104, 106, 214, 232, 234; Note: CJA 105, 116, 215 or 225 may be used as CJA electives if not selected for the main CJA course criteria.

CED 272 may be taken for degree credit in this program.

Students wishing to qualify for employment in law enforcement should take CJA 105 and 215. Students wishing to qualify for employment in corrections agencies should take CJA 116 and 225.

Students wishing to transfer to a four-year college or university should take ENG 106.

Students should consult four-year college or university catalogs for the transferability of suggested CJA electives.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Cross Institutional Studies Certificate (XISC)

This is a vocation-focused program that prepares students with entry-level knowledge to be successful in employment of their chosen career path. Students study a balanced core of courses in their chosen Career Focus Area in addition to courses that enhance their employability skills with the goal of moving them toward their career goals and/or further learning. Graduates will be better prepared to enter into competitive employment in entry-level positions or move on to complete additional education. Entry into this program requires prior approval from an advisor.

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

- demonstrate skills related to their chosen career pathway.
- effectively use written and oral communication skills.
- apply information literacy skills.
- employ skills necessary to work with a team.
- utilize technology to effectively complete tasks.
- exhibit critical thinking skills, responsible decision-making and personal accountability.
- demonstrate effective time management, problem-solving, financial literacy and other soft skills necessary for employment success.

Program Notes

Students utilizing SEED Career Track support would be following the Cross Institutional Studies Certificate program of study, whether they will be completing the credit certificate or the noncredit SEED Certificate of Completion. Students are urged to consult regularly with their advisor and/or coach to ensure courses selected meet LCCC requirements and/or those of the four-year institution to which transfer is intended. In order to receive a Career Focus Area designation on your certificate and successfully complete the program, you must participate in a minimum of 12 credits in one Career Focus Area. Elective courses should be used to enhance career goals. Students that have not yet met the required number of Career Focus Area credits must take a Career Focus Area course.

Admission Requirements

Student is receiving SEED services or is otherwise referred by an advisor. An advisor may refer if:

- A student has attempted and been unsuccessful at completing a single general education requirement three times
- A student has been successful at completing courses in their chosen Career Focus Area
- A student does not have career goals that include jobs requiring an associate degree

First Semester		Credits
Elective	Career Focus Area	3
Elective	Free Elective	3
SDS 104	Major Decisions	1
		<hr/>
		7
Second Semester		
Elective	Career Focus Area	3
Elective	Free Elective	3
SDS 150	Workplace Readiness	2
		<hr/>
		8
Third Semester		
Elective	Career Focus Area	3
Elective	Free Elective	3
SDS 151	Work Culture Responsibilities	2
		<hr/>
		8
Fourth Semester		
Elective	Career Focus Area	3
Elective	Free Elective	3
SDS 152	Career Development	3
		<hr/>
		9
Credit Total		32

Required Electives

Students must earn a minimum of 12 credits within the same Career Focus Area of choice.

Courses taken must be level 101 or higher. Below is a list of courses that qualify within each Career Focus Area.

Artistic Design and Production – All 100 level ART, all 100 level MUS, CMN 101, CMN 113, CMN 125, CMN 205, DMP 115, DMP 116

Administrative, Support Services, and Hospitality – all 100 level AOT, AOT 206, BUS 120, BUS 130, BUS 141, BUS 152, CMN 105, CMN 120, CIS 105, CIS 180, HRM 105, HRM 120, HRM 130, HRM 131, HRM 170, PLG 115, PLG 120

Technology Design and Support – CMN 105, CMN 120, CFS 105, CFS 115, CIS 105, CIS 111, CIS 112, CIS 114, CIS 118/ART 118, CIS 133, CIS 145, CIS 155, CIS 172, CIS 180, CIS 181, NET 110, NET 111, NET 121, ELE 130

Educational Support – All 100 level ECE, CMN 105, CMN 120, EDU 101, EDU 105, EDU 120, EDU 155

Public Health and Safety – All PED, all 100 level CJA, BIO 120, ALH 101, CMN 105, CMN 120, EXS 101, EXS 107, HPE 101, HPE 106, HIT 110, HIT 120, HIT 130, HIT 140, HUS 110

General Trade Studies – CON 102, CON 103, CON 104, CON 105, ELE 155, HAC 104, HAC 119, HAC 125, HAC 131, HAC 132, HAC 135, HAC 140, HAC 150, BGT 110, MET 101, MET 104, MET 105, MET 106, MET 115

General Science Studies – BIO 101, BIO 105, BIO 106, BIO 110, BIO 115, BIO 116, BIO 118, GEO 115

Recommended Electives

Free Electives should be in an area outside of the student's Career Focus Area.

Dental Hygiene A.A.S.

In cooperation with Montgomery County Community College

The Dental Hygiene Associate Degree program, through an agreement with Montgomery County Community College, is accredited by the Commission on Dental Accreditation.

In cooperation with Montgomery County Community College, the Dental Hygiene associate degree program prepares you to work as a dental hygienist in a variety of settings and to provide preventative and therapeutic oral care to the public. You'll receive extensive, hands-on training at Central Campus's new, state-of-the-art Health Sciences Center in its dental hygiene clinic. You'll also gain clinical experience at community-based sites.

Upon successful completion of the Dental Hygiene program, you'll receive an Associate of Applied Science degree. If you decide to continue your education, you can transfer your credits to a four-year institution. To make your transfer as smooth as possible, we have established transfer partnerships with several Pennsylvania colleges and universities. We also possess accreditation from The Commission on Dental Accreditation.

The student from Lehigh Carbon Community College who has successfully completed specific general education requirements at LCCC and specific program requirements at MCCC may be granted admission to the Dental Hygiene Program per stated selective admission requirements at Montgomery County Community College. The student must see advisor or transfer counselor.

Montgomery County Community College (MCCC) will accept and grant credit for Lehigh Carbon Community College's courses that are listed as equivalent if the student has completed the course with a grade of "C" or higher.

Program Competencies:

- Demonstrate basic knowledge of legal responsibilities and ethical considerations and apply those to dental hygiene care.
- Demonstrate the knowledge and skills needed to provide dental hygiene care which meet professional standards and licensing examination eligibility.
- Promote optimal oral health and disease prevention as related to general health and wellness for all patients.
- Contribute as an integral member of the healthcare team and assess, plan, implement and evaluate oral health programs for diverse population groups while promoting access to care.
- Value life-long learning and commitment to professional development.

Lehigh Carbon Community College equivalent courses to transfer:

ENG 105	Research and Composition	3
ENG 111	Speech	3
ENG 201		
	or higher	World Literature I or other 200-level ENG
SOC 150	Introduction to Sociology	3
PSY 140	Introduction to Psychology	3
BIO 163	Anatomy & Physiology I	4
BIO 124	Nutrition	3
BIO 164	Anatomy & Physiology II	4
BIO 220	Introduction to Microbiology	4
Credit Total		30

The following classes are to be taken at Montgomery County Community College upon acceptance into the clinical portion of the Dental Hygiene program:

DHG 100	Theory and Practice of Dental Hygiene I	4
DHG 111	Dental Anatomy	2
DHG 155	Dental Radiology	2
DHG 158	Theory and Practice of Dental Hygiene II	5
DHG 159	Histology and Pathology of Oral Tissues	3
DHG 161	Periodontics I	2
DHG 224	Materials in Dentistry	2
DHG 261	Periodontics II	2
DHG 226	Dental Pain Control	2
DHG 228	Theory and Practice of Dental Hygiene III	8
DHG 253	Community Dentistry	2
DHG 258	Theory and Practice of Dental Hygiene IV	6
Credit Total		40

Drafting and Design A.A.S. (DRF)

This program is designed to prepare students for employment as an industry technician or draftsman who is able to make detail and design drawings. The program provides students with knowledge and experience in the areas of computer-aided drafting (CAD), robotics, and computer-aided manufacturing (CAM), so that they are prepared for the high-technology methods employed by industry.

Graduates assist engineers and designers in the investigation, experimentation, and development of products, tools, mechanisms, and machines. Graduates also prepare appropriate detail and design drawings for use in production.

Jobs for which graduates are expected to be qualified include detail draftsman, design draftsman, product design, machine design, and tool design.

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

- use common standards and symbols to make detail and assembly drawings according to accepted industrial practice.
- construct drawings using various special areas of drafting, such as electronic schematics, piping, welding, structural, sheet metal layout, and castings.
- explain the differences between various common manufacturing materials and have a knowledge of the processes available to transform these materials into finished products.
- work from handbooks, catalogs, and other informational sources to obtain the data necessary for selecting machine components.
- design basic tools, jigs, fixtures, and punch dies.
- use creative thinking and good judgment when considering all the factors involved in the evolution of a mechanical design.
- demonstrate and apply the basic principles of fluid power.
- operate a typical computer drafting system.
- organize and write a technical report indicating the data that was determined for the selection of a machine component.
- determine by calculation the various operational values related to machine components, such as force, speed, and power.
- determine by the design of a product or machine the effect it will have on the human element.

First Semester		Credits
ENG 105	Research and Composition	3
MET 101	Mechanical Print Reading	3
MET 104	Manufacturing	3
MAT 105	Intermediate Algebra	3
Elective	Social Science/Humanities	3
		15

Second Semester		Credits
BGT 103	Fluid Power	3
ENG 106	Introduction to Literature	3
or ENG 107	Writing in the Workplace	3
MET 111	Computer-Aided Drafting	4
MAT 130	Industrial Mathematics	3
Elective	Social Science/Humanities	3
		16

Third Semester		Credits
MET 106	Mechanical Drafting	4
MTD 201	Basic Mechanisms	4
PHY 201	Introduction to Physics I	4
BGT 240	Industrial Automation	3
Elective	Free Elective	3
		18

Fourth Semester		Credits
MET 115	Computer-Aided Manufacturing	3
MTD 206	Machine Design	4
MTD 208	Tool Design	4
Elective	Free Elective	3
		14

Credit Total **63**

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Early Childhood Education A.A.S. (ECE)

The Early Childhood Education A.A.S. (ECE) at Lehigh Carbon Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children, www.naeyc.org. The accreditation term runs from May 2018 through March 2023.

This program prepares the graduate to work with children aged birth through nine. Students who complete the A.A.S. in Early Childhood Education are qualified as a group supervisor or head teacher in an early care and education program, including Head Start classrooms and childcare centers with children in infant/toddler, preschool or school-age care. With additional experience, graduates can be qualified to be Center Directors. Students who transfer to four-year colleges work towards Pre-K to fourth grade teacher certification for employment in early childhood or elementary school settings.

Students seeking to transfer and interested in seeking teaching certification must consult with an advisor or counselor to select electives in careful accordance with the general education and/or pre-professional requirements of the four-year college or university to which students intend to transfer. Student seeking transfer are highly recommended to:

- Identify transfer institution early and carefully follow advisor, college catalog, college web page along with transfer agreement.
- Maintain a GPA of 3.0 or higher.
- Successfully complete six credits in math and immediately take PAPA exam.
- Maintain a credential portfolio.

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

- apply theories of child development in classroom application.
- demonstrate knowledge of diverse family and community contexts through the use of applicable community resources.
- evaluate classroom environments and interactions through the use of developmentally appropriate observation and screening tools.
- apply a broad repertoire of developmentally appropriate and culturally and linguistically relevant, anti-bias, and evidence-based teaching approaches that reflect the principles of universal design for learning.
- analyze the content of academic disciplines (eg. Language and literacy, the arts, mathematics, social studies, science, technology and engineering, physical education) and of pedagogical methods for each teaching discipline.
- develop and present a professional self through the application of codes of ethics, rich communication skills, and reflective an intentional practice.

First Semester		Credits
EDU 114	Careers in Education	1
ECE 110*	Fundamentals of Early Childhood Education	3
ECE 120* or ECE 125*	Children's Growth and Development Education and Care of Infants and Toddlers	3
ENG 105	Research and Composition	3
MAT 125	Fundamentals of Mathematics I	3
Elective	Political Science, Psychology or Sociology	3
		16
Second Semester		
ECE 130*	Integrating the Arts and Play in Early Childhood	3
ECE 140*	Observation and Recording Techniques	3
EDU 105*	Introduction to Special Education	3
ENG 106	Introduction to Literature	3
MAT 126	Fundamentals of Mathematics II	3
		15
Third Semester		
ECE 210*	Integrating Curriculum in Early Childhood	3
ECE 215*	Language and Literacy	3
Elective	History or Geography	3
Elective	Lab Science	4
Elective	General Elective	3
		16
Fourth Semester		
ECE 218	Communities and Family	3
ECE 221+	Advanced Fieldwork in Early Childhood Education	3
ECE 225	The Early Childhood Professional	3
Elective	Humanities	3
Elective	General Education	3
		15
Credit Total		62

Teacher Education Advisement guidelines for students seeking a teaching career and/or program of study for transfer into a four-year college program.

Students can select and tailor their program based on career goals.

Students intending to transfer need to choose courses based on the college transfer agreement.

Recommended Electives:

Science Electives: BIO 101, 105, CHE 105, PHY 101.

*Fieldwork Experience – this course requires observation and/or fieldwork in a childhood education classroom. Students must obtain and maintain the appropriate clearances (through CastleBranch Account) to work within a childcare facility.

+Advanced Fieldwork (156 practicum hours) in a classroom setting with young children.

Up to 15 ECE credits can be transferred from a regionally accredited college. It is highly preferred that ECE credits transfer from a NAEYC Accredited ECE program of study.

Early Childhood Education Director Specialized Credit Diploma (ECDD)

This program is intended for students who already hold a credential in Teacher Education and are currently employed and/or plan to move into a director or assistant director position. The primary purpose of this program is to enhance knowledge and skills for early childhood directors/administrators. This specialized credit diploma program qualifies as the PA Pathways Director Core Certificate program.

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

- formulate a program management plan.
- demonstrate active participation in professional development and leadership endeavors.
- advocate for best practices through collaborative relationships with families and staff in an early childhood center.

Courses		Credits
ECE 225 or EDU 210*	The Early Childhood Professional Behavior Management and Guidance Practices	3
ECE 230	The Director With Vision	3
ECE 235	Program Organization and Management	3
Credit Total		9

*Fieldwork Experience – this course requires observation and/or fieldwork in a childhood education classroom. Students must obtain and maintain the appropriate clearances (through CastleBranch Account) to work within a childcare facility.

Program Notes

For students entering this program, they will earn the 9 post-graduate credits required for eligibility for the PA Directors Credential, however they will also need to meet a number of other eligibility requirements on their own through previously demonstrated credit-bearing work in ECE, supervisory work at their place of employment, and professional contributions.

It is important to note that students enrolling in this program may have an Associate’s Degree or higher in Early Childhood Education or Education but also may have a degree in a related human service field. Therefore, they should be aware that to be eligible to apply for their credential after the completion of this program, they must have 18 total credits in ECE on their transcripts. If they are unable to meet that 18 credit minimum, they will need to complete additional elective coursework to satisfy the credentialing requirements.

Full details on candidate eligibility can be found at <https://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/>

Education A.A. (EDUA)

This program provides a foundation for study towards a four-year degree in education and is intended for preparation to teach grades four and above. The wide range of electives permits students to select courses that will fulfill requirements of four-year colleges. Students who transfer will work towards teacher certification for employment in middle or secondary school settings.

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

- describe the organization and philosophy of middle school and secondary education settings.
- identify the patterns of human typical and atypical adolescent development and biological influences across the life span.
- analyze family culture, communication and different family structures and how to support collaborative relationships.
- describe how to develop teaching and learning environments which integrate technology that are responsive to the needs of middle and secondary level students.
- demonstrate professional dispositions through the construction of their credential portfolio.

Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

Students seeking to transfer and students seeking teacher certification must consult with an advisor or counselor to select electives very carefully in accordance with the general education and/or pre-professional requirements of the four-year college or university to which students intend to transfer are highly recommended to:

1. Identify transfer institution early and carefully follow advisor college catalog, college web page along with transfer agreement.
2. Maintain a GPA of 3.0 or higher.
3. Successfully take the PAPA exam in order to transfer.
4. Maintain a credential portfolio which includes clearances such as child abuse, state police, FBI and health clearances.
5. Document all observations and experiences.
6. Take Field Experience I early or lab classes that will allow for authentic observation experience.
7. Engage in Professional Community Engagement and Advocacy—TESA—Teacher Education Student Association (Kappa Delta Pi—Teacher Education Honor Society).
8. Successfully complete six credits in math and immediately take the PAPA exam.
9. Two Special Education courses are recommended (SED).
10. At least one ESL course is highly recommended. You may take as electives the three other ESL courses to gain ESL certification in the future.

Note: Elective courses numbered 101 or higher—any credit course numbered 101. However, transfer students must refer to advisement #1 to ensure transfer of course and credits.

First Semester		Credits
EDU 114	Careers in Education	1
EDU 101	Foundations of Education	
or Elective*	Education	3
ENG 105	Research and Composition	3
Elective♦	Social Science	3
Elective+	Mathematics	3
Elective●	Humanities	3
		<hr/>
		16

Second Semester		Credits
EDU 105**	Introduction to Special Education	3
EDU 115**	Education Field Experience	1
ENG 106	Introduction to Literature	3
Elective+	Mathematics	3
Elective□	Lab Science	4
		<hr/>
		14

Third Semester		Credits
Elective*	Education	3
Electives*	Free Electives	12
		<hr/>
		15

Fourth Semester		Credits
Elective♦	Social Science	3
Electives*	Free Electives	12
		<hr/>
		15

Credit Total **60**

Teacher Education Advisement guidelines for students seeking a teaching career and/or program of study for transfer into a four-year college program:

Recommended electives:

*Education Electives and/or Free Electives: EDU 101, 120, 125, 202, 240, 291; SED 200, 205. However, students must take the responsibility to tailor their course selection based on their intended transfer colleges requirements.

+Mathematics Electives: MAT 125 126

♦Social Science Electives: PSY 140,145, SOC 150, 251, GEO 110, 115

□Science Electives: BIO 101, 105, 110, 111, 115, 116, 163, 164

●Humanities Electives: ART, MUS, ASL, ENG, any other world language

**Fieldwork Experience – this course requires observation and/or fieldwork in a childhood education classroom. Students must obtain and maintain the appropriate clearances (through CastleBranch Account) to work within a childcare facility.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Electrical and Computer Engineering Technology A.A.S.

This program is designed to prepare students for technical positions in the electrical and electronics, computer control systems, industrial automation, and manufacturing industries. Students will develop the skills to analyze, design and implement electrical and computer systems. Graduates are expected to be qualified for jobs such as electrical and computer engineering technician, electronics technician, software engineering technician, systems and hardware development technician, assistant system designer and installer, industrial maintenance technician, quality control technician, technical writer, and sales representative.

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

- use current technologies to program in Python using structured and object-oriented techniques.
- connect digital circuits common to computers, such as logic gates, flip flops, counters, and arithmetic circuits, into functioning circuits.
- write assembly language programs to control the operation of the microprocessor.
- construct and experimentally verify the operation of standard electronic circuits, such as power supplies, amplifiers, and oscillators.
- set up a programmable logic controller to control manufacturing operations.
- write technical reports and develop charts, graphs, and schematics that describe the operating characteristics of electrical circuits.
- participate cooperatively within a team.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
CIS 105	Introduction to Computers	3
ELE 120	DC Circuits	4
ELE 130	Digital Fundamentals	4
ENG 105	Research and Composition	3
		17
Second Semester		
CIS 134	Object-Oriented Programming with Python	3
ELE 165	AC Circuits	4
ELE 175	Introduction to Microprocessors	4
MAT 130*	Industrial Mathematics	3
Elective	Social Science/Humanities	3
		17
Third Semester		
CIS 225	Computer Organization and Architecture	3
ELE 210	Electronic Circuits	4
ELE 215	Industrial Electronics	2
ELE 235	Programmable Logic Controllers	2
ENG 107+	Writing in the Workplace	3
		14
Fourth Semester		
ELE 255	Telecommunications	3
NET 110	CompTIA Network+ (Network Essentials)	3.5
PHY 201	Introduction to Physics I	4
Elective	Social Science/Humanities	3
		13.5
Credit Total		61.5

*MAT 165 or higher-level mathematics courses will also satisfy the mathematics requirement.

+ENG 107 may be substituted with ENG 106.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Electrical Engineering Technology A.A.S. (EET)

This program prepares students to obtain entry-level employment in the electrical or electronics industries. Graduates are expected to be qualified for such jobs as technical investigator, electronics technician, quality control technician, engineering aide, and customer engineer.

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

- connect components into basic electrical circuits and use multimeters to verify circuit operation.
- show how the different configurations of capacitance, inductance, and resistance affect the instantaneous voltages and resultant instantaneous currents.
- connect digital circuits common to computers, such as logic gates, flip flops, counters, and arithmetic circuits, into functioning circuits.
- use the instruction set to write assembly language programs to control the operation of the microprocessor.
- construct and experimentally verify the operation of standard electronic circuits, such as power supplies, amplifiers, and oscillators.
- use electrophysical sensors to measure such conditions as light, heat, pressure, and motion to control and operate power devices.
- set up a programmable logic controller to control manufacturing operations.
- use operational amplifiers as a component in a variety of circuits, such as amplifiers, regulators, and active filters.
- apply knowledge of sensing systems to obtain data for a robot to perform specific tasks.
- write programs to control robot functions.
- explain the methods used to transmit and receive radio waves containing intelligence pulse, tone, voice, and coded signals.
- demonstrate a working knowledge of engineering mathematics and engineering physics by properly performing physics laboratory projects and by mathematically evaluating the results.
- write technical reports and develop charts, graphs, and schematics that describe and illustrate the operating characteristics of electrical circuits.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
ELE 120	DC Circuits	4
ELE 130	Digital Fundamentals	4
ENG 105	Research and Composition	3
MAT 191	Calculus and Analytic Geometry I	4
		18

Second Semester		Credits
ELE 165	AC Circuits	4
ELE 175	Introduction to Microprocessors	4
MAT 196	Calculus and Analytic Geometry II	4
PHY 201*	Introduction to Physics I	4
Elective	Social Science/Humanities	3
		19

Third Semester		Credits
EGR 213	Statics	3
ELE 210	Electronic Circuits	4
ELE 215	Industrial Electronics	2
ELE 235	Programmable Controllers	2
PHY 202*	Introduction to Physics II	4
		15

Fourth Semester		Credits
ELE 275	Integrated Circuits	4
ELE 255	Telecommunications	3
BGT 240	Industrial Automation	3
ENG 107*	Writing in the Workplace	3
Elective	Social Science/Humanities	3
		16

Credit Total 68

Students enrolling in this program must have completed high school Algebra III and Trigonometry or its equivalents (e.g., MAT 160 and MAT 165). It is also recommended that students have completed one year of a high school laboratory science (chemistry or physics preferred).

*Students planning to transfer to a four-year college or university should substitute PHY 210/215 for PHY 201/202 and ENG 106 for ENG 107.

Some four-year colleges and universities require that ENG 111 be completed prior to transfer with junior-year standing.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Electrical Technology A.A.S. (ELT)

This program is designed to prepare the student for employment as an electrical/electronics technician. The program provides students with knowledge and experiences in the areas of electrical wiring, blueprint reading, analog and digital electronics, programmable controllers, and industrial control systems.

Jobs for which graduates are expected to be qualified include electrical/electronics technician, field engineer, industrial maintenance technician, industrial equipment installer, and technical sales representative.

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

- connect a variety of electrophysical sensing devices into circuits which can convert physical changes into voltage changes capable of activating prime movers such as motors or relays.
- interpret commercial and industrial electrical blueprints.
- demonstrate effective communication skills by writing technical reports based on laboratory experiences.
- demonstrate critical thinking/problem-solving abilities by analyzing a nonfunctioning electrical circuit, determining the problem, and restoring circuit operation.
- demonstrate interpersonal relations, teamwork, and work ethics through group laboratory projects.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
ELE 120	DC Circuits	4
ELE 130	Digital Fundamentals	4
MAT 130*	Industrial Mathematics	3
HAC 119	Construction Print Reading	3
		17
Second Semester		
ELE 165	AC Circuits	4
ELE 175	Introduction to Microprocessors	4
ENG 105	Research and Composition	3
HAC 140	Electrical Maintenance I	3
Elective	General Education	3
		17
Third Semester		
ELE 210	Electronic Circuits	4
ELE 215	Industrial Electronics	2
ELE 235	Programmable Controllers	2
HAC 155	Electrical Maintenance II	3
HAC 160	Residential Wiring	3
		14
Fourth Semester		
ENG 107+	Writing in the Workplace	3
HAC 250	Commercial and Industrial Wiring	3
PHY 201	Introduction to Physics I	4
Electives	Social Science/Humanities	6
		16
Credit Total		64

*MAT 160 or higher level courses will also satisfy the mathematics requirement.

+ENG 106 may be substituted for ENG 107.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Electrical Technology Certificate (ELTC)

This program is designed to prepare the student for entry-level employment as an electrical/electronic maintenance technician. Students are provided with knowledge and experiences in the areas of electrical wiring, blueprint reading, basic and industrial electronics, programmable controllers, and industrial control systems. The program provides individuals with an opportunity to update their technical knowledge and skills with training and experiences using state-of-the-art high-technology equipment.

All courses in the program may be applied to the Associate in Applied Science degree in Electrical Technology.

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

- operate and program programmable logic controllers.
- hardwire electromechanical circuits from ladder diagrams.
- plan selected electrical installations as required on residential construction.
- design ladder diagrams to provide specific logic functions for a given industrial control problem.
- demonstrate effective communication skills by writing technical reports based on laboratory experiences.
- demonstrate critical thinking/problem-solving abilities by analyzing a nonfunctioning electrical circuit, determining the problem, and restoring circuit operation.
- demonstrate interpersonal relations, teamwork, and work ethics through group laboratory projects.
- demonstrate an ability to use and apply mathematical quantitative reasoning to design basic functional electronic circuits.
- demonstrate an ability to use and work with computers by writing laboratory reports using a word processing package.
- demonstrate use of computer software packages by simulating circuit operations and obtaining valid circuit parameters.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
ELE 120	DC Circuits	4
HAC 140	Electrical Maintenance I	3
		10
Second Semester		
ELE 130	Digital Fundamentals	4
MAT 130*	Industrial Mathematics	3
		7
Third Semester		
ELE 165	AC Circuits	4
ELE 235	Programmable Controllers	2
HAC 119	Blueprint Reading	3
		9
Fourth Semester		
HAC 155	Electrical Maintenance II	3
ELE 210	Electronic Circuits	4
HAC 160	Residential Wiring	3
		10
Credit Total		36

*MAT 160 or higher level course will also satisfy the mathematics requirement.

Electronics Technology A.A.S. (ELE)

This program is designed to prepare the student for employment as an electronics technician. Graduates will assist engineers in the design, construction, testing, and repair of electronic systems.

Jobs for which graduates are expected to be qualified include technical investigator, electronics technician, computer service technician, quality control, electronic equipment installer, technical writer, engineering assistant in products development, navigational equipment technician, and sales representative.

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

- connect components into basic electrical circuits and use multimeters to verify circuit operation.
- connect digital circuits common to computers, such as logic gates, flip flops, counters, and arithmetic circuits, into functioning circuits.
- use the instruction set to write assembly language programs to control the operation of the microprocessor.
- construct and experimentally verify the operation of standard electronic circuits, such as power supplies, amplifiers, and oscillators.
- use a programmable controller to set up a specific process to control operations.
- use electrophysical sensors to measure such conditions as light, heat, pressure, and motion to control and operate power devices.
- use operational amplifiers as a component in a variety of circuits, such as amplifiers, regulators, and active filters.
- analyze and repair defective circuits in test equipment, control devices, and consumer electronic systems.
- explain the methods used to transmit and receive radio waves containing intelligence pulse, tone, voice, and coded signals.
- describe the operation of cellular communications.
- demonstrate effective communication skills by writing technical reports based on laboratory experiences.
- demonstrate critical thinking/problem-solving abilities by analyzing a nonfunctioning electrical circuit, determining the problem, and restoring circuit operation.
- demonstrate interpersonal relations, teamwork, and work ethics through group laboratory projects.
- demonstrate an ability to use and apply mathematical quantitative reasoning to design basic functional electronic circuits.
- demonstrate use of computer electrical/electronic drafting packages by drawing circuit diagrams and laying out a printed circuit board.
- demonstrate use of computer software packages by simulating circuit operations and obtaining valid circuit parameters.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
ELE 120	DC Circuits	4
ELE 130	Digital Fundamentals	4
ENG 105	Research and Composition	3
MAT 130*	Industrial Mathematics	3
		17
Second Semester		
ELE 165	AC Circuits	4
ELE 175	Introduction to Microprocessor	4
ENG 107 ⁺	Writing in the Workplace	3
Elective	Social Science/Humanities	3
		14
Third Semester		
ELE 210	Electronic Circuits	4
ELE 215	Industrial Electronics	2
ELE 235	Programmable Controllers	2
PHY 201	Introduction to Physics I	4
Elective	Social Science/Humanities	3
		15
Fourth Semester		
ELE 255	Telecommunications	3
BGT 240	Industrial Automation	3
ELE 275	Integrated Circuits	4
PHY 202	Introduction to Physics II	4
Elective [◆]	Program Elective	3
		17
Credit Total		63

*MAT 165 or higher level courses will also satisfy the mathematics requirement.

⁺ENG 106 may be substituted.

[◆]Program Electives may be selected from any ASA, CIS, CON, ELE, HAC, KBD, MET or NET courses.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Electronics Certificate (ELEC)

Graduates may be employed as electronics technicians. The program at right is recommended; however, other courses may be substituted with the approval of the electronics faculty.

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

- connect components into basic electrical circuits and use multimeters to verify circuit operation.
- determine how the different configurations of capacitance, inductance, and resistance affect the instantaneous voltages and resultant instantaneous currents.
- connect digital circuits common to computers, such as logic gates, flip flops, counters, and arithmetic circuits, into functioning circuits.
- use the instruction set to write assembly language programs to control the operation of the microprocessor.
- construct and experimentally verify the operation of standard electronic circuits, such as power supplies, amplifiers, and oscillators.
- demonstrate effective communication skills by writing technical reports based on laboratory experiences.
- demonstrate critical thinking/problem-solving abilities by analyzing a nonfunctioning electrical circuit, determining the problem, and restoring circuit operation.
- demonstrate interpersonal relations, teamwork, and work ethics through group laboratory projects.
- demonstrate an ability to use/apply mathematical quantitative reasoning to design basic functional electronic circuits.
- demonstrate an ability to use and work with computers by writing laboratory reports using a word processing package.
- demonstrate use of computer software packages by simulating circuit operations and obtaining valid circuit parameters.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
ELE 120	DC Circuits	4
		<hr/> 7
Second Semester		
ELE 130	Digital Fundamentals	4
MAT 130*	Industrial Mathematics	3
		<hr/> 7
Third Semester		
ELE 165	AC Circuits	4
ELE 175	Introduction to Microprocessors	4
ELE 235	Programmable Controllers	2
		<hr/> 10
Fourth Semester		
ELE 210	Electronic Circuits	4
ELE 275	Integrated Circuits	4
		<hr/> 8
Credit Total		32

*MAT 160 or higher level course will also satisfy the mathematics requirement.

Engineering A.S. (EGRS)

This pre-professional program has its foundation in mathematics and the physical and natural sciences. Upon completion of the program, the student has the option of pursuing a bachelor's degree in aeronautical, chemical, civil, electrical, industrial, mechanical, or nuclear engineering at a four-year college or university.

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

- demonstrate an understanding of concepts, physical laws, and basic principles and apply them in the solution of problems in engineering mechanics, engineering physics, and college-level chemistry.
- analyze a problem in a simple and logical manner.
- develop experimental techniques in making measurements in the laboratory, analyzing and interpreting experimental results, and determining errors in measurements and results.
- demonstrate mathematical skills to the level of a completed course sequence in calculus and analytic geometry.
- solve elementary engineering problems on the computer using an object-oriented programming language.
- perform basic drafting techniques and understand industrial-type drawings.
- communicate effectively, particularly in written laboratory reports.
- have a general education base for the social sciences and humanities.

Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CHE 111	General Chemistry I	4
EGR 102	Engineering Orientation	1
ENG 105	Research and Composition	3
MAT 191	Calculus and Analytic Geometry I	4
Elective	Humanities	3
		<hr/> 15
Second Semester		
CHE 112	General Chemistry II	4
EGR 101	Engineering Graphics	4
MAT 196	Calculus and Analytic Geometry II	4
PHY 210	General Physics I	4
		<hr/> 16
Third Semester		
EGR 213	Statics	3
MAT 201	Calculus and Analytic Geometry III	4
PHY 215	General Physics II	4
Elective	Social Science	3
		<hr/> 14
Fourth Semester		
CIS 155	Introduction to Computer Science—Structured Programming—C++	3.5
EGR 214	Dynamics	3
ENG 106	Introduction to Literature	3
Elective	General Education	3-4
Elective	Social Science/Humanities	3
		<hr/> 16.5
Credit Total		60.5

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose (Required for ESL students only.)	6

Please note, taking gateway courses will increase your time for completion.

Entrepreneurship and Small Business Specialized Credit Diploma (ENBD)

This program allows students to explore the world of free enterprise. Entrepreneurs are risk takers; self motivated individuals who can predict paradigm shifts giving way to new business opportunities.

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

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

- describe the business enterprise concept including ethical considerations.
- apply accounting principles and procedures for sole proprietorships and partnerships, including the preparation of annual reports and interim financial statements.
- apply legal principles, particularly rules of contracts, to all business activities.
- describe procedures for compliance with various business ownership regulations and the law.

Fall Semester		Credits
ACC 160	Principles of Accounting I	3
BUS 248	Essentials of Entrepreneurship and Small Business	3
Elective	BUS 141 or BUS 152 or BUS 221 or BUS 252 or CMN 110	3
Elective	Free Elective	3
		<hr/>
		12
Spring Semester		
BUS 209	Business Communications	3
BUS 241	Business Law I	3
IDS 105	Thinking, Problem Solving, and Team Building	3
		<hr/>
		9
Credit Total		21

Environmental Science A.S. (ENVS)

The environmental science program will provide graduates with an integrative study of natural systems and the effects of selective pressures, both natural and manmade, that continue to shape these systems. Students that complete this program will be prepared to either enter a four-year program leading to a baccalaureate degree or enter the workforce as an entry-level environmental scientist.

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

- understand the basic science principles and use of the scientific method.
- understand the science behind environmental problems and solutions.
- integrate other subject areas into their understanding of how humans can damage, preserve, or remediate the environment.
- articulate and foster awareness of how human decisions can affect the environment.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
BIO 110	General Biology I	4
CHE 111	General Chemistry I	4
ENG 105	Research and Composition	3
ENG 111	Speech	3
MAT 160	College Algebra	3
		17
Second Semester		
BIO 111	General Biology II	4
CHE 112	General Chemistry II	4
ENG 106	Introduction to Literature	3
MAT 165	College Trigonometry	3
Elective	Social Science	3
		17
Third Semester		
CHE 205	Organic Chemistry I	4
BIO 137	Introduction to Environmental Science	4
PHY 201	Physics I	4
Elective	Humanities	3
		15
Fourth Semester		
BIO 116	Topics in Ecology	3
MAT 150	Introduction to Probability and Statistics	3
Elective	Free Elective	3-4
Elective	Social Science/Humanities	3
Elective*	Laboratory Science	4
		16-17
Credit Total		65

Recommended electives:

*BIO 115, BIO 205, BIO 220, CHE 206, PHY 202

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Exercise Science A.S. (EXSS)

This program prepares students to transfer to a baccalaureate degree program in Exercise Science, Adult Health, Exercise Physiology, Kinesiology, and similar curricula in Health, Physical Education, Recreation and Dance.

Graduates of such baccalaureate programs find employment in health, wellness, health management, health center and fitness center program management, corporate health and wellness programs, health and physical education teaching, exercise physiology teaching and research, medical exercise rehabilitation programs, adult fitness programs and related fields. The curriculum includes general education requirements, a basic science and math foundation and a broad base in discipline-related courses such as exercise physiology, nutrition, and exercise measurement and prescription. In addition, the program will prepare the students to sit for nationally accredited exams in the field of exercise science such as the American College of Sports Medicine (ACSM) and the National Strength and Conditioning Association (NSCA).

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

- take advanced academic work at a four-year institution in one of the exercise science professions.
- sit for nationally accredited exams in the field of exercise science (ACSM, NSCA, etc.).
- conduct complete fitness assessments and prescribe exercise programs to the public.
- recognize how the body works and how it is affected by environmental factors
- recognize liability issues facing the student as they go to work in this “hands-on” profession

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ENG 105	Research and Composition	3
EXS 101	Introduction to Exercise Science	3
HPE 101	Personal and Community Health	2
MAT 150	Introduction to Probability and Statistics	
or MAT 160	College Algebra	3
Elective	Physical Education	1
Elective	Humanities	3
		<hr/>
		15
Second Semester		
ENG 106	Introduction to Literature	3
EXS 102	Exercise Measurement & Prescription	3
BIO 163	Anatomy and Physiology I	4
SPM 102	Sport History and Philosophy	3
Elective	Social Science	3
		<hr/>
		16
Third Semester		
EXS 107	Care and Prevention of Athletic Injuries	3
EXS 108	Sport Nutrition	3
BIO 164	Anatomy and Physiology II	4
Elective	Physical Education	1
Elective	Social Sciences/Humanities	3
		<hr/>
		14
Fourth Semester		
ENG 111	Speech	3
EXS 103	Methods of Instruction and Personal Training	3
SPM 103	Science and Wellness	3
BIO 124	Nutrition	3
Elective	Free Elective	3-4
		<hr/>
		15-16
Credit Total		60

Recommended electives: CHE 111; CIS 105; PED 110, 143, 165; PSY 140; SOC 150.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Fine Arts/Studio Arts A.A. (ARTA)

Students in this program will combine classroom study with studio experience. While some students may pursue the program of study for personal enrichment rather than transfer, the degree is designed for students preparing to enter a program leading to a baccalaureate degree at a four-year college or university. Because the requirements of four-year colleges or universities vary widely, students should choose an intended transfer college as soon as possible and work with their advisor to follow the program described in that college's catalog. All students will be expected to prepare a portfolio for transfer or employment applications.

Students interested in transfer to a Fashion Design program should follow the Fashion Design focus.

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

- demonstrate visual communication skills using the basic elements of line, shape, value, texture, color and space.
- use the principles of design and color theory.
- utilize technology as it applies to the arts.
- analyze and render two-dimensional forms via line, value and perspective.
- analyze and construct forms in three dimensions.
- recognize painting, sculpture, and architecture with consideration of the aesthetic, historical, and technical significance of artistic achievements.
- apply critical analysis to visual images and objects.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ART 101	Introduction to Art	3
ART 108	Two-Dimensional Design	3
ART 110	Drawing I	3
ENG 105	Research and Composition	3
Elective	Mathematics	3-4
		<hr/> 15-16
Second Semester		
ART 111	Color Theory	3
ART 115	Painting I	3
ART 135	Three-Dimensional Design	3
ENG 106	Introduction to Literature	3
Elective	Social Science/Humanities	3
		<hr/> 15
Third Semester		
ART 210 or ART 215	Drawing II Painting II	3
Elective	Studio Art	3
Elective	Laboratory Science	4
Elective	Social Science/Humanities	3
Elective	Free Elective	3
		<hr/> 16
Fourth Semester		
ART 265	Professional Practices Capstone in Fine Arts	3
Elective	Studio Art	6
Elective	Social Science/Humanities	3
Elective	Free Elective	3
		<hr/> 15
Credit Total		61

Students interested in a Fashion Design focus should choose ART 112, 150 and 153 for Studio Arts Electives.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

General Studies A.A. (GSAA)

The General Studies degree prepares students for transfer to a four-year college or university. Students study a balanced program of humanities, mathematics, science, and social science courses as a foundation for further learning. Students are urged to consult with an academic advisor or counselor to ensure that the courses selected meet LCCC requirements and those of the four-year college or university to which transfer is intended.

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

- demonstrate critical thinking and problem-solving skills.
- analyze intricate problems involving unclear possibilities.
- apply research and information literacy skills.
- effectively use written and oral communication skills.
- discuss the differences in human cultures.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ENG 105	Research and Composition	3
SDS 106*	Liberal Arts First-Year Seminar	1
Elective	Physical Education	1
Elective**	Social Science	3
Elective	Mathematics	3-4
Elective+	General Education	3
		14-15

Second Semester		Credits
ENG 106	Introduction to Literature	3
ENG 111	Speech	
or CMN 112	Oral Communication and Presentation	3
Elective	Humanities	3
Elective	Laboratory Science	4
Elective	General Education	3
		16

Third Semester		Credits
Elective	Social Sciences/Humanities (201 or higher)	3
Elective	General Education (201 or higher)	3
Elective	General Education (201 or higher)	3
Elective	Free Elective (101 or higher)	3
Elective	Free Elective (101 or higher)	3
		15

Fourth Semester		Credits
Elective♦	Math/Science/Social Science/ Humanities	3-4
Elective	General Education (201 or higher)	3
Elective	General Education (201 or higher)	3
Elective	Free Elective (101 or higher)	3
Elective	Free Elective (101 or higher)	3
		15-16

Credit Total 60

Recommended Electives:

*Or SDS 102, 103, 104, 105 or 109; PSY 105; BUS 109; RSS 102

**PSY 140 or SOC 150

+CIS 105

♦Math or Science elective

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
<i>(Required for ESL students only.)</i>		

Please note, taking gateway courses will increase your time for completion.

Graphic Design A.A. (GRDA)

This program is designed for those students who have a special interest in entering the world of graphic design. The program prepares students with a foundation in fine arts, as well as thorough instruction of the tools and techniques needed for digital art and website creation. While some students may pursue the program of study for personal enrichment or employment rather than transfer, the degree is designed for students preparing to enter a program leading to a baccalaureate degree at a four-year college or university. Because the requirements of four-year colleges or universities vary greatly, students should choose an intended transfer college as soon as possible and work with their advisor to coordinate course selection with the intended transfer institution's program. All students will be expected to prepare a portfolio for transfer or employment applications.

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

- survey painting, sculpture, architecture, and other related art forms with consideration of the aesthetic, historical, and technical significance of major artistic achievements.
- learn fine art principles and techniques utilized in all aspects of visual art production.
- utilize computer graphic tools and techniques to create and manipulate visual designs.
- create visually dynamic projects using current industry development and authoring tools.
- produce web content in accordance to both web design and visual design standards.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ART 101	Introduction to Art	3
ART 108	Two-Dimensional Design	3
ART 111	Color Theory	3
ENG 105	Research and Composition	3
ART 119	Digital Photography I	3
		<hr/> 15
Second Semester		Credits
ART 107	Digital Design	3
ART 110	Drawing I	3
CIS 141	Client-Side Scripting I	3.5
CIS 133	User Experience Design	3
ENG 106	Introduction to Literature	3
		<hr/> 15.5
Third Semester		Credits
ART 128	Computer-Aided Logo and Advertising Design	3
ART 135 or ART 132	Three-Dimensional Design Principles of 3D Modeling and Texturing	3
ART 145	Art of Illustration	3
CIS 116	Adobe Dreamweaver	1
PSY 140	Introduction to Psychology	3
Elective*	Mathematics	3-4
		<hr/> 16-17
Fourth Semester		Credits
ART 242	Desktop Publishing	3
ART 248	Web-Based Interactive Animation	3
BUS 141	Principles of Advertising	3
SOC 155	Mass Culture	3
Elective	Laboratory Science	4
		<hr/> 16
Credit Total		62.5

*Mathematics Elective must be MAT 105, MAT 120 or MAT numbered above 150. Student should check with transfer institution before enrolling in a mathematics course to ensure transferability.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Health Care Office Coordinator A.A.S. (HCO)

This program provides the foundation for a health care coordinator to be able to effectively organize and oversee medical office workflow and processes in any health care setting. It addresses the principles of planning and management, documentation, revenue cycle functions, and health laws as it relates to privacy and confidentiality, budgeting and data analysis. The student will also acquire the skills necessary for analytical and critical thinking as well as problem solving.

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

- apply effective communication and critical thinking skills.
- demonstrate an understanding of the revenue cycle as it impacts workflow and reimbursement.
- demonstrate an understanding of documentation requirements as it relates to maintain the accuracy and integrity of health data.
- demonstrate an understanding with all laws and regulations related to coding and reimbursement.
- demonstrate an understanding of privacy, confidentiality and security of protected health information.

First Semester		Credits
BIO 163	Anatomy and Physiology I	4
ENG 105	Research & Composition	3
CIS 105	Introduction to Computers and Applications	3
HIT 110	Introduction to Health Information Science	3
HIT 120	Medical Terminology	3
		<hr/> 16

Second Semester		
BIO 164	Anatomy and Physiology II	4
BUS 252	Human Resource Management	3
ENG 106 or ENG 107	Introduction to Literature Writing in the Workplace	3
HCO 101	Administrative Strategies for Health Care Professionals	3
HIT 140	Health Law	3
		<hr/> 16

Third Semester		
ACC 160	Principles of Accounting	3
HCO 102	Health Care Management Practices and Technology	3
HCO 103	Reimbursement for Health Care Services	3
HIT 255	CPT Coding and Other Classification Systems	3
Elective	Humanities	3
		<hr/> 15

Fourth Semester		
BUS 262	Recruiting, Training and Evaluating Employees	3
HCO 104	Revenue Cycle Management	3
HIT 130	Health Information in Alternate Settings	4
HIT 250	ICD 10 CM/PCS Coding Systems	3
Elective	Social Science	3
		<hr/> 16

Credit Total **63**

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Health Information Technology A.A.S. (HIT)

The Health Information Technology Associate Degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

This program focuses on automated health information processing, reporting, and retrieval. Upon completion of this program, the student will be able to read objectively, analyze medical records and other related health data, supervise functional areas of the health information department and act effectively and efficiently in any institution that handles healthcare data.

Upon successful completion of this program, graduates:

- demonstrate the ability to meet the entry-level competencies of AHIMA.
- apply to AHIMA for eligibility to sit for the national RHIT exam.
- take an active role in local, state and national health information management associations.
- practice competently as health information technicians in professional entry-level employment in various types of healthcare settings.

First Semester		Credits
HIT 110	Introduction to Health Information Science	3
HIT 120	Medical Terminology	3
BIO 163	Anatomy and Physiology I	4
ENG 105	Research and Composition	3
CIS 105	Introduction to Computers and Applications	3
		<hr/>
		16
Second Semester		
HIT 130	Health Information in Alternate Settings	4
HIT 140	Health Law	3
HIT 150	Clinical Documentation Improvement	3
BIO 164	Anatomy and Physiology II	4
Elective	Social Science	3
		<hr/>
		17
Third Semester		
HIT 210	Health Information Reporting	3
HIT 255	CPT Coding and Other Classification Systems	3
ENG 106 or ENG 107	Introduction to Literature Writing in the Workplace	3
HIT 240	Advanced Medical Terminology and Pathophysiology	3
Elective	Social Science	3
		<hr/>
		15
Fourth Semester		
HIT 200	Health Information Processing	3
HIT 220	Health Information Management Practicum	3
HIT 230	Professional Practice Experience	4
HIT 250	ICD-10-CM/PCS Coding and Classification System	3
Elective*	Free Elective	3
		<hr/>
		16
Credit Total		64

*Recommended Free Elective: HIT 260.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Health Science A.S. (HSCS)

The Associate in Science Health Science degree is a comprehensive yet flexible transfer program designed to provide students with foundational courses in social and health sciences as well as a variety of general education electives for transfer to four-year colleges and universities. The baccalaureate programs to which students may transfer include nursing, health science, nutrition, pharmaceutical marketing, health information management, public and community health and health services administration.

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

- develop an understanding of various career options in healthcare.
- demonstrate comprehension of human and biological systems.
- understand the laws and principles of science and apply them to the solution of problems.
- acquire knowledge of the theories of human behavior as they relate to psycho-social development.
- develop critical thinking and analytical skills through study of social sciences and humanities.
- have an academic background sufficient to transfer to a four-year college or university to earn a bachelor of science degree.

First Semester		Credits
BIO 163	Anatomy and Physiology I	4
ENG 105	Research and Composition	3
MAT 121*	Mathematics for Allied Health	3
PSY 140	Introduction to Psychology	3
SOC 150	Introduction to Sociology	3
		16
Second Semester		
SDS 105	Exploration of Health Science Careers	
or SDS 110	Introduction to Associate Degree Nursing	
or SDS 111	Introduction to LPN to ADN	
or SDS 112	Introduction to Practical Nursing	1
ENG 106	Introduction to Literature	3
BIO 164	Anatomy and Physiology II	4
PSY 145	Human Growth and Development	3
Elective	General Education	3
		14
Third Semester		
Elective	Laboratory Science	4
Electives	Humanities	6
Elective**	Free Elective	3
Elective	General Education	3
		16
Fourth Semester		
Elective	Laboratory Science	4
Elective	Science	3-4
Elective	General Education	3
Elective	Physical Education	1
Elective**	Free Elective	3
		14-15
Credit Total		60

Students interested in the nursing program should consult with an advisor to review the requirements and application process.

Students should check with four-year college or university for the most appropriate transfer courses.

Suggested General Education and Social Science/ Humanities Electives: ASL 101, ASL 105, BIO 105, CMN 105, ENG 111, PHI 205, PSY 242, PSY 243, SOC 151, SPN 105, SPN 106

*Students interested in transfer to bachelor's programs in Health Science should check on appropriate mathematics requirement alternatives with their advisor.

**HIT 120 or transfer course.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Heating, Air Conditioning and Refrigeration (HVACR) Technology A.A.S. (HAC)

The HVACR Technology program offers hands-on experiences to complement the technical training in the areas of heating, air conditioning, and refrigeration, as well as piping skills, residential and commercial wiring, interpreting construction drawings, industrial maintenance, and motor control for residential, commercial, and light industrial settings. Typical operating sequences and troubleshooting are stressed. The program culminates with the entry-level certifications offered by the Air Conditioning and Refrigeration Institute (ARI) and the Environmental Protection Agency (EPA) certification for refrigerant handling.

Employment opportunities include installation and service technician for all facets of HVACR equipment, HVACR counter and outside salespersons, industrial maintenance mechanics, factory service representatives, estimators, and system designers.

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

- identify and list the components and their functions for the basic refrigeration cycle.
- identify refrigerants by measuring temperature and pressure.
- pass EPA certifications for refrigerant recovery and use.
- demonstrate basic shop safety to operate and maintain tools and test equipment.
- use basic laws of physics.
- perform heat loss/heat gain calculations.
- size and lay out air distribution and hydronic piping systems.
- install and service typical residential and light commercial HVACR equipment.
- follow the National Electrical Code (NEC) to install residential and light commercial wiring as it relates to the HVACR industry.
- use basic math functions typical to a business environment.

First Semester		Credits
HAC 104	Basic Electricity	3
ENG 105	Research and Composition	3
HAC 119	Construction Print Reading	3
HAC 131	Air Conditioning and Refrigeration I	3
MAT 118	Business and Financial Mathematics	3
		15

Second Semester		
ENG 107	Writing in the Workplace	3
HAC 140	Electrical Maintenance I	3
HAC 150	Heating Systems	3
HAC 132	Air Conditioning and Refrigeration II	3
ENG 111	Speech	3
		15

Third Semester		
HAC 135	Domestic Oil Burners	3
HAC 145	Advanced Air Conditioning and Refrigeration	3
HAC 155	Electrical Maintenance II	3
HAC 160	Residential Wiring	3
PHY 101	Conceptual Physics	4
Elective	Social Science/Humanities	3
		19

Fourth Semester		
HAC 125	Piping and Hydronic Heating	3
HAC 203	Heat Pumps	3
HAC 204	Gas Furnaces	3
HAC 210	HVACR Practicum	2
HAC 250	Commercial and Industrial Wiring	3
Elective	Social Science/Humanities	3
		17

Credit Total **66**

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Heating, Air Conditioning and Refrigeration (HVACR) Technology Certificate (HACC)

Provides students with an in-depth study of heating, air conditioning, and refrigeration servicing, as well as plant maintenance of electrical and mechanical control systems. All courses in the certificate program can be applied to the HVACR A.A.S. degree program.

Employment opportunities include installation and service technician for all facets of HVACR equipment, HVACR counter and outside salespersons, and factory service representatives.

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

- join copper using soft and hard soldering techniques. read and draw schematic wiring diagrams.
- evaluate blueprints for residential buildings.
- identify and list the components and their function for the basic refrigeration cycle.
- identify refrigerants by measuring temperature and pressures.
- pass EPA certifications for refrigerant recovery and use.
- install and service typical residential and light commercial HVACR equipment.
- follow the NEC to install residential and light commercial wiring as it relates to the HVACR industry.
- install and service natural and LP gas equipment.
- install and service air-to-air heat pumps.
- practice positive customer relations.

2-Year Sequence

Fall Semester		Credits
HAC 104	Basic Electricity	3
HAC 119	Construction Print Reading	3
HAC 131	Air Conditioning and Refrigeration I	3
		9
Spring Semester		
HAC 132	Air Conditioning and Refrigeration II	3
HAC 140	Electrical Maintenance I	3
HAC 150	Heating Systems	3
		9
Fall Semester		
HAC 135	Domestic Oil Burners	3
HAC 145	Advanced Air Conditioning and Refrigeration	3
HAC 160	Residential Wiring	3
		9
Spring Semester		
HAC 125	Piping and Hydronic Heating	3
HAC 203	Heat Pumps	3
HAC 204	Gas Furnaces	3
		9
Credit Total		36

12-Month Sequence

Fall Semester		Credits
HAC 104	Basic Electricity	3
HAC 119	Construction Print Reading	3
HAC 131	Air Conditioning and Refrigeration I	3
HAC 150	Heating Systems	3
		12
Spring Semester		
HAC 132	Air Conditioning and Refrigeration II	3
HAC 135	Domestic Oil Burners	3
HAC 140	Electrical Maintenance I	3
HAC 204	Gas Furnaces	3
		12
Summer Semester		
HAC 125	Piping and Hydronic Heating	3
HAC 145	Advanced Air Conditioning and Refrigeration	3
HAC 160	Residential Wiring	3
HAC 203	Heat Pumps	3
		12
Credit Total		36

Histotechnician A.A.S.

In cooperation with Reading Area Community College

The A.A.S. degree program in Histotechnology is designed to provide quality instruction to develop highly skilled and ethical histologic technology providers. Students will obtain the necessary academic and technical skills in all areas of the histology laboratory. Technical skills will include training to process body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy and special staining techniques.

The primary goal of this program is to provide the theoretical and practical training necessary to prepare a student to enter the job market as an entry-level, competent Histotechnician who is eligible to become a certified Histotechnician (HT) through the American Society for Clinical Pathology.

LCCC and RACC are responsible for their own respective coursework. Admission, completion and conferral of the Histotechnician A.A.S. degree is by Reading Area Community College.

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

- demonstrate the knowledge and skills to perform current laboratory procedures as entry-level Histotechnicians.
- follow approved safety procedures and standards of practice when working in the histology laboratory.
- recognize unexpected results and instrument malfunctions and take appropriate actions.
- exhibit professional and ethical behaviors consistent with those of a healthcare professional.

First Semester		Credits
SDS 105	Exploration of Health Science Careers	1
ENG 105	Research and Composition	3
BIO 163	Human Anatomy & Physiology I	4
MAT 160	College Algebra	3
HTT 110*	Intro to Histology	1
		<hr/>
		12
Second Semester		
ENG 107	Writing in the Workplace	
or ENG 111	Speech	3
BIO 164	Human Anatomy & Physiology II	4
CHE 111	General Chemistry I	4
HTT 120*	Histology Techniques	3
		<hr/>
		14
Summer Session		
HTT 150*	HT Practicum 1	4
		<hr/>
		4
Third Semester		
SOC 150	Introduction to Sociology	
or PSY 140	Introduction to Psychology	3
BIO 220	Introduction to Microbiology	4
HTT 210*	Stains and Procedures	3
HTT 250*	HT Practicum 2	6
		<hr/>
		16
Fourth Semester		
PHI 201	Introduction to Philosophy	
or PHI 205	Introduction to Ethics	3
HTT 220*	Special Techniques in Histology	3
HTT 275*	HT Practicum 3	9
		<hr/>
		15
Credit Total		61

*Classes are held at Reading Area Community College.

Human Resource Management A.A.S. (HMN)

The Human Resource Management Associate Degree program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

This program allows students to specialize in personnel and human resource topics. The skills and knowledge provided enhance the ability to effectively attain and maintain an organization's most valuable resource—people. Graduates will be qualified to obtain entry-level human resource management positions, such as benefits coordinator, personnel records supervisor, training and development coordinator, and recruitment specialist.

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

- describe the business enterprise concept, including ethical considerations.
- demonstrate effective written communication.
- apply critical thinking, team building, and problem solving skills.
- apply legal principles, particularly rules of contracts, to all business activities.
- describe business procedures for compliance with various human resource regulations and the law.
- describe supervisory skills and standards for human resource management procedures.
- analyze issues involved in organizational recruitment, training, and development.

First Semester		Credits
BUS 109	Business as a Major	1
BUS 120	Introduction to Business Organization	3
BUS 211	Principles of Management	3
CIS 105	Introduction to Computers and Applications	3
ENG 105	Research and Composition	3
Elective	Humanities	3
		16
Second Semester		
ACC 160	Principles of Accounting I	3
BUS 241	Business Law I	3
BUS 252	Human Resources Management	3
ENG 107*	Writing in the Workplace	3
IDS 105	Thinking, Problem Solving, and Team Building	3
		15
Third Semester		
BUS 257	HRIS/Payroll Administration	3
BUS 258	Labor Relations	3
ECO 201	Principles of Macroeconomics	3
ENG 111	Speech	3
Elective	Mathematics	3
		15
Fourth Semester		
BUS 254	Human Resources Law	3
BUS 259	Compensation and Benefits Management	3
BUS 262	Recruiting, Training, and Evaluating Employees	3
PSY 142	Industrial/Organizational Psychology	3
Elective	Science	3-4
		15-16
Credit Total		61

Students should take BUS 109 in the first semester.

*Or ENG 106 for those who plan to transfer.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Human Resource Management Certificate (HMNC)

This program allows students to specialize in personnel and human resource topics. The skills and knowledge provided enhance the ability to effectively attain and maintain an organization’s most valuable resource—people. Graduates will be qualified to obtain entry-level human resource management positions, such as benefits coordinator, personnel records supervisor, training and development coordinator, and recruitment specialist. Credits may be applied toward the A.A.S. degree in Human Resource Management.

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

- describe the business enterprise concept, including ethical considerations.
- demonstrate and integrate computer literacy.
- apply fundamental accounting principles and procedures.
- apply legal principles, particularly rules of contracts, to all business activities.
- describe procedures for compliance with various human resource regulations and the law.
- describe supervisory skills and standards for human resource management procedures.
- analyze issues involved in organizational recruitment, training, and development.

Summer Semester		Credits
BUS 120	Introduction to Business Organization	3
CIS 105	Introduction to Computers and Applications	3
		<hr/> 6
First Semester		
BUS 211	Principles of Management	3
BUS 241	Business Law I	3
BUS 252	Human Resources Management	3
ACC 160	Principles of Accounting I	3
		<hr/> 12
Second Semester		
BUS 254	Human Resources Law	3
BUS 259	Compensation and Benefits Management	3
BUS 262	Recruiting, Training, and Evaluating Employees	3
IDS 105	Thinking, Problem Solving, and Team Building	3
		<hr/> 12
Credit Total		30

Human Services A.A.S. (HUS)

The Human Services Associate Degree program is accredited by the Council for Standards in Human Services Education (CSHSE).

The Human Services A.A.S. program is an interdisciplinary program focusing on the diverse nature of the individual human being, the dynamic process of life, and the human ability to interact and adapt to the living environment.

This program is designed to prepare graduates with the values, knowledge, and skills required for entry-level employment as a human services generalist in the human services field. Human services workers assist individuals, families, and groups to improve the overall quality of life in the community. Graduates may be employed as providers of both direct and indirect client services, e.g. therapeutic support services, caregiver, living assistant/coach, crisis intervener, empowerer, administrative worker, community outreach, and advocate. Graduates are employed as human services workers in a variety of settings, including clinics, hospitals, group homes, correctional centers, government agencies, day treatment centers, sheltered workshops, extended care facilities, community-based living homes, and social services agencies throughout the community.

Lehigh Carbon Community College is an institutional member of the Council for Standards in Human Services Education (CSHSE) and the National Organization of Human Services (NOHS). The Human Services A.A.S. degree is nationally accredited by the CSHSE. Graduates are eligible to take the Human Services-Board Certified Practitioner (HS-BCP) professional credential exam.

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

- use critical thinking and problem-solving skills to assess the needs of individuals, families, and groups within the community.
- demonstrate assistance with goal planning using the appropriate strategies, services, or interventions.
- assist in the development and implementation of a treatment plan using appropriate resources, specialized assistance, and community supports to achieve the desired outcome.
- assist in formulating a systematic method to evaluate the outcome of services and make referrals as appropriate.
- discuss the interaction of human systems, including individuals, families, groups, and communities, within the society and environment.
- describe the effects of one's own values and beliefs in the role of the human services worker.
- demonstrate professional and ethical interaction with a variety of human services providers and agencies.

First Semester

		Credits
HUS 110	Introduction to Human Services	3
HUS 120	Interviewing and Case Management	3
ENG 105	Research and Composition	3
PSY 140	Introduction to Psychology	3
SOC 150	Introduction to Sociology	3
PSY 106	Writing in APA	1
		16

Second Semester

HUS 160	Introduction to Counseling Skills and Theories	3
HUS 170	Systems and Processes	3
CIS 105	Introduction to Computers and Applications	3
ENG 107	Writing in the Workplace	3
PSY 145	Human Growth and Development	3
HUS 215	Professional Seminar	1
		16

Third Semester

HUS 210	Group Processes	3
HUS 220	Internship I	3.5
SOC 151	Modern Social Problems	3
Elective*	Program Elective	3
Elective ⁺	Mathematics	3
		15.5

Fourth Semester

HUS 230	Internship II	3.5
HUS 240	Management of Human Services Agencies	3
SOC 251	The Family	3
Elective♦	Science	3-4
Elective*	Program Elective	3
		15.5-16.5

Credit Total **63**

*Program electives are limited to the following courses. The first program elective must be a HUS course: HUS 115, 125, 150. The second program elective can be chosen from HUS 115, 125, 150; PSY 242, 243.

⁺Mathematics elective recommendations: MAT 105, 118, 120, 150.

♦Science elective recommendations: BIO 101, 116, 124, 125, 135.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Industrial Automation A.A.S. (INR)

This program is designed to prepare a student for employment as a technician in an industrial environment that uses automated assembly or processing equipment. The program provides students with knowledge and experiences in the areas of analog and digital electronics, fluid power, robotics, computer-aided drafting (CAD), and computer-aided manufacturing (CAM), so that they are prepared for the “high-technology” methods employed by industry. Graduates will assist engineers in the design, construction, testing, and repair of industrial automation equipment.

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

- connect components into basic electrical circuits and use multimeters to verify circuit operation.
- determine how the different configurations of capacitance, inductance, and resistance affect the instantaneous voltages and resultant instantaneous currents.
- connect digital circuits common to computers, such as logic gates, flip flops, counters, and arithmetic circuits, into functioning circuits.
- write application programs using the BASIC computer language.
- draw the architecture of a typical microprocessor and explain the operation of each section on the microprocessor.
- use the instruction set to write assembly language programs to control the operation of the microprocessor.
- construct and experimentally verify the operation of standard electronic circuits, such as power supplies, amplifiers, and oscillators.
- use electrophysical sensors to measure such conditions as light, heat, pressure, and motion to control and operate power devices.
- use a programmable logic controller to control specific process control operations.
- use operational amplifiers as a component in a variety of circuits, such as amplifiers, regulators, and active filters.
- interpret data sheets of various integrated circuits to select the proper integrated circuit for a given application.
- apply knowledge of sensing devices to measure parameters for a robot to perform specific tasks.
- interpret hydraulic, pneumatic, and electromechanical schematic diagrams as related to robotic systems.
- write programs to control robot functions.
- analyze and repair defective circuits in test equipment and control devices.
- perform operational tests on a variety of hydraulic and pneumatic circuits.
- work from handbooks, catalogs, and other informational sources to obtain the data necessary for selecting a machine component.
- use computer graphics equipment to draw required parts or mechanisms.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
ELE 120	DC Circuits	4
ELE 130	Digital Fundamentals	4
MET 104	Manufacturing	3
		<hr/> 14
Second Semester		
BGT 103	Fluid Power	3
ELE 165	AC Circuits	4
ELE 175	Introduction to Microprocessors	4
ENG 105	Research and Composition	3
MAT 130*	Industrial Mathematics	3
		<hr/> 17
Third Semester		
BGT 240	Industrial Automation	3
ELE 210	Electronic Circuits	4
ELE 215	Industrial Electronics	2
ELE 235	Programmable Controllers	2
MTD 200	Introduction to Mechanisms	3
PHY 201	Introduction to Physics I	4
		<hr/> 18
Fourth Semester		
ENG 107+	Writing in the Workplace	3
MET 111	Computer-Aided Drafting	4
MET 115	Computer-Aided Manufacturing	3
Electives	Social Science/Humanities	6
Elective	General Education	3
		<hr/> 19
Credit Total		68

*MAT 160 or higher level course will also satisfy the mathematics requirement.

+ENG 106 may be substituted for ENG 107.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

- demonstrate effective communication skills by writing technical reports based on laboratory experiences.
- demonstrate critical thinking/problem-solving abilities by analyzing a nonfunctioning electrical circuit, determining the problem, and restoring circuit operation.
- demonstrate interpersonal relations, teamwork, and work ethics through group laboratory projects.

Industrial Automation Certificate (INRC)

The program is designed to prepare the student for employment as a technician in an industrial environment that uses automated assembly or processing equipment. Students are provided with knowledge and experiences in the areas of analog and digital electronics, fluid power, and robotics. The program also provides individuals currently employed as maintenance personnel an opportunity to update their technical knowledge and skills with training and experiences using state-of-the-art high-technology equipment. All courses in the program may be applied to the Associate in Applied Science degree in Industrial Automation.

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

- connect components into basic electrical circuits and use multimeters to verify circuit operation.
- connect digital circuits common to computers, such as logic gates, flip flops, counters, and arithmetic circuits, into functioning circuits.
- use a microcomputer instruction set to write assembly language programs to control the operation of the microprocessor.
- use a programmable logic controller to control specific process control operations.
- interpret hydraulic, pneumatic, and electromechanical schematic diagrams.
- write programs to control robot functions.
- demonstrate effective communication skills by writing technical reports based on laboratory experiences.
- demonstrate an ability to use and apply mathematical quantitative reasoning to design basic functional electronic circuits.
- demonstrate critical thinking and problem-solving abilities by analyzing a nonfunctioning electrical circuit, determining the problem, and restoring circuit operation.
- demonstrate interpersonal relations, teamwork, and work ethics through group laboratory projects.
- demonstrate an ability to use and work with computers by writing laboratory reports using a word processing package.
- demonstrate use of computer software packages to simulate circuit operation and measurements.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
ELE 120	DC Circuits	4
		7
Second Semester		
BGT 103	Fluid Power	3
ELE 130	Digital Fundamentals	4
MAT 130*	Industrial Mathematics	3
		10
Third Semester		
BGT 240	Industrial Automation	3
ELE 235	Programmable Controllers	2
MET 104	Manufacturing	3
		8
Fourth Semester		
ELE 165	AC Circuits	4
ELE 175	Introduction to Microprocessors	4
MET 115	Computer Aided Manufacturing	3
		11
Credit Total		36

*MAT 160 or higher level course will also satisfy the mathematics requirement.

Kitchen and Bath Design A.A.S. (KBD)

The Kitchen and Bath Design Associate Degree program utilizes training materials supplied and supported by the National Kitchen and Bath Association (NKBA) and follows the NKBA guidelines in all design coursework.

This program is designed to prepare students for employment as kitchen and bath designers in the creative world of kitchen and bathroom design. Specialty topics covered will include interior design, architectural drafting, color and lighting, spatial planning, and computer-aided drafting (CAD), which will greatly enhance students' learning experience.

Graduates of this program would work in kitchen and bath design showrooms and would be involved in working with clients, creating room layouts, preparing accurate cost estimates, and overseeing the installation process.

The working graduate would work toward becoming a Certified Kitchen Designer (CKD) or a Certified Bath Designer (CBD).

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

- design kitchens and bathrooms that are both functional and aesthetically attractive.
- explain the processes necessary to take a kitchen or bath design from conception to completion.
- create designs using industry standard CAD software and components.

First Semester		Credits
KBD 101	Introduction to Interior Design	3
KBD 104	Kitchen/Bath Design Principles	3
MET 104	Manufacturing Materials	3
ENG 105	Research and Composition	3
MAT 118*	Business and Financial Mathematics	3
		15
Second Semester		
MET 111	Computer-Aided Drafting	4
ART 111	Color Theory	3
BUS 152	Principles of Sales	3
ENG 107	Writing in the Workplace	3
Elective	Social Science/Humanities	3
		16
Third Semester		
KBD 201	Kitchen/Bath Graphic Design	4
KBD 103	Interior Finishing	4
ENG 111	Speech	3
ART 110	Drawing I	3
or ART 115	Painting I	3
KBD 105	Kitchen/Bath CAD Design	2
		16
Fourth Semester		
KBD 202	Kitchen/Bath Estimating	2
KBD 203	Kitchen/Bath Studio	4
BUS 120	Introduction to Business Organization	3
PHY 101	Conceptual Physics	4
or PHY 103	Fundamentals of Physics	4
Elective	Social Science/Humanities	3
		16
Credit Total		63

*MAT 118 or higher level math course.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
<i>(Required for ESL students only.)</i>		

Please note, taking gateway courses will increase your time for completion.

Law Enforcement Certificate (LAWC)

The primary purpose of this program is to accommodate in-service officers interested in a specialized field. All courses in this program can be applied to an Associate in Applied Science degree in Criminal Justice Administration. Pre-service students are also eligible to enroll. Graduates may expect entry-level employment as law enforcement officers.

Upon successful completion of the program, graduates will be able to:

- demonstrate a thorough understanding of the functions of the criminal justice system.
- demonstrate an understanding of the functions of law enforcement and how law enforcement relates to the entire criminal justice system.
- develop a historical perspective of the principles, theories, and challenges inherent in law enforcement.

Courses		Credits
CJA 101	Introduction to the Criminal Justice System	3
CJA 105	Criminal Investigations	3
CJA 119	Juvenile Justice	3
CJA 201	Criminal Evidence and Court Procedure	3
CJA 215	Law Enforcement and Society	3
CJA 240	Criminal Law	3
SOC 150	Introduction to Sociology	
or SOC 151	Modern Social Problems	
or SOC 250	Criminology	3
Electives*	Free Electives	9
		30
Credit Total		30

*Recommended electives: ENG 105, 107, and 111.

Liberal Arts A.A. (LIBA)

The Liberal Arts degree program fosters strong thinking skills towards a dually purposed goal: to prepare students to be active citizens in a strong democracy and to develop the intellectual skills that employers desire. Students will take up study in a diversity of courses that provide, in addition to these skills, a foundational set of knowledge that forms a strong basis for further academic study.

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

- demonstrate creativity and critical thinking.
- analyze intricate problems involving unclear possibilities.
- employ effective methods of research.
- effectively use written and oral communication skills.
- develop and apply problem-solving skills.
- interpret how systems work in the natural world.
- evaluate ethical aspects of decision-making.

Students intending to transfer and major in a particular discipline, such as **English, history, political science** or **sociology**, should seek advisement from their academic advisor and from faculty in that field.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

An exception to the physical education requirement is available for students who have a physician complete an official LCCC medical waiver form. Waivers are granted solely on the basis that a physical limitation makes even very moderate activity non-beneficial to the participant. Waiver forms must be completed at least one full semester prior to the student's graduation. Request for a waiver should be directed to the Associate Dean of Professional Accreditation and Curriculum.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

First Semester		Credits
ENG 105	Research and Composition	3
SDS 106	Liberal Arts First Year Seminar	1
Elective	Physical Education	1
Elective*	Mathematics	3-4
Elective	Lab Science	4
Elective ⁺	Social Science	3
		15-16
Second Semester		
ENG 106	Introduction to Literature	3
ENG 111 [◆]	Speech	3
Elective*	Mathematics	3-4
Elective	Social Science/Humanities (101 or higher)	3
Elective [□]	Social Science/Humanities	3
		15-16
Third Semester		
Elective [●]	Social Science/Humanities (201 or higher)	3
Elective [†]	Literature	3
Elective [‡]	Social Science	3
Elective [#]	General Education	3
Elective [◇]	Humanities	3
		15
Fourth Semester		
Elective [❖]	Social Science/Humanities/ Science/Mathematics	3-4
Elective [❖]	Social Science/Humanities/ Science/Mathematics	3-4
Elective	Science	3-4
Elective [○]	Free Elective	3
Elective [○]	Free Elective	3
		15-18
Credit Total		60

*MAT 105, 120, 150, 155, 160, 165, 170, 191, 196, 201, 230 (MAT 150 recommended).

⁺PSY 140 or SOC 150.

[◆]Or CMN 105, CMN 112, CMN 120

[□]HIS 123, HIS 124, HIS 130, HIS 131, GEO 110, GEO 115, (PSC 130 recommended).

[●]200-level course that builds upon the 101 or higher level course taken in the second semester.

[†]200-level courses only; ENG 225 and ENG 235 may not be used to fulfill this requirement.

[‡]PSC 235, PSC/ECO 237 or ECO 201 recommended.

[#]Foreign language or ASL courses recommended; otherwise 200-level course.

[◇] Any PHI prefix course, ART 101, ART 212, MUS 101 or MUS 107.

[❖]200-level courses recommended.

[○]200-level courses recommended or Studio Art courses.

Mathematics A.S. (MATS)

This program is intended for students with an interest and an aptitude in mathematics who plan to transfer to a four-year college or university to prepare for a baccalaureate degree in mathematics.

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

- demonstrate problem solving skills using calculus and analytic geometry.
- apply mathematics in real world settings throughout the required mathematics courses.
- apply graphing and numerical tools available on calculators, computers or other technologies.
- interconnect mathematical skills with other subject areas.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CIS 155	Introduction to Computer Science – Structured Programming – C++	3.5
ENG 105	Research and Composition	3
MAT 191	Calculus and Analytic Geometry I	4
PHI 203	Introductory Logic	3
Elective ⁺	Humanities	3
		16.5
Second Semester		
ENG 106	Introduction to Literature	3
MAT 203	Discrete Mathematics	3
MAT 196	Calculus and Analytic Geometry II	4
PHY 210	General Physics I	4
		14
Third Semester		
MAT 201	Calculus and Analytic Geometry III	4
PHY 215	General Physics II	4
ENG 111	Speech	3
Elective*	Social Science	3
		14
Fourth Semester		
MAT 230	Differential Equations With Linear Algebra	4
PHI 205	Introduction to Ethics	3
Elective*	Social Science	3
Elective ⁺	General Education	6
		16
Credit Total		60.5

Requirements/Recommendations

*Social Science Elective must be chosen from the following list:

*ECO 201 and ECO 202 (recommended), PSC 141, PSY 140, PSY 145, PSY 240, PSY 242, SOC 150, SOC 151, SOC 258.

⁺MAT 150 recommended as a General Education Elective.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Mechanical Engineering Technology A.A.S. (MEC)

This program prepares students to transfer to a four-year college or university offering a bachelor's degree in technology or to obtain entry-level employment in industry. The program provides students with knowledge and experiences in the areas of computer-aided drafting (CAD), robotics, and computer-aided manufacturing (CAM).

A student wishing to transfer should confer with the four-year college or university to ensure that the necessary transfer requirements are being met. Students who wish to obtain employment directly upon graduation are expected to be qualified for jobs as a detail and design draftsman, product designer, machine designer, tool designer, as well as to be involved in industrial planning, manufacturing, and sales.

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

- use common standards and symbols to make detail and assembly drawings according to accepted industrial practice.
- adapt to the various special areas of drafting, such as drafting of electronic schematics, piping, welding, and structural.
- understand the differences between various common manufacturing materials and possess the knowledge of the processes available to transform these materials into finished products.
- understand and apply the basic principles of fluid power.
- operate a typical computer drafting system.
- organize and write a technical report indicating the data that was determined for the selection of a machine component.
- determine by calculation the various operational values related to machine components, such as force, speed, and power.

First Semester		Credits
ENG 105	Research and Composition	3
MET 101	Mechanical Print Reading	3
MET 104	Manufacturing	3
Elective*	Mathematics	3-4
Elective	Social Science/Humanities	3
		15-16
Second Semester		
BGT 103	Fluid Power	3
ENG 106 or ENG 107	Introduction to Literature Writing in the Workplace	3
MET 111	Computer-Aided Drafting	4
MET 115	Computer-Aided Manufacturing	3
Elective*	Mathematics	3-4
		16-17
Third Semester		
BGT 101	Basic Statics	3
MET 106	Mechanical Drafting	4
MTD 201	Basic Mechanisms	4
PHY 201	Introduction to Physics I	4
ENG 111	Speech	3
		18
Fourth Semester		
BGT 102	Strength of Materials	3
MTD 206	Machine Design	4
MTD 208	Tool Design	4
PHY 202	Introduction to Physics II	4
Elective	Social Science/Humanities	3
		18
Credit Total		67

Students enrolling in this program must have completed high school Algebra III or its equivalent (MAT 160).

*Mathematics electives are MAT 165, MAT 191 or higher.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Mechanical Technology A.A.S. (MET)

This program is designed to prepare students for employment as industry technicians who can construct detail and design drawings. The program provides students with knowledge and experiences in the areas of computer-aided drafting (CAD), 3D modeling, robotics and computer robotics, and computer-aided manufacturing (CAM), so that they are prepared for the high-technology methods employed by industry.

Graduates assist engineers and designers in the investigation, experimentation, and development of products, tools, mechanisms, and machines. Efforts continue with graduates preparing appropriate detail and design drawings for use in production.

Jobs for which graduates are expected to be qualified are detail draftsman, design draftsman, product design, machine design, and tool design.

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

- use common standards and symbols to make detail and assembly drawings according to accepted industrial practice.
- construct drawings using various special areas of drafting, such as drafting of electronic schematics, piping, welding, structural, sheet metal layout, and castings.
- explain the differences between various common manufacturing materials and possess knowledge of the processes available to transform these materials into finished products.
- work from handbooks, catalogs, and other informational sources to obtain the data necessary for selecting machine components.
- design basic tools, jigs, fixtures, and punch dies.
- use creative thinking and good judgment when considering all the factors involved in the evolution of a mechanical design.
- demonstrate and apply the basic principles of fluid power.
- operate a typical computer drafting system.
- organize and write a technical report indicating the data that was determined for the selection of a machine component.
- determine by calculation the various operational values related to machine components, such as force, speed, and power.
- determine by the design of a product or machine the effect it will have on the human element.
- analyze and determine force systems acting on simple designs.
- calculate simple stress and strain occurring from different loading conditions.

First Semester		Credits
ENG 105	Research and Composition	3
MET 101	Mechanical Print Reading	3
MET 104	Manufacturing	3
MAT 130	Industrial Mathematics	3
Elective	Social Science/Humanities	3
		15
Second Semester		
BGT 103	Fluid Power	3
ENG 106	Introduction to Literature	
or ENG 107	Writing in the Workplace	3
MET 111	Computer-Aided Drafting	4
MET 115	Computer-Aided Manufacturing	3
PHY 201	Introduction to Physics I	4
		17
Third Semester		
BGT 101	Basic Statics	3
MET 106	Mechanical Drafting	4
MTD 201	Basic Mechanisms	4
BGT 240	Industrial Automation	3
		14
Fourth Semester		
BGT 102	Strength of Materials	3
MTD 206	Machine Design	4
MTD 208	Tool Design	4
ENG 111	Speech	3
Elective	Social Science/Humanities	3
		17
Credit Total		63

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Medical Assistant Certificate (MEDC)

Graduates of this program are prepared for entry-level employment as medical assistants in physicians' offices or in those capacities in which medical secretarial and/or basic clinical and laboratory training are required. Jobs for which graduates are expected to be qualified include medical office assistant, medical secretary or medical office manager in single or group medical practices, hospitals, laboratories, public health facilities, armed services, research institutions, and other capacities requiring medical secretarial, medical assisting, and office management skills.

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

- prioritize clinical skills through reasoning during patient care in a variety of ambulatory healthcare settings.
- incorporate entry-level administrative technology skills, including office computer operations, bookkeeping/accounting functions, and insurance billing/collection procedures.
- integrate concepts of the liberal arts and social sciences to promote effective communication during collaboration with patients and colleagues.
- generate self-evaluation processes of personal and professional skills for continual lifelong learning.
- select teaching-learning techniques to identify, direct, and evaluate health education needs of the diverse patient populations.
- perform within the ethical-legal framework established by state statutes.

First Semester		Credits
ENG 105	Research and Composition	3
HIT 120	Medical Terminology	3
MED 103	Clinical Procedures I	3
MED 107	Medical Assisting I	5
		<hr/> 14
Second Semester		
HCO 102	Healthcare Management Practices and Technology	3
HIT 255	CPT Coding and Other Classification Systems	3
MED 203	Clinical Procedures II	3
MED 207	Medical Assisting II	5
		<hr/> 14
Summer Session		
MED 213	Clinical Experience	6
		<hr/> 6
Credit Total		34

To continue in the Medical Assistant courses, the student must achieve a "C" (73%) or above in all courses and a C+ (78%) in HIT 120. If a student falls below the "C", they will not be able to progress into the subsequent Medical Assistant courses until the course is offered again and has been mastered.

Medical Billing Specialist Certificate (MBSC)

This career program is designed to provide students with the medical coding and accounting/basic business skills for entry-level positions in the medical business community. Typical jobs for which graduates are expected to be qualified include medical biller, medical records clerk, insurance coder, and medical office assistant in non-hospital settings. Credits may be applied toward the A.A.S. degree in Accounting, Health Information Technology, and/or Medical Assistant Certificate.

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

- demonstrate entry-level administrative technology skills, including office computer operations and insurance billing/collection procedures.
- apply fundamental accounting principles and procedures.
- demonstrate knowledge of the various conventions used in the ICD-10-CM and CPT code books.
- explain the purpose of classification systems and code accurately using the ICD-10-CM or CPT coding systems.
- utilize the medical record to code.

First Semester		Credits
ACC 160	Principles of Accounting I	3
BIO 163	Anatomy and Physiology I	4
HIT 110	Introduction to Health Information Science	3
HIT 120	Medical Terminology	3
HIT 255	CPT Coding and Other Classification Systems	3
		16

Second Semester		
AOT 112*	Keyboarding I	1
AOT 113*	Keyboarding II	1
AOT 114*	Keyboarding III	1
AOT 215	Medical Office Procedures	3
CIS 105	Introduction to Computer Science and Applications	3
HIT 250	ICD-10 CM Coding and Classification System	3
Elective♦	Free Elective	3
		15

Credit Total 31

* Placement testing is available for AOT 112, 113, 114 (Keyboarding sequence).

♦ Recommended Free Elective: HIT 150

Medical Laboratory Technician A.A.S.

In cooperation with Montgomery County Community College

The Medical Laboratory Technician Associate Degree program, through an agreement with Montgomery County Community College, is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) and abides by the standards and guidelines set forth by the agency.

In cooperation with Montgomery County Community College

This program is intended primarily to educate technicians for work in clinical, diagnostic laboratories. Medical Laboratory Technicians perform tests under the direction of a physician who specializes in diagnosing the causes and nature of disease. Medical Laboratory Technicians also work under the supervision of scientists doing research on new drugs or the improvement of laboratory techniques. Graduates may seek employment with hospitals, independent laboratories, physicians, clinics, public health agencies, pharmaceutical firms, research institutions and industrial laboratories.

The student from Lehigh Carbon Community College who has successfully completed specific general education requirements at LCCC and specific program requirements at MCCC may be granted sophomore-level standing and admission to the Medical Laboratory Technician Program per stated selective admission requirements at Montgomery County Community College. The student must see advisor or transfer counselor.

Montgomery County Community College (MCCC) will accept and grant credit for Lehigh Carbon Community College's courses that are listed as equivalent if the student has completed the course with a grade of "C" or higher.

Program Competencies:

- follow established procedures for collection and processing biological specimens for analysis and perform assigned analytical tests or procedures.
- recognize factors that affect measurements and results and take appropriate action according to predetermined protocols; recognize abnormal results, correlate them with disease processes, and refer them to designated supervisory personnel.
- operate instruments within the scope of training utilizing established protocols and quality control checks, recognizing equipment malfunctions and notifying supervisory personnel when appropriate.
- report information such as test results, reference range and specimen requirements to authorized sources.
- perform routine quality control and maintain accurate records. Recognize out-of-control results and notify supervisory personnel.
- demonstrate a professional attitude in interpersonal communication skills with patients, peers, supervisors, other health care professionals and the public.

Lehigh Carbon Community College equivalent courses to transfer:

ENG 105	Research and Composition	3
ENG 111	Speech	3
SOC 150	Introduction to Sociology	3
PHI 201	Introduction to Philosophy	
or PHI 205	Introduction to Ethics	3
Elective	Studio Art Elective	3
Credit Total		15

The following courses are to be taken at MCCC prior to the selective admission process:

BIO 130*	Intro Anatomy and Physiology	4
MLT 110	Introduction for the MLT	4
CHE 131	Chemistry for the Technologies I	4
MLT 123	Immunohematology Lecture	2
MLT 124	Immunohematology Lab	1
MLT 125	Hematology Lecture	2
MLT 126	Hematology Lab	1
CHE 132	Chemistry for the Technologies II	4
BIO 141	Clinical Microbiology I	4
MLT 233	Clinical Chemistry Lecture	3
MLT 234	Clinical Chemistry Lab	2
MLT 235	Clinical Practicum in MLT 1	3
BIO 241	Clinical Microbiology II	4
BIT 124	Molecular Techniques	2
MLT 244	Professional Issues in MLT	2
MLT 245	Clinical Practicum in MLT II	6
MLT 246	MLT Seminar	1
Credit Total		49

*BIO 130 - Intro to Anatomy and Physiology at Montgomery County Community College can be substituted by BIO 163 - Anatomy and Physiology I and BIO 164 - Anatomy and Physiology II if a "C" is earned in both courses.

Medical Laboratory Technician A.A.S.

In cooperation with Reading Area Community College

The Medical Laboratory Technician Associate Degree program, through an agreement with Reading Area Community College, is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

In cooperation with Reading Area Community College

This program is intended primarily to educate technicians for work in clinical, diagnostic laboratories. Medical Laboratory Technicians perform tests under the direction of a physician who specializes in diagnosing the causes and nature of disease. Medical Laboratory Technicians also work under the supervision of scientists doing research on new drugs or the improvement of laboratory techniques. Graduates may seek employment with hospitals, independent laboratories, physicians, clinics, public health agencies, pharmaceutical firms, research institutions and industrial laboratories.

The student from Lehigh Carbon Community College who has successfully completed specific general education requirements at LCCC and specific program requirements at RACC may be granted sophomore-level standing and admission to the Medical Laboratory Technician Program per stated selective admission requirements at Reading Area Community College. The student must see advisor or transfer counselor.

Reading Area Community College (RACC) will accept and grant credit for Lehigh Carbon Community College's courses that are listed as equivalent if the student has completed the course with a grade of "C" or higher.

Program Competencies:

- follow established procedures for collection and processing biological specimens for analysis and perform assigned analytical tests or procedures.
- recognize factors that affect measurements and results and take appropriate action according to predetermined protocols; recognize abnormal results, correlate them with disease processes, and refer them to designated supervisory personnel.
- operate instruments within the scope of training utilizing established protocols and quality control checks, recognizing equipment malfunctions and notifying supervisory personnel when appropriate.
- report information such as test results, reference range and specimen requirements to authorized sources.
- perform routine quality control and maintain accurate records. Recognize out-of-control results and notify supervisory personnel.
- demonstrate a professional attitude in interpersonal communication skills with patients, peers, supervisors, other health care professionals and the public.

Lehigh Carbon Community College equivalent courses to transfer:

ENG 105	Research and Composition	3
ENG 111	Speech	
or ENG 107	Writing in the Workplace	3
MAT 150	Introduction to Probability and Statistics	3
SOC 150	Introduction to Sociology	
or PSY 140	Introduction to Psychology	3
PHI 201	Introduction to Philosophy	
or PHI 205	Introduction to Ethics	3
CHE 111	General Chemistry I	3
BIO 163	Anatomy and Physiology I	4
BIO 164	Anatomy and Physiology II	4
BIO 220	Introduction to Microbiology	4
CIS 105	Introduction to Computers and Applications	3
Credit Total		33

The following courses are to be taken at RACC prior to the selective admission process:

Spring Semester

MLT 120	Basic Immunology	2
CHE 250	Organic Chemistry I (may be taken at LCCC if the student has CHE 112)	4
CHE 251	Chemistry of Biomolecules	1
HEA 220	Clinical Implications of Laboratory Tests	1
Credit Total		8

Admission into the clinical portion of the MLT program is on a selective basis. The following classes are to be taken at Reading Area Community College upon acceptance into the clinical portion of the Medical Laboratory Technician Program.

Fall Semester

MLT 110	Introduction to the Clinical Lab (may be waived)	1
CHE 260	Theory of Chemical Instrumentation	2
MLT 211	Clinical Laboratory Techniques	4
		7

Winter Interim

MLT 222	Clinical Urinalysis	1
MLT 233	Clinical Serology	1
		2

Spring Semester

MLT 220	Clinical Hematology/ Coag	5
MLT 221	Clinical Chemistry	4
MLT 230	Clinical Blood Banking and Immunology	4
MLT 231	Clinical Microbiology	4
		17
Credit Total		26

Music/Sound Production A.A. (DAPA)

This program is designed for students interested in the music and sound production industries. Program course work explores career opportunities in these industries. Industry positions include, but are not limited to, music producer, sound designer, sound editor, disc jockey, recording and live sound engineers. Students gain practical experience by utilizing industry-standard software, hardware and common production techniques. Students are urged to consult with an academic advisor or counselor to ensure that the courses selected meet LCCC requirements and those of the four-year college or university to which transfer is intended.

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

- demonstrate effective oral, written and visual communication skills.
- demonstrate knowledge in the principles of sound and digital audio.
- apply critical listening and thinking skills.
- record, produce, edit, mix and master audio using industry-standard equipment and software.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CMN 101	Introduction to Media Communications	3
CMN 105	Interpersonal Communication	3
ENG 105	Research and Composition	3
Elective*	Mathematics	3
Elective ⁺	Free Elective	3
		<hr/> 15
Second Semester		
CMN 118	Media Scriptwriting	3
DMP 115	Principles of Sound Production	3
ENG 106	Introduction to Literature	3
MUS 101	Introduction to Music	3
Elective	Social Science/Humanities	3
		<hr/> 15
Third Semester		
DMP 216	Digital Audio Production	3
MUS 110	Functional Music Theory	3
Elective ⁺	Free Elective	3
Elective	Social Science/Humanities	3
Elective [●]	Laboratory Science	4
		<hr/> 16
Fourth Semester		
Elective	Communications Media Practicum	
	Communication, ART elective	3
Electives [□]	General Education	6
Elective ⁺	Free Elective	3
Elective	Social Science/Humanities	3
		<hr/> 15
Credit Total		61

*Recommended Math elective: MAT 105.

⁺Recommended Free electives: CMN 113, CMN 204, CMN 205, DMP 225.

[●]Recommended Lab Science: PHY 101

[□]Recommended General Education electives: CIS 105, CMN 112, CMN 120, CMN 121

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Nanofabrication Technology A.A.S. (NMT)

This program of study prepares students for technician-level jobs, including those in chemical technology, electronics technology, biotechnology, biopharmaceutical labs, micro-technology labs, and material science industry labs. Students will study electronics at LCCC for three semesters and complete the last semester at the nanofabrication facility at Pennsylvania State University (PSU). Industries involved with nanofabrication include microelectronics, optoelectronics, biopharmaceuticals, and materials. Current spending on nanotech by the U.S. government and industry exceeds \$3 billion a year. Over the next 10 years, nanotechnology will transform every industry sector, from advanced materials, agriculture, and chemicals to electronics, energy, defense, and transportation. Students will have an in-depth knowledge of nanofabrication industry practices and procedures.

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

- use digital circuits common to computers, such as logic gates, flip flops, counters and arithmetic circuits.
- interpret data sheets of various integrated circuits to select the proper integrated circuit for a given application.
- describe the fundamental concepts needed for a thorough understanding of modern biotechnology and its applications.
- list the objectives, techniques, and problems related to the application of biotechnology in many different fields.
- describe the basic material types used in nanofabrication.
- define and explain the interdisciplinary nature of the nanoscience field.
- properly operate equipment used in the basic nanofabrication process.
- explain the safety and health issues involved with the nanofabrication process.
- describe various vacuum pump systems and verify when a system is functioning properly.
- describe thin film deposition and etching practices.
- explain the aspects of photo-lithography from the design to mask fabrication to pattern transfer and inspection.
- demonstrate effective communication skills by writing technical reports based on laboratory experiences.
- demonstrate critical thinking/problem-solving abilities by analyzing a nonfunctioning electrical circuit, determining the problem, and restoring circuit operation.
- demonstrate interpersonal relations, teamwork, and work ethics through group laboratory projects.

First Semester		Credits
BGT 110	Fundamentals of Technology	3
ELE 120	DC Circuits	4
ELE 130	Digital Fundamentals	4
ENG 105	Research and Composition	3
MAT 130	Industrial Mathematics	3
		17
Second Semester		Credits
ELE 165	AC Circuits	4
ENG 107	Writing in the Workplace	3
CHE 108*	Essentials of Chemistry	4
Elective	Social Science/Humanities	3
		14
Third Semester		Credits
ELE 210	Electronic Circuits	4
PHY 110	Elements of Physics	4
Elective	Social Science/Humanities	3
Elective ⁺	Technical	3
		14
Fourth Semester		Credits
◆(Course taken at PSU's Nanofabrication Facility)		
SMT 211	Materials, Safety and Equipment, Overview for Nanofabrication	3
SMT 212	Basic Nanofabrication Processes	3
SMT 213	Thin Film in Nanofabrication	3
SMT 214	Lithography for Nanofabrication	3
SMT 215	Materials Modification in Nanofabrication	3
SMT 216	Characterization, Packaging, and Testing of Nanofabricated Structures	3
		18
Credit Total		63

*Students must elect CHE 108 or any chemistry course or sequence of chemistry courses CHE 108 or higher.

⁺Students may choose from one of the following courses: BGT 240 Industrial Automation, EGR 101 Engineering Graphics, ELE 175 Introduction to Microprocessors, or MAT 150 Introduction to Probability and Statistics.

◆Fourth semester class work is held at PSU's nanofabrication facility. These courses are designed to be capstone courses for the Nanofabrication Technology program. These courses are lab intensive, leveraging the nanofabrication facility at PSU's University Park campus. All lectures will be given in a technology classroom. This classroom is dedicated to the Center for Nanofabrication Manufacturing Technology and thus has a wide variety of specialized, hands-on materials and facilities continually available to students.

Nursing A.A.S. (ADN)

The Associate Degree Nursing program at Lehigh Carbon Community College at the Main Campus located in Schnecksville, Pennsylvania; at the Donley Center located in Allentown, Pennsylvania; and the Morgan Center located in Tamaqua, Pennsylvania; is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Ga. 30326; 404-975-5000; www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

The Associate Degree Nursing program prepares graduates to deliver quality care to promote and/or maintain and restore health and well-being. Emphasis of this program will be educating persons to perform holistic nursing care in a variety of healthcare settings.

In addition to classroom instruction, students will receive clinical instruction. Persons who earn an Associate in Applied Science Degree in Nursing must successfully complete the Virtual ATI NCLEX-RN review course to be eligible to sit for the National Council Licensing Examination (NCLEX-RN). Success on this examination qualifies a nurse to practice as a registered/licensed nurse.

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

- synthesize information from nursing, biological, social and behavioral sciences into the delivery of nursing care.
- promote, maintain and restore health integrity of assigned clients by utilizing evidence based practice, technology and resources for the achievement of quality patient/client outcomes.
- use the nursing process to provide safe, cost effective, quality care to individuals, families and communities across the lifespan.
- communicate therapeutically to ensure safe, quality care to individuals, families, and communities.
- provide inter-professional, evidence based care that is socially responsible, environmentally sound, and culturally/spiritually sensitive to diverse populations within select healthcare delivery systems.
- demonstrate accountability, advocacy and professionalism within the framework of legal and ethical standards of the nursing profession.
- develop attitudes, values and personal qualities that reflect a commitment to lifelong learning as a professional nurse and member of the healthcare team.

Special program costs include health examinations, supplies, uniforms, standardized examinations, insurance and SNAP membership (optional).

Pre-Nursing Prerequisites		Credits
Completed in Health Science A.S. program		
BIO 163	Anatomy and Physiology I	4
BIO 164	Anatomy and Physiology II	4
ENG 105	Research and Composition	3
MAT 121	Mathematics for Allied Health	3
PSY 140	Introduction to Psychology	3
		17

Pre-ADN Semester		Credits
SDS 110	Introduction to Associate Degree Nursing	
or SDS 111	Introduction to LPN to Associate Degree Nursing	1
BIO 220	Introduction to Microbiology	4
ENG 106	Introduction to Literature	3
PSY 145	Human Growth and Development	3
SOC 151	Modern Social Problems	
or SOC 150	Introduction to Sociology	3
		14

Nursing A.A.S. Program Sequence

First Semester		Credits
ADN 150	Fundamentals of Nursing	8
		8

Second Semester		Credits
ADN 160	Medical Surgical Nursing I	7
		7

Third or Fourth Semester		Credits
ADN 205	Maternal Newborn Nursing	4
ADN 215	Pediatric Nursing	4
		8

Third or Fourth Semester		Credits
ADN 225	Mental Health Nursing	4
ADN 235	Medical Surgical Nursing II	4
ADN 245	Nursing Leadership	2

Fourth Semester		Credits
ADN 255	Nursing Capstone	2
		12

Credit Total 66

Nursing is a restricted program. Students are accepted on a competitive basis based on available seats and meeting requirements for program entrance. Students interested in applying for Nursing should enter the Health Science A.S. program and complete the prerequisites listed in the Nursing Program Sequence. See the Admission Requirements for details on admission to the program.

To continue in the program, students must maintain a minimum GPA of 2.20 and earn a C+ or better in all nursing courses. Students must earn a grade of "C" or better in required general education requirements to graduate. Students who have earned a "D" or "F" or have withdrawn are readmitted on a space-available basis only. A student may repeat only one nursing course (prefix ADN) in which a "D" or "F" grade has been earned. Requirements of the program will be the requirements at the time of readmission.

Paralegal Studies A.A.S. (PLG)

The Paralegal Studies Associate Degree program is approved by the American Bar Association (ABA).



LCCC's Paralegal Studies is approved by the American Bar Association (ABA) and, because of growth in the paralegal field, provides excellent opportunities for employment and advancement. Qualified graduates of the Paralegal Studies program can be hired by law firms, banks, title companies, real estate firms, and corporations. Career possibilities include paralegal supervisor, trust coordinator, title searcher, settlement clerk, litigation specialist, contract coordinator, and a variety of other positions. Individuals with legal skills take these skills into a multitude of positions in the business environment, including human resources, records management, legal support, and government.

Students will gain an understanding of what paralegals can accomplish, as well as the limitations imposed by the unauthorized practice of law statute. Internships provide students with practical experience in the paralegal field. Students may also transfer credits to various four-year colleges or universities toward a bachelor's degree. The primary goal of the program is to educate students to become paralegals who perform effectively in a variety of legal settings and adapt to changes in the legal environment and law practice. The program prepares students for careers as paralegals working under the supervision of lawyers in either the public or private sectors, as well as striving to encourage and facilitate graduates to pursue advanced degrees. Paralegals may not provide legal services directly to public except as permitted by law.

Through a collaborative program of study between LCCC and Kutztown University, LCCC's Paralegal Studies graduates may transfer to Kutztown University to major in English, Political Science, Public Administration, Criminal Justice, History and Psychology.

LCCC's Paralegal Studies program options are primarily offered through synchronous instruction. Paralegal Studies classes may be enhanced with asynchronous materials. Paralegal Studies students must take at least nine-semester credits or the equivalent of legal specialty courses through synchronous instruction.

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

- apply legal and business skills necessary for a position in a law office, bank, real estate office, government authority, or any position that uses the knowledge of law.
- apply soft skills, such as cooperative teamwork, communication skills and ethical decision-making.
- demonstrate substantive knowledge and procedural knowledge of law.
- apply the rules of professional conduct governing lawyers and the application to paralegals.

First Semester		Credits
PLG 120	Introduction to Paralegal Studies	3
PLG 150	Torts and Personal Injury Law	3
PLG 115	Law Firm Experience	3
ENG 105	Research and Composition	3
Elective	General Education	3
		15

Second Semester		Credits
PLG 200	Civil Litigation and Procedures	3
ENG 106	Introduction to Literature	3
PLG 105	Law Office Technology	3
Elective*	Social Science/Humanities	3
Elective ⁺	Program Elective	3
		15

Third Semester		Credits
PLG 245	Legal Research and Writing	3
RES 110	Real Estate Law	3
PSY 140	Introduction to Psychology	3
Electives ⁺	Program Electives	6
Elective ^o	Mathematics/Science	3-4
		18-19

Fourth Semester		Credits
PLG 250	Internship	3
PLG 220	Contract Law and Business Organizations	3
PLG 255	Legal Writing	3
PLG 215	Law Office Management	3
Elective ^o	Mathematics/Science	3-4
		15-16

Credit Total 63

Up to nine PLG credits will be accepted for transfer into LCCC's PLG program from an ABA-approved program. PLG 200 must be completed at LCCC. PLG credit by assessment is limited to three credits. Total PLG transfer credit and credit by assessment is limited to nine credits.

Students entering the program should have basic keyboarding skills and the ability to type 40 wpm. If a student does not have these skills, the student should enroll in AOT 112, 113 and 114 in the first semester of admission to the program.

*Recommended Social Science/Humanities electives: PSC 142, 233, 235, 236 and ECO 201

⁺The student must select six credits with a PLG prefix from the following list: PLG 125, 135, 225, 227, 228, 230, 235, 240 and 252. The additional three credit program elective must be selected from the above list or CJA 201, 240; ENG 107; HIT 140, ENG 111; or any other credit course that is approved by the Paralegal Studies coordinator.

^oMAT 118 and 125 do not fulfill this requirement.

Paralegal Studies Certificate (PLGC)

The Paralegal Studies Certificate program is approved by the American Bar Association (ABA).



The American Bar Association (ABA) has approved Lehigh Carbon Community College's Paralegal Studies program. This certificate program is designed to meet the needs of the student who presently possesses college credit and is interested in pursuing a career as a paralegal.

Admission to the certificate program is limited to students that currently possess 30 semester hours of college credit, with grades of at least a "C" for each course, of which 18 credits are distributed in at least three of the following acceptable General Education disciplines: English, Math, Science, Humanities, and Social Science. The courses must be liberal arts credits and not technical. Admission is conditional.

The growth of the paralegal field provides excellent opportunities for employment and advancement. Qualified graduates of the Paralegal Studies certificate program can be hired by law firms, banks, title companies, real estate firms, corporations, and government agencies. Career possibilities include paralegal supervisor, trust coordinator, title searcher, settlement clerk, litigation specialist, contract coordinator, and a variety of other positions. An individual with legal skills can take those skills into a multitude of positions in the business environment, including human resources, records management, legal support, and government.

Students will gain an understanding of what paralegals can accomplish, as well as the limitations imposed by the unauthorized practice of law statute. Paralegals may not provide legal services directly to public except as permitted by law. An internship is available to provide students with practical experience in the paralegal field.

The program prepares students for careers as paralegals working under the supervision of lawyers in either the public or private sectors.

LCCC's Paralegal Studies program options are primarily offered through synchronous instruction. Paralegal Studies classes may be enhanced with asynchronous materials. Paralegal Studies students must take at least nine-semester credits or the equivalent of legal specialty courses through synchronous instruction.

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

- apply legal and business skills necessary for a position in a law office, bank, real estate office, government authority, or any position that uses the knowledge of law.
- apply soft skills, such as cooperative teamwork, communication skills and ethical decision-making.
- demonstrate substantive knowledge and procedural knowledge of law.
- apply the rules of professional conduct governing lawyers and the application to paralegals.

First Semester		Credits
PLG 120	Introduction to Paralegal Studies	3
PLG 150	Torts and Personal Injury Law	3
Elective+	PLG Elective	3
		9
Second Semester		
PLG 105	Law Office Technology	3
PLG 200	Civil Litigation and Procedures	3
PLG 215	Law Office Management	3
		9
Third Semester		
PLG 245	Legal Research and Writing	3
Electives+	PLG Electives	6
		9
Fourth Semester		
PLG 255	Legal Writing	3
PLG 220	Contract Law and Business Organizations	3
Elective+	PLG Elective	3
		9
Credit Total		36

Up to nine PLG credits will be accepted for transfer into LCCC's PLG program from an ABA-approved program. PLG 200 must be completed at LCCC. PLG credit by assessment is limited to three credits. Total PLG transfer credit and credit by assessment is limited to nine credits.

Students entering the program should have basic keyboarding skills and the ability to type 40 wpm. If a student does not have these skills, the student should enroll in AOT 112, 113 and 114 in the first semester of admission to the program.

*The student must select nine credits with a PLG prefix from the following list: PLG 125, 135, 225, 227, 228, 230, 235, 240, 250 and 252. The other program elective must be selected from the above list or AOT 112, 113 and 114, CJA 201, 240; ENG 107; HIT 140; RES 110; or any other credit course that is approved by the Paralegal Studies coordinator.

If you elect an internship, Paralegal Studies students are responsible for locating and selecting internship placement sites. Students are responsible for presenting credential levels required by the internship site. It is the sole discretion of the internship site and future employers as to what level of credentialing is required by the position roles. Students who possess a "record" status may experience limitations in available internship placements and future employment in the paralegal field.

Physics A.S. (PHYS)

The Physics program is intended for students who plan to transfer in the following areas: Astronomy, Biophysics, Engineering, Geology, Medicine, Meteorology, Physics, or related areas.

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

- understand concepts, law, and principles of natural science and apply them to the solution of problems.
- demonstrate critical thinking/problem solving abilities.
- demonstrate good experimental techniques including making observations and measurements, constructing a hypothesis and designing an experiment to test it, and analyzing and interpreting experimental results.
- demonstrate effective communication skills including the writing of laboratory reports based on experiments.
- demonstrate effective teamwork and work ethics through group laboratory projects.
- demonstrate the ability to apply mathematical skills to the level of at least calculus.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CHE 111	General Chemistry I	4
ENG 105	Research and Composition	3
MAT 191	Calculus and Analytic Geometry I	4
Elective	Social Science	3
Elective	Humanities	3
		17
Second Semester		
CHE 112	General Chemistry II	4
ENG 106	Introduction to Literature	3
MAT 196	Calculus and Analytic Geometry II	4
PHY 210	General Physics I	4
		15
Third Semester		
BIO 110	General Biology I	4
EGR 213	Statics	3
MAT 201	Calculus and Analytic Geometry III	4
PHY 215	General Physics II	4
		15
Fourth Semester		
BIO 111	General Biology II	4
ENG 111	Speech	3
Elective	Humanities	3
Elective	Math/Science (MAT 230 Recommended)	3-4
Elective	Social Science	3
		16-17
Credit Total		63

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose (Required for ESL students only.)	6

Please note, taking gateway courses will increase your time for completion.

Practical Nursing Certificate (NURC)

The Practical Nursing Certificate program at Lehigh Carbon Community College at the Main Campus located in Schnecksville, Pennsylvania, and the Morgan Center Site located in Tamaqua, Pennsylvania, and the Donley Center Site located in Allentown, Pennsylvania, is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Ga. 30326, 404-975-5000, www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing Certificate program is Continuing Accreditation.

This is an integrated college program spanning three semesters.

Upon completion of the approved curriculum, the graduate receives a certificate as a practical nurse. Once the graduate successfully completes the Virtual ATI NCLEX-PN review course they are eligible to sit for the National Council Licensing Examination-Practical Nursing (NCLEX-PN). The Practical Nursing graduate is prepared to assist in caring for medical and surgical patients, convalescents, and the disabled. Rewarding work experiences are available in extended care facilities, private homes, public health agencies, offices, and clinics. Advanced standing is available for those students who fulfill the necessary requirements. This advanced standing is awarded for NUR 106 only.

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

- integrate the concepts of person, environment, health, nursing, and basic needs to assist with the assessment, planning, implementation, and evaluation of individuals, families, and groups across the life span.
- understand the cultural/spiritual needs of a diverse population within a dynamic healthcare system.
- utilize critical thinking to implement the nursing process as a framework for the delivery of cost-effective, outcome-based nursing care to individuals, families, or groups.
- develop the ability to use therapeutic communication and technology to promote, restore, or maintain the health of individuals, families, or groups.
- recognize the need for lifelong learning and the active participation in continued professional development.
- demonstrate the core competencies of a graduate of practical nursing as set forth by the NLN.
- practice within the ethical/legal standards of nursing care developed by the National Federation of Licensed Practical Nurses Inc. and according to the state wherein employed.
- assume the roles of caregiver, interdisciplinary team member, manager, and community partner, as well as the responsibilities inherent in the scope of practical nursing as defined by the state wherein employed.
- employ the teaching-learning process to promote the optimum health of individuals, families, or groups within a framework of prevention and wellness care.

Prerequisites		Credits
Completed in Health Science A.S. program		
BIO 163	Anatomy and Physiology I	4
PSY 140	Introduction to Psychology	3
SOC 150	Introduction to Sociology	
or SOC 151	Modern Social Problems	3
		10

Pre-NURC Semester (Summer)		Credits
SDS 112	Introduction to Practical Nursing	1
BIO 164	Anatomy and Physiology II	4
PSY 145	Human Growth and Development	3
		8

Practical Nursing Certificate Program Sequence

First Semester (Fall)		Credits
NUR 106	Nursing I	11
		11

Second Semester (Spring)		Credits
NUR 116	Nursing II	11
		11

Third Semester (Summer)		Credits
Nursing 126	Nursing III	14
		14

Credit Total **54**

Practical Nursing is a restricted program. Students are accepted on a competitive basis based on available seats and meeting requirements for program entrance. Students interested in applying for Practical Nursing should enter the Health Science A.S. program and complete the prerequisites listed in the Practical Nursing Program Sequence. See the Admission Requirements for details on admission to the program.

To continue in the program, students must maintain a minimum GPA of 2.20 and earn a C+ or better in all nursing courses. Students must earn a grade of "C" or better in required general education requirements to graduate. Students who have earned a "D" or "F" or have withdrawn are readmitted on a space-available basis only. A student may repeat only one nursing course (prefix NUR) in which a "C", "D", or "F" grade has been earned. Requirements of the program will be the requirements at the time of readmission.

Special program costs include health examinations, supplies, uniforms, standardized examinations, vaccinations, insurance, and SNAP membership (optional).

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Professional Pilot A.A.S. (AVP)

The ground and flight training courses required for the issuance of an airmen certificate within the Professional Pilot Associate Degree program are licensed by the Federal Aviation Administration (FAA).

This program prepares students to obtain entry-level employment in the aviation industry. It provides both the flight and ground-school training required to successfully earn Federal Aviation Administration (FAA) pilot certification. Students obtain flight training from the FAA approved Part 141 LCCC flight school. Graduates from LCCC flight school may teach at the LCCC flight school and continue their aviation flying careers as pilots in the fields of charter, corporate, and regional airline employment. They are also prepared to transfer to colleges or universities that offer the bachelor's degree in Aviation Science. The granting of this degree is based upon the student's successful completion of required coursework, and successfully passing the flight checks for the FAA Private, Commercial, and Flight Instructor certificates and the Instrument Airplane rating. An FAA medical certificate is required for enrollment as well as U.S. citizenship or approval from the Transportation Security Administration to initiate flight training. Additional fees will incur for flight training.

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

- possess the FAA Airman credentials of Private Pilot Certificate-airplane single engine land, Airplane Instrument Rating, Commercial Pilot Certificate and Certificated Flight Instructor-airplane single engine land.
- perform all phases of visual and instrument flight as pilot in command of a commercial flight to FAA standards, including preflight planning, weather analysis, pertinent flight information procurement, and execution of the flight to federal standards of skill, knowledge, and safety.
- be eligible to continue as a candidate for a bachelor of science degree at a four-year college or university or to enter the aviation industry at an appropriate entry-level pilot position to begin a professional pilot career progression.

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6

(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

First Semester		Credits
ASA 111	Private Pilot–Flight Theory	3
ASA 112	Private Pilot Practical	2
ASA 117	Aviation Meteorology	3
MAT 130	Industrial Mathematics	3
or MAT 165*	College Trigonometry	3
ENG 105	Research and Composition	3
		<hr/>
		14

Second Semester		Credits
ASA 121	Instrument Flight Theory	3
ASA 122	Instrument Practical	2
ASA 126	Crew Resource Management	3
ASA 127	Aircraft Systems	3
PHY 110**	Elements of Physics	4
or PHY 201**	Fundamentals of Physics	4
		<hr/>
		15

Third Semester		Credits
ASA 211	Commercial Pilot Theory	3
ASA 212	Commercial Pilot Airplane I	2
ASA 215	Aerodynamics	3
ASA 217	Aviation Laws and Regulations	3
ENG 106	Introduction to Literature	3
or ENG 107	Writing in the Workplace	3
or ENG 108	Creative Nonfiction	3
		<hr/>
		14

Fourth Semester		Credits
ASA 214	Commercial Pilot Airplane II	2
ASA 219	Air Carrier Operations	2
ASA 226	Aviation Safety	3
ASA 230	Flight Instructor Theory	3
Elective	Social Science	3
Elective	General Education	3
		<hr/>
		16

Summer Session		Credits
ASA 231	Certified Flight Instructor (ASEL)	2
or ASA 223	Commercial Pilot Multi-Engine	2
Elective	Social Science	3
		<hr/>
		5

Credit Total **64**

*MAT 165 requires a prerequisite of MAT 160 College Algebra or LCCC Algebra Placement Testing score of 109 and equivalent college Algebra background.

**MAT 130 or 165 must be completed prior to PHY 110 or 201. Students interested in transfer to a bachelor's program are recommended to take MAT 165 and PHY 201.

Two failures of the same flight theory or flight practical course will result in the student being removed from further advancement within the degree program.

Students have the option of choosing between earning the Certified Flight Instructor Certification or the Multi-Engine Rating added to their Commercial Pilot Certificate.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Psychology A.S. (PSYS)

The psychology program is designed for students preparing to enter a program at a four-year college or university, leading to a baccalaureate degree within the diverse field of psychology.

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

- describe and apply psychological principles.
- demonstrate critical thinking, skeptical inquiry, and apply the scientific approach to solving problems.
- describe the application of ethical standards to evaluate psychological science.
- communicate effectively in a variety of forms.
- apply psychological content and skills to career goals.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ENG 105	Research and Composition	3
PSY 105	Psychology as a Major	1
PSY 140	Introduction to Psychology	3
MAT 150	Probability and Statistics	
or MAT 155	Finite Mathematics for Business and Social Science	
or MAT 160	College Algebra	3
SOC 150	Introduction to Sociology	3
Elective ⁺	Humanities	3
		16
Second Semester		
BIO 101*	Introduction to Biology	4
ENG 106	Introduction to Literature	3
PSY 106	Writing in APA Style	1
PSY 145	Human Growth and Development	
or PSY 242	Child Development	3
Elective ⁺	Humanities	3
		14
Third Semester		
PHI 205	Ethics	3
PSY 209	Reading and Writing Research	1
PSY 243	Abnormal Psychology	
or PSY 283	Social Psychology	3
PSY 255	Introduction to Statistical Analysis	4
Elective	Science/Mathematics	3-4
Elective	Humanities/Social Sciences	3
		17-18
Fourth Semester		
ENG 111	Speech	3
PSY 256	Research Methods in Psychology	4
Elective [◆]	General Education	3
Elective	Humanities/Social Sciences	3
		13
Credit Total		60

*Students should consult the requirements of the four-year college or university to determine the requirements for laboratory science.

⁺Students planning to transfer to a Bachelor of Arts program are strongly encouraged to complete a two-semester World Language sequence; however, consult with academic advisors to ensure that course selection will meet educational goals.

[◆]Students should consult the requirements of the four-year college or university to determine their requirements for general education.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Respiratory Care A.A.S.

In cooperation with Reading Area Community College

The Respiratory Care Associate Degree program, through an agreement with Reading Area Community College, is accredited by the Committee on Accreditation for Respiratory Care (COARC).

The associate degree program in Respiratory Care prepares the student to assume responsible positions as part of the health care team. The graduate will be eligible to sit for the National Registry Examination, administered by the National Board for Respiratory Care (N.B.R.C.). Respiratory care students participate in various classroom, laboratory and clinical experiences. The laboratory provides students the opportunity for hands-on experience in preparation for clinical practicum. The classroom courses give the student the foundational knowledge in Respiratory Care.

The student from Lehigh Carbon Community College who has successfully completed specific general education requirements at LCCC and specific program requirements at RACC may be granted admission to the Respiratory Care Program per stated selective admission requirements at Reading Area Community College. The student must see advisor or transfer counselor.

Reading Area Community College (RACC) will accept and grant credit for Lehigh Carbon Community College's courses that are listed as equivalent if the student has completed the course with a grade of "C" or higher.

Program Competencies:

- provide, under medical direction, treatment, management, diagnostic evaluation and care to patients with deficiencies and abnormalities of the cardiorespiratory system.
- administer the therapeutic use of the following: medical gases and administration apparatus, environmental control systems, humidification, aerosols, medications, ventilatory support, bronchopulmonary resuscitation and airway management.
- demonstrate behavior consistent with acceptable professional conduct standards such as appearance, quality of work, quantity of work, continuing education, human relations skills, leadership skills, reading skills, writing skills and verbal communication skills.

Lehigh Carbon Community College equivalent courses to transfer:

ENG 105	Research and Composition	3
ENG 111	Speech	
or ENG 107	Writing in the Workplace	3
MAT 105	Intermediate Algebra	
or MAT 125	Fundamentals of Math I	
or MAT 120	Survey of Math	3
MAT 160	College Algebra	
or MAT 150	Intro. to Prob. & Statistics	3
SOC 150	Introduction to Sociology	
or PSY 140	Introduction to Psychology	3
PHI 201	Introduction to Philosophy	
or PHI 205	Introduction to Ethics	3
BIO 163	Anatomy & Physiology I	4
BIO 164	Anatomy & Physiology II	4
BIO 220	Introduction to Microbiology	4
CIS 105	Introduction to Computers & Applications	3
Credit Total		33

The following classes are to be taken at Reading Area Community College upon acceptance into the clinical portion of the Respiratory Care Program:

Fall Semester

RES 150	Respiratory Care 1	5
RES 212	Pharmacology	2

Spring Semester

RES 200	Cardiopulmonary Anatomy & Physiology	2
RES 227	Respiratory Care II	8

Summer Semester

RES 237	Respiratory Care III	3
---------	----------------------	---

Fall Semester

RES 255	Respiratory Care IV	10
---------	---------------------	----

Spring Semester

RES 265	Respiratory Care V	12
---------	--------------------	----

Credit Total 42

Social Work A.A. (SOWA)

This program is designed for students preparing to enter a baccalaureate program in social work at four-year colleges or universities. Social workers perform work in three major areas: child, family and schools; medical and public health; and mental health and substance abuse. This program offers coursework that addresses the values, knowledge, and skills to help people obtain services; counsel individuals, families and groups; help communities or groups improve social and health services; and pursue social justice by participating in legislative processes. The program emphasizes the development of communication, problem-solving and critical thinking skills.

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

- demonstrate academic and personal preparation for transfer to a four-year college/university offering the B.S.W. degree.
- demonstrate the ability to use effectively communication, critical thinking, and problem-solving skills in liberal arts disciplines.
- demonstrate the knowledge and value of cultural-competencies which promotes the strengths and well-being of a diverse society.
- demonstrate an understanding of social work as a profession by exploring the historical influences and social values impacting current social issues and social policies.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
ENG 105	Research and Composition	3
HUS 110	Introduction to Human Services	3
HUS 120	Interviewing and Case Management	3
PSY 140	Introduction to Psychology	3
SOC 150	Introduction to Sociology	3
		15
Second Semester		
ENG 106	Introduction to Literature	3
HIS 124	United States Since Reconstruction	3
HUS 160	Introduction to Counseling Skills and Theories	3
HUS 170	Systems and Processes	3
MAT 150	Probability and Statistics	3
PSY 106	Writing in APA	1
		16
Third Semester		
BIO 105	Fundamentals of Biology	4
ENG 111	Speech	3
HUS 180	Human Behavior and the Social Environment	3
PSC 141	American Federal Government	3
SOC 253	Diversity and Inequality	3
		16
Fourth Semester		
BIO 137	Introduction to Environmental Science	4
PHI 205	Introduction to Ethics	3
SOC 251	The Family	3
Elective*	Program Elective	3
		13
Credit Total		60

Recommendations: Students should consult the catalog of the four-year college or university to which he or she plans to transfer and consult with the institution's Social Work department to ensure that electives of the degree requirements are properly met.

*Program Electives:
HUS 115, 150, 210, 240; SOC 151, 258; PSY 145, 242, 243

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Special Education A.A. (EDSA)

Pre-professional program provides a foundation for continued study toward a bachelor's degree in Special Education. Students pursuing a degree in Early Childhood Education, Elementary Education, or Secondary Education are provided with the fundamental knowledge of individuals with special needs. A wide range of electives permits students to select courses that will fulfill requirements of four-year colleges or universities to which they wish to transfer. It is essential that students consult with a counselor or faculty advisor when planning their academic programs. Field experiences and observations are incorporated into the program.

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

- demonstrate knowledge of exceptionalities linked to assessment, planning, and implementation of special educational strategies.
- describe theories and beliefs about teaching and learning of students with exceptionalities.
- identify special education law and its impact on the profession.
- identify complexities of the relationship with families of individuals with disabilities to support and advocate for the child's learning and well-being.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

A student interested in teacher certification should consult with an advisor or counselor and select electives carefully in accordance with the general education and/or pre-professional requirements of the four-year colleges or universities to which he or she intends to transfer.

Recommended electives:

*Mathematics: MAT 120, 125, 150, or higher. MAT 125 is recommended for students interested in Early Childhood, Elementary, or Special Education.

+Humanities: ENG 201, 202, 205, 206, 210, 211, 214, 215, and 232; HIS 123 or 124; PHI 201; and SPN 105, 106, 205, and 206.

+Social Science: PSY 145 or 242.

◆Special Education: EDU 210 and SED 110, 115, 200, and 205. Transfer of Special Education courses varies among four-year colleges or universities. Students should consult an advisor or counselor when selecting Special Education electives. Students transferring to four year schools should show evidence of:

- 3.0 GPA
- Successfully taken PAPA exam
- Maintain credential portfolio with evidence of clearances (FBI, PA State Police, Child Abuse)
- Provide evidence of liability insurance

First Semester		Credits
EDU 101	Foundations of Education	3
EDU 114	Careers in Education	1
ENG 105	Research and Composition	3
PSY 140	Introduction to Psychology	3
Elective ⁺	Humanities	3
Elective [*]	Mathematics	3
		16

Second Semester		Credits
EDU 105*	Introduction to Special Education	3
ENG 106	Introduction to Literature	3
PSY 240	Educational Psychology	3
Elective [◆]	Special Education	3
Elective [*]	Mathematics	3
		15

Third Semester		Credits
ENG 111	Speech	3
Elective ⁺	Social Science/Humanities	3
Elective	Laboratory Science	4
Elective	Physical Education	1
Elective [◆]	Special Education	3
		14

Fourth Semester		Credits
Elective	General Education	3
Elective ⁺	Social Science	3
Electives [□]	Free Electives	9
		15

Credit Total **60**

*Fieldwork Experience – this course requires observation and/or fieldwork in a childhood education classroom. Students must obtain and maintain the appropriate clearances (through CastleBranch Account) to work within a childcare facility.

□Recommended free electives, such as SED courses listed at ◆, CIS 105, EDU 202, HPE 101, BIO 101, CHE 105, and PHY 101. A student should consult the catalog of the school to which he or she wishes to transfer to determine if two laboratory science courses are required.

An exemption to the physical education requirement is available to students having a physician complete an official LCCC medical waiver form. Waivers are granted solely on the basis that a physical limitation exists that makes even "very moderate" activity non-beneficial to the participant. Waiver forms must be completed at least one full semester prior to the student's graduation. Request for a waiver should be directed to the Associate Dean of Professional Accreditation and Curriculum.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Sport Management A.S. (SPMS)

The Sport Management program is designed for the sports enthusiast who desires to coordinate and operate all types of sports programming. This is an interdisciplinary degree that prepares graduates for business and administration with emphasis on the world of sport. Successful completion of this curriculum prepares graduates for transfer into a four-year college and for future employment in exciting positions in the sports industry. Graduates in Sport Management are qualified for positions in professional sports, school and community sports programs, and private health clubs.

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

- plan, organize, and implement sport programs.
- demonstrate management skills to implement a sport program.
- demonstrate collaboration and cooperation with a variety of sport agencies.
- identify competitive sport industries and strategies to develop the sports community.
- describe how sport history has changed marketing and how to market sport products and services.
- apply the tools of sports technology to develop and enhance a sport program.
- evaluate ethics in the sport industry.
- demonstrate the ability to analyze recreational facilities in terms of safety and optional participation.
- use critical-thinking and problem-solving skills to assess the needs of individuals, school, and community programs regarding sport programs.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CIS 105	Introduction to Computers and Applications	3
ENG 111	Speech	3
SPM 101	Introduction to Sport Management	3
ENG 105	Research and Composition	3
HPE 101	Personal and Community Health	2
Elective*	Physical Education	1
		<hr/> 15
Second Semester		
BUS 120	Introduction to Business Organization	3
ENG 106	Introduction to Literature	3
SPM 102	Sport History and Philosophy	3
PSY 140	Introduction to Psychology	3
Elective♦	Humanities	3
Elective*	Physical Education	1
		<hr/> 16
Third Semester		
BUS 211	Principles of Management	3
Elective●	Laboratory Science	4
EXS 107	Care and Prevention of Athletic Injuries	3
Elective*	Physical Education	1
Elective+	Mathematics	3
		<hr/> 14
Fourth Semester		
BUS 221	Principles of Marketing	3
SPM 103	Science and Wellness in Sport	3
Electives	Social Science	6
Elective♦	Humanities	3
Elective*	Physical Education	1
		<hr/> 16
Credit Total		61

Students intending to transfer should consult the catalog of the four-year college or university before choosing electives.

Recommended electives:

*Physical Education: All PED offerings are appropriate.

+Mathematics: MAT 118, 120, and 150.

♦Humanities: ENG 154, 201, 205; HIS 126 and 225; PHI 201 and 205; and SPN 105, 106, 205, and 206.

●Laboratory Science: BIO 101, 105; CHE 105; PHY 101 and 103.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Tool and Die Machinist Apprenticeship Certificate (TOLC)

The program has been approved by the Bureau of Apprenticeship and Training and must be taken in conjunction with an approved apprenticeship training program. This program is designed to prepare a student for employment as a tool and die maker or machinist. The program provides students with the related technical knowledge necessary to supplement on-the-job training supplied by the sponsoring employer. Experience gained from the program will be in the area of drafting and design, manufacturing processes, and tooling elements. Jobs obtained from this certificate will be as a tool and die machinist or tool designer.

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

- use common standards and symbols to make detail and assembly drawings according to accepted industrial practice.
- adapt to the various special areas of drafting, such as drafting of electronic schematics, piping, welding, and structural.
- understand the differences between various common manufacturing materials and possess knowledge of the processes available to transform these materials into finished products.
- work from handbooks, catalogs, and other informational sources to obtain the data necessary for selecting machine components.
- design basic tools, jigs, fixtures, and punch dies.
- use creative thinking and good judgment when considering all the factors involved in the evolution of a mechanical design.
- understand and apply the basic principles of fluid power.

First Semester		Credits
MAT 130	Industrial Mathematics	3
MET 101	Mechanical Print Reading	3
		6
Second Semester		
MET 104	Manufacturing Processes	3
MET 111	Computer-Aided Drafting	4
		7
Third Semester		
MET 115	Computer-Aided Manufacturing	3
MTD 201	Basic Mechanisms	4
		7
Fourth Semester		
MTD 206	Machine Design	4
MTD 208	Tool Design	4
Apprenticeship Component*		3
		11
Credit Total		31

*Students who have satisfactorily completed at least 600 hours of an approved apprenticeship in a tool and die machinist program will be awarded three credits after completing an application and providing appropriate documentation.

TV/Film A.A. (DVPA)

This program is designed for students interested in the television, film, and a variety of video production industries. Program course work explores career opportunities in these visual communications industries through practical experience in state-of-the-art professional facilities and the teaching of fundamental concepts and theories behind the practice. Industry positions include, but are not limited to, director, producer, camera operator, video editor, script writer, light designer, and production coordinator. Students utilize industry-standard software, hardware and production techniques as they build professional-quality portfolios of their work and engage in projects with their community. While some students may pursue the program of study for immediate entry into the workforce rather than transfer, the degree is designed for students preparing to enter a program leading to a baccalaureate degree at a four-year college or university.

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

- demonstrate effective oral, written, and visual communication skills.
- apply critical thinking skills.
- analyze the evolution of technology in audio and visual communications industries.
- plan, produce, direct, shoot, edit and collaborate with peers and clients on various digital video formats using industry-standard equipment.

Students should consult the catalog of the four-year college or university to which he or she plans to transfer to ensure that degree requirements are being properly met. Transfer information for this program is on file in the Transfer and University Center. For more information, contact an academic advisor or counselor.

First Semester		Credits
CMN 101	Introduction to Media Communications	3
CMN 105	Interpersonal Communication	3
ENG 105	Research and Composition	3
Elective*	Mathematics	3-4
Elective ⁺	Free Elective	3
		15-16
Second Semester		
ART 119	Introduction to Digital Photography	3
CMN 113	TV Studio Production	3
CMN 118	Media Scriptwriting	3
ENG 106	Introduction to Literature	3
Elective	Social Science/Humanities	3
		15
Third Semester		
CMN 204	Video Field Production	3
CMN 205	Introduction to Video Editing	3
Elective [◆]	General Education	3
Elective	Social Science/Humanities	3
Elective	Laboratory Science	4
		16
Fourth Semester		
Elective	DMP 250 Communications Media Practicum, Communication, ART elective	3
Electives [◆]	General Education	6
Elective ⁺	Free Elective	3
Elective	Social Science/Humanities	3
		18
Credit Total		61

*Recommended Mathematics elective: MAT 105.

⁺Recommended Free electives: ART 107, ART 109, ART 111, DMP 115.

[◆]Recommended General Education electives: CIS 105, CMN 112, CMN 120, CMN 121, MUS 101, MUS 110.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.

Veterinary Technician A.A.S. (VET)

The Veterinary Technician program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

Veterinary Technician Mission Statement: Lehigh Carbon and Northampton Community Colleges Veterinary Technician Program provides excellent, comprehensive learning experiences to prepare students with the knowledge and critical skills to develop into competent veterinary nurses. The program instills in its students a commitment to be a lifelong learner, a competent communicator, and provide excellent patient care and compassion for animals.

Veterinary technicians are professionals knowledgeable in the care and handling of animals, basic principles of normal and abnormal life processes, routine laboratory and clinical procedures, and in veterinary medical and surgical nursing. Certified veterinary technicians are employed in veterinary clinics serving large, small, and exotic species. In addition, graduates are employed as veterinary technicians in pharmaceutical settings, research laboratories, animal feed companies, wildlife and zoo centers, and animal shelters.

Lehigh Carbon Community College, working jointly with Northampton Community College, has developed a two-year associate in applied science degree program in this field.

Coursework will provide students with a foundation in the basic principles of animal medicine and disease, anatomy and physiology, diagnostic laboratory work, surgical assisting, anesthesia, diagnostic radiology, pharmacology, veterinary medical nursing, laboratory and exotic animal medicine, and veterinary practice management. Students will be given the opportunity to develop technical skills through multiple clinical experiences with live animals.

Graduates of this program are prepared to sit for the veterinary technician national board examination. Students that pass the exam may obtain certification.

Program features: LCCC provides academic and practical experience through a combination of veterinary technology and general education core courses. One third of veterinary technology courses include laboratory experience including exposure to small, large and exotic animal species. The culminating experience of the program is a summer externship experience during which students can practice their clinical skills at veterinary hospitals. Classes are held on Northampton Community College (NCC) and LCCC campuses. There is a clinical science laboratory on NCC's campus and a veterinary teaching facility adjacent to LCCC's campus provided exclusively for the veterinary technician students. Classes are offered during the day and the program takes 2 full years (Fall, Spring and Summer to complete).

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

- demonstrate competence in performing and engaging in office and hospital procedures, client relations and communication.
- demonstrate proficiency working in the pharmacy and understand and utilize pharmacologic concepts.
- safely and competently engage in medical nursing.
- safely and competently engage in surgical nursing.
- safely and competently engage in anesthetic nursing.
- competently perform laboratory procedures.
- safely and competently perform diagnostic imaging.
- competently perform laboratory animal and exotic patient husbandry and nursing.

First Semester		Credits
VET 101	Veterinary Anatomy and Physiology	4
VET 105	Veterinary Terminology and Communication	1
VET 110	Introduction to Veterinary Technology	2
ENG 105	Research and Composition	3
CIS 105	Introduction to Computers and Applications	3
CHE 106	Physiological Chemistry	4
		17

Second Semester		Credits
VET 115	Animal Management and Nutrition	2
VET 120	Veterinary Parasitology	2
VET 125	Veterinary Clinical Laboratory Techniques	4
BIO 220	Microbiology	4
ENG 106 or ENG 107 or ENG 108	Introduction to Literature Writing in the Workplace Creative Nonfiction	3
		15

Summer Session		Credits
VET 210	Large Animal Clinical Procedure	3
		3

Third Semester		Credits
VET 215	Animal Disease	3
VET 218	Veterinary Pharmacology and Anesthesia	3
VET 220	Small Animal Clinical Procedure	4
Elective*	Mathematics	3
Elective	Social Science/Humanities	3
		16

Fourth Semester		Credits
VET 223	Veterinary Radiology	1.5
VET 225	Veterinary Surgical Nursing and Anesthesia	3
VET 228	Lab Animal Science and Exotics	4
Elective	Social Science/Humanities	3
Elective	General Education	3
		14.5

Summer Session		Credits
VET 230	Veterinary Technician Externship	3
		3

Credit Total 68.5

Electives:

Recommended: *Math electives a student must choose from include: MAT 105, MAT 121, MAT 150 or MAT 160.

Required: CHE 106 (Physiological Chemistry) - must be taken their first semester in the program or prior to starting the program. It is a prerequisite for VET 125.

Please note that admission to this program is competitive and requires a special application. Not all students will be offered a seat in the program.

All students in the Veterinary Technician program must maintain a cumulative GPA of 2.5 during the course of their program.

In addition, any student who does not successfully complete (with a grade of at least a "C") two veterinary core courses (either two different courses or the same course twice) will be withdrawn from the program. Readmission to the program will require re-application and re-acceptance through the admissions office.

Visual Media A.A.S. (VSM)

This program is designed for students planning to enter the following industries upon graduation with an associate's degree: including, but not limited to, digital content production, visual journalism, and commercial photography. Program coursework explores career opportunities in these visual communications and digital content production industries through practical experience in state-of-the-art professional facilities and the teaching of fundamental concepts and theories behind the practice. Industry positions include, but are not limited to, commercial photography and video production, visual journalist, digital content coordinator and social media content management. Students utilize industry-standard software, hardware and production techniques as they build professional-quality portfolios of their work and engage in projects with their community.

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

- demonstrate effective oral, written and visual communication skills.
- apply the principles of digital content production in industry-recognized platforms such as print, TV, web and mobile.
- apply principles of composition to produce professional-quality photographs.
- select and operate photographic and video equipment and technologies appropriate to the task.
- select and operate/employ industry-standard hardware and software to produce content appropriate to the task.
- evaluate and select media artifacts to create a professional portfolio of digital content using industry-standard principles practice and equipment.

This degree is designed for students who want to enter visual media-related industries and seek employment upon graduation. Students considering or seeking to transfer to a four-year institution should enroll in either of the following: Communication A.A. or TV/Film A.A.

First Semester		Credits
ART 107	Digital Design	3
ART 119	Digital Photography I	3
CMN 101	Introduction to Media Communication	3
ENG 105	Research and Composition	3
Elective*	Mathematics	3
		15
Second Semester		
ART 109	Motion Graphics	3
ART 219	Digital Photography II	3
CMN 105	Interpersonal Communication	3
ENG 107	Writing in the Workplace	3
Elective**	Computer Science	3-3.5
		15-15.5
Third Semester		
ART 229	Commercial Studio Photography	3
CMN 204	Video Field Production	3
CMN 205	Introduction to Video Editing	3
Elective	Social Science/Humanities	3
Elective	Laboratory Science	4
		16
Fourth Semester		
CMN 110	Social Media Strategies	3
CMN 112	Oral Communication	
or CMN 225	Journalism	3
DMP 250	Communications Media Practicum	3
Elective***	ART, CIS, CMN, DMP or MUS	3
Elective	Social Science and Humanities	3
		15
Credit Total		61

*Recommended Mathematics elective: MAT 105.

**Recommended Computer Science electives: CIS 105, CIS 110, CIS 111, CIS 114, CIS 133, CIS 141

***Recommended ART, CMN, DMP, MUS electives: ART 110, 111, CMN 118, DMP 115, MUS 101, MUS 110

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		<i>(Required for ESL students only.)</i>

Please note, taking gateway courses will increase your time for completion.

Course Descriptions

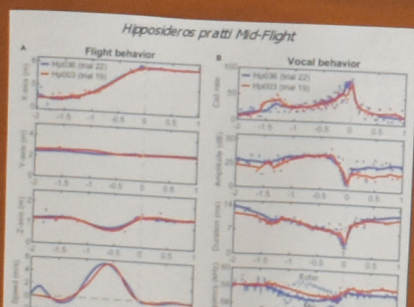


Doppler Shift Compensation

General Physics 1 PHY- 210

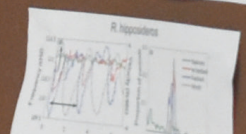
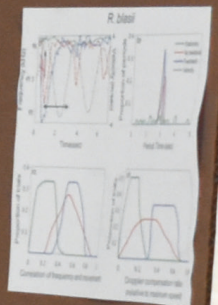
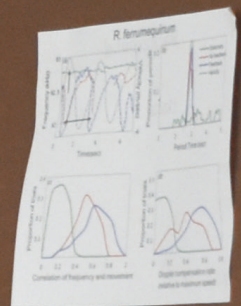
By Brianna Schneberger

Data



- Two graphs comparing two *Hipposideros pratti* bats echolocation behavior while on a swing and flying.
- Flight behavior graphs the direction and speed of the bat while vocal behavior analyzes the emitted calls.
- For the pendulum test, the bats chosen produced a higher (A) or lower (B) quality doppler shift compensation.
- Both bats only compensated for the forward direction of the swing

Results



Phinolophidae



Academic Course Descriptions

The college offers courses on various levels to fulfill the concept of open-door admission and still maintain academic standards for awarding certificates and degrees. The levels and the numbering system are explained below.

Course Modality

FACE-TO-FACE CLASS provides traditional instruction in a classroom at the Schnecksville Campus or at the Allentown, Airport or Tamaqua sites.

REMOTE CLASS provides a live, real-time, virtual classroom experience for students who do not attend class in person.

- Students see the instructor's presentation and have an opportunity to virtually interact with the instructor and other students.
- Instructors hold class during the designated times on the college's schedule and take attendance and require participation. Students are expected to schedule this class into their day or evening as if they were taking the class on an LCCC campus or site.
- Remote classes use software, such as Zoom, that creates a virtual classroom.
- Course assignments and assessments will be submitted and graded in the Canvas learning management system, accessible through the student's mylccc portal.
- Remote class sections are identified on the Course Search at www.lccc.edu. "Remote" will be listed under the Location and the Site of these classes will be identified as "Distance Education." Times and days will be noted on the schedule.
- Students must have access to a computer, webcam, Internet service, and possess basic computer, Internet, and email skills.

ONLINE CLASS provides course content, assignments, and all assessments within the Canvas learning management system accessible through the student's mylccc portal.

- Students are required to independently read the course content and complete the objectives of the class in the course modules based on the instructor's guidelines and deadlines.
- Students are not expected to log into their Canvas online course at specific times or on specific days; however, students must log in often, as directed by their instructor, to be successful.
- Online instructors may require the use of the many tools available in Canvas, such as Zoom.
- Online class sections are identified on the Course Search at www.lccc.edu by the letter N or XN. (for example ENG 105-N2). "Online" will be listed under the Location and the Site of these classes will be identified as "Distance Education." No times or days will be noted on the schedule.
- Online classes may also use Zoom.
- Students must have access to a computer, webcam, Internet service, and possess basic computer, Internet, and email skills.

HYBRID CLASS is a blend of face-to-face instruction (either in a traditional class environment or in a remote virtual classroom) with an online course in Canvas, the college's learning management system.

- At least 50 percent of instruction occurs in a face-to-face classroom at the Schnecksville Campus or at the Allentown, Airport or Tamaqua sites or in a remote virtual classroom such as Zoom.
- Hybrid courses are identified on the Course Search at www.lccc.edu by the letters HY (for example, PSY140-HY1). Students must have access to a computer, Internet service and possess basic computer, Internet, and email skills.

EXTENDED CLASSROOM combines a face-to-face class with a remote class. Instructor uses 360o camera in the classroom and Zoom web conferencing system to conduct class. Students sign up for either the face to face or remote section. Students in the remote section must have access to a computer, Internet service and possess basic computer, Internet and email skills. Students in the face-to-face section, please see requirements for class.

FACE-TO-FACE STUDENT SUPPORT SERVICES

Students meet in person with advisors, learning specialists, disability support specialists, counselors, librarians, admissions and financial aid representatives, enrollment coaches, tutors, recitation and success coaches at the Schnecksville Campus or at the Allentown, Airport or Tamaqua sites.

REMOTE STUDENT SUPPORT SERVICES

Students access the services of advisors, learning specialists, disability support specialists, counselors, librarians, admissions and financial aid representatives, enrollment coaches, tutors, recitation and success coaches, not by meeting in-person, but virtually, using software like Zoom, Google Hangouts, or by phone.

Basic Courses

The purpose of these courses is to provide basic skills instruction. These courses are numbered 090, 098, 099 and 100. They are for institutional credit only and may not be used toward graduation and are not counted in the grade point average (GPA).

Course Credit

The credit value for each course is shown by the numbers following the course title. The first digit indicates the semester hours credit; the second digit indicates the lecture hours per week; the third digit indicates the laboratory hours per week; the fourth digit indicates the Clinical or Practicum or Externship or Other hours per course that a student will have to participate in during the semester."

The college defines a semester credit hour as a unit of coursework equivalent to 50 minutes of lecture instruction and student engagement per week for fourteen weeks.

The college defines a laboratory as requiring 3.0 hours of structured laboratory weekly for one semester credit hour (54 X 3 = 161 minutes per week) for 14 weeks with the faculty member and the student.

The college defines an Internship and fieldwork as requiring a student to complete a minimum of 75 hours for one credit.

Prerequisite

A prerequisite is a course or skill level that must be completed or achieved prior to enrollment in a particular course.

Corequisite

A corequisite is a requirement that must be satisfied at the same time or before a particular course is taken.

Credit Courses

The purpose of these courses is to provide the general education and career education necessary for the certificate and degree programs. They are designated by subject area and are numbered 101 and higher. These courses are counted in the grade point average (GPA).

Developmental Courses

The purpose of these courses is to provide a review and strengthening of skills. Developmental courses are designed by the subject area and are numbered 100. Grades in 100-level courses may be counted in the grade point average (GPA).

Course Substitution

Students may petition for a course substitution by meeting with an advisor or faculty member to discuss and submit an electronic request. Students must meet eligibility requirements and follow procedures for consideration of a course substitution.

Fieldwork

An experience to gather anthropological or sociological data through the interviewing and observation of subjects in the field.

Internship

An out-of-class experience, typically for advanced students, to gain supervised practical experience in the work place.

Internships are designed to give students an opportunity to combine classroom study with practical on-the-job experience. Internships provide students the opportunity to earn academic credit while gaining experience with employers. An internship may or may not involve being awarded academic credit. Some internship experiences are paid, while some are unpaid. Students wishing to enroll in an academic credit internship should contact the appropriate program coordinator early in the semester preceding the semester in which the student wishes to register for the academic internship. Students are encouraged to contact the Career Development Center at 610-799-1559 for additional information and assistance in obtaining internship opportunities.

Clinical/Practicum

A course of study that involves the supervised practical application of previously studied theory.

Special Topics Course

These courses provide the opportunity to receive credit for special interest topics, within a subject area, which are not covered in depth within existing courses. Courses will be designated 297. Special topics courses can be used as free electives only.

LCCC Placement Testing

Lehigh Carbon Community College placement ensures that incoming students have the prior knowledge that allows them to be successful in college coursework.

The college uses multiple measures to determine student placement in Reading, Writing, Mathematics and Science for entrance into college-level courses. Student placement is determined by LCCC Placement Tests administered by the institution. Placement standing may also be met by exemption criteria as outlined below.

If a student does not submit evidence from which the college can determine placement, the student will be directed to take college placement tests. Students that do not wish to take the LCCC placement test and wish to enroll in pre-college classes may do so.

Based upon review of transcripts or other evidence, students may be placed into pre-college courses. Students wishing to challenge such decisions may take LCCC placement tests to earn scores for higher-level course placement. Students may not take the placement test while enrolled in a pre-college course.

A Summer Bridge program is available for students who want to review skills, reinforce foundational concepts, and become familiar with college expectations. After successful completion of the Summer Bridge program, students can retake the LCCC placement test.

If a student is required to enroll in a pre-college course(s), it is recommended that the student begins that work in his/her first semester and continues until the requirements are complete. An exception can be made if the pre-college course is a math course and the student wishes to enroll in a course(s) with no prerequisite. Pre-college courses do not count towards graduation requirements.

Guest/ Visiting/Non-matriculated:

Guest/Visiting/Non-matriculated students must meet individual course prerequisites. Placement testing may be required. An unofficial transcript may be used to determine prerequisite exemptions.

Dual Enrollment & Early College

High school grades as well as test scores from PSAT, Advanced Placement and LCCC Placement Test will be used to qualify high school students into the Dual Enrollment or Early College programs.

Placement Test Score, Placement Status, and Exemptions

Writing Placement

Writing Placement Level	Placement Test Score	ENG Course Eligible	Exemptions
	0	Retest	
Entry Level	1 & 2	ENG 099	
Entry Level	3	ENG 100	
Intro Level	4-6	ENG 105	<ul style="list-style-type: none"> • SATV: 480 or higher • PSAT Reading/Writing: 480 or higher • ACT Reading: 20 or higher • Accuplacer: 222-241 • GED test score (Language Arts): 165 or higher • TOEFL iBT: score of 79 or higher or TOEFL cbt: score of 231 or IELTS: score of 7 or higher. • 12th Grade: English 1st Qtr. grade of B or higher or AP English/Literature/History • 2 U.S. college courses (6 credits) of Humanities or Social Studies with a C+ or higher • Completion of a U.S. college degree

Reading Placement

Reading Placement Level	Placement Test Score	RSS Course Eligible	Exemptions
Entry Level	50-78	RSS 099	n/a
Entry Level	79-93	RSS 100	n/a
Intro Level	94-150	n/a	<ul style="list-style-type: none"> • SATV: 480 or higher • PSAT Reading/Writing: 480 or higher • ACT Reading: 20 or higher • Accuplacer Reading: 242 or higher, or • GED test score (Language Arts): 165 or higher, or • TOEFL iBT: score of 79 or higher or TOEFL cbt: score of 231 or IELTS: score of 7 or higher. • Advanced 12th Grade: English 1st Qtr. grade of B or higher or AP Literature AND 1st Qtr. grade of B or higher in Social Studies or AP History, • 2 U.S. college courses (6 credits) of Humanities or Social Sciences with a C+ or higher, or • Completion of a U.S. college degree

Math Placement

Math Placement Level	College Ready Placement Test Score	EdReady Test	EdReady Pathway	MAT Courses Eligible	Exemptions
Entry Level	20-76	< 68 EDRMT1	< 90 EDRMP2	MAT 090 MAT120	
Intro Level	77-94	< 68 EDRMT1	AND \geq 90 EDRMP1	MAT 105 MAT 118 MAT 121	<ul style="list-style-type: none"> SATM: 500 or higher PSAT Math: 500 or higher ACTMath: 21 or higher GED Math: 165 or higher High School Math: Algebra I with a grade of B or higher
		\geq 68 EDRMT1			
Mid-Level	95-106	< 66 EDRMT2	AND \geq 90 EDRMP2	MAT 125 MAT 130 MAT 150 MAT 155 MAT 160	<ul style="list-style-type: none"> SATM: 600 or higher ACTMath: 29 or higher High School Math (2 units of math): Algebra II with a grade of B or higher
		\geq 66 EDRMT2			
Upper Level	107-108	< 66 EDRMT3	AND \geq 90 EDRMP3	MAT 165 MAT 170 MAT 188	<ul style="list-style-type: none"> High School Math: Algebra III/ Trigonometry with a grade of B or higher
		\geq 66 EDRMT3			
Advanced Level	109-120	< 70 EDRMT4	AND \geq 90 EDRMP4	MAT 191	<ul style="list-style-type: none"> SATM: 650 or higher ACTMath: 29 or higher AP Calculus AB or BC: grade of C or higher High School Calculus: grade of B or higher
		\geq 70 EDRMT4			

Placement Level	Placement Test Score	Science Courses Available
Chemistry Placement	35 or higher	CHE111
Biology Placement	25 or higher	BIO163

Quick Reference/Index of Course Codes

<u>ACC</u>Accounting	149	<u>HCO</u>Health Care Office Coordinator.....	183
<u>ADN</u>Associate Degree Nursing.....	149	<u>HIS</u>History	183
<u>AOT</u>Administrative Office Technology	151	<u>HIT</u>Health Information Technology	184
<u>ARB</u>Arabic.....	152	<u>HPE</u>Health.....	186
<u>ART</u>Art	152	<u>HRM</u> ...Hotel Resort Management	186
<u>ASA</u>Aviation Science	156	<u>HUS</u>Human Services	187
<u>ASL</u>American Sign Language	159	<u>IDS</u>Interdisciplinary Studies.....	188
<u>AST</u>Astronomy.....	159	<u>KBD</u>Kitchen and Bath Design	189
<u>BGT</u>Basic General Technology	159	<u>MAT</u> ...Mathematics.....	190
<u>BIO</u>Biology	159	<u>MED</u> ...Medical Assistant	192
<u>BUS</u>Business	161	<u>MET</u> ...Mechanical Engineering Technology	193
<u>CED</u>Cooperative Education	163	<u>MTD</u> ...Mechanical Technology and Design.....	193
<u>CFS</u>Computer Forensics.....	163	<u>MUS</u> ...Music.....	193
<u>CHE</u>Chemistry	164	<u>NET</u>Networking	194
<u>CHN</u> ...Chinese	165	<u>NUR</u> ...Practical Nursing.....	197
<u>CIS</u>Computer Information Systems	166	<u>PED</u>Physical Education.....	197
<u>CJA</u>Criminal Justice Administration	168	<u>PHI</u>Philosophy	198
<u>CMN</u> ...Communication.....	169	<u>PHY</u>Physics	198
<u>CON</u>Construction Technology/Management.....	171	<u>PLG</u>Paralegal	199
<u>CUL</u>Culinary Arts.....	171	<u>PSC</u>Political Science	201
<u>DMP</u> ...Digital Media Production.....	172	<u>PSY</u>Psychology.....	202
<u>ECE</u>Early Childhood Education	173	<u>PTA</u>Physical Therapist Assistant	204
<u>ECI</u>Early Childhood Intervention.....	174	<u>RES</u>Real Estate.....	206
<u>ECO</u>Economics	174	<u>RSS</u>Reading and Study Skills	206
<u>EDU</u>Education	174	<u>SCI</u>Science	207
<u>EGR</u>Engineering.....	176	<u>SDS</u>Student Development Services	207
<u>ELE</u>Electronics	176	<u>SED</u>Special Education	209
<u>ENG</u> ...English.....	177	<u>SMT</u>Nanofabrication Technology.....	209
<u>ESL</u>English as a Second Language	179	<u>SOC</u>Sociology	210
<u>EXS</u>Exercise Science	179	<u>SPM</u>Sport Management	211
<u>FRN</u>French.....	180	<u>SPN</u>Spanish	212
<u>GEO</u> ...Geography.....	180	<u>VET</u>Veterinary Technician.....	212
<u>GRM</u> ...German.....	181		
<u>HAC</u>Heating, Air Conditioning and Refrigeration (HVACR) Technology ...	181		

Course Description Key

ABC Course Subject	101 Course Number	The Art of the Alphabet Course Title	3 Total Credits	:3 Lecture Hours	:0 Lab Hours	:0 Clinical Practicum Externship Other Hours
--------------------------	-------------------------	---	-----------------------	------------------------	--------------------	--

Accounting

ACC 160 Principles of Accounting I 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Math Placement or MAT 090 or MAT 120

An introduction to accounting, providing students with a basic understanding of the recording process as it relates to both service and merchandising businesses. Topics include methods of recording accounting data, the preparation of financial statements, and the accounting cycle.

ACC 161 Principles of Accounting II 3:3:0:0

Prerequisite(s): ACC 160 (minimum grade C or better)
A study of the basic accounting principles for corporations. Topics include payroll, financial statement analysis, equity transactions for partnerships and corporations, long-term liabilities and investments, statement of cash flows, and an introduction to managerial accounting.

ACC 201 Intermediate Accounting I 3:3:0:0

Prerequisite(s): ACC 161 (minimum grade C or better)
An in-depth study of the financial reporting function. This course examines current technical practices and theory as they pertain to the presentation of financial information to interested parties outside the corporation. Topics of specific discussion include financial statements and related disclosures, revenue and expense measurement and accounting for assets.

ACC 202 Intermediate Accounting II 3:3:0:0

Prerequisite(s): ACC 201 (minimum grade C minus or better)
This is a continuation of Intermediate Accounting I. This course continues the in-depth study of the financial reporting process. It includes the study of current technical practices and theory pertaining to the accounting for operating assets, investments, liabilities, pensions, income taxes, owner's equity, earnings per share, and the preparation of the statement of cash flows.

ACC 203 Cost/Managerial Accounting 3:3:0:0

Prerequisite(s): ACC 161 (minimum grade C minus or better)
A study of cost and managerial accounting principles and procedures as applied to manufacturing, merchandising and service organizations. Topics include cost terminology, job order and process costing, cost-volume-profit analysis, segment reporting, activity-based costing, operating budgets, variance analysis and capital budgets.

ACC 205 Income Tax Accounting 3:3:0:0

This course covers the underlying principles of the Internal Revenue Code, including the practical application of its tax rules and the preparation of income tax returns. Accounting for taxes is also covered. Students will use income tax software and the IRS website to practice preparing tax returns.

ACC 262 Accounting Information Systems 3:3:0:0

Prerequisite(s): ACC 161; CIS 105
Introduces students to the concepts underlying information systems and their relationship to accounting functions in an organization. Students will use QuickBooks to understand information systems, planning, and systems analysis as it relates to accounting.

Associate Degree Nursing

ADN 150 Fundamentals of Nursing 8:6:3:6½

Prerequisite(s): SDS 110, BIO 220, ENG 106, PSY 145, SOC 150 or 151

Corequisite(s): Supervised Clinical

This course introduces the student to nursing knowledge integrating information from biological, social and behavioral sciences in the delivery of nursing care. Fundamental nursing skills are developed to assist humans to promote, maintain and restore health integrity of assigned clients by utilizing evidence based practice, technology and resources for the achievement of quality patient outcomes. An on-line module will introduce pharmacology to the student. This module provides basic pharmacology concepts and principles to nursing students. The content of the module introduces students to the basics of pharmacology and develops the student's theoretical knowledge base of pharmacotherapeutics for nursing practice. Major drug classifications and specific agents will be discussed in relation to pharmacodynamics, pharmacokinetics, therapeutic uses, adverse reactions and precautions.

The nursing process is introduced and developed to provide safe, effective, quality care to individuals across the lifespan. This will include building critical thinking skills that aid the decision making process in the delivery of safe competent nursing care.

An introduction to how to communicate therapeutically will be accomplished to ensure safe, quality care to individuals.

An introduction to inter-personal, evidence based care that is socially responsible, environmentally sounds, and culturally/spiritually sensitive will be proposed.

Students will relate principles of accountability, advocacy and professionalism to the framework of legal/ethical standards of the nursing profession. Inherent in this is the development of a commitment to life-long learning as a professional nurse and a contributing member of the healthcare team by the development of attitudes, values, and personal qualities of the nursing profession.

Concurrent clinical laboratory experience introduces the student to nursing practice in hospitals to enable the student to apply the knowledge and skills learned in the classroom and laboratory. This forms the basis for commitment to the life-long role of a professional nurse and member of the healthcare team.

ADN 160 Medical Surgical Nursing I 7:4:0:13

Prerequisite(s): ADN 150

Corequisite(s): Supervised Clinical

This course continues to incorporate nursing knowledge from biological, social, and behavioral sciences into the delivery of nursing care of adults. Particular emphasis is given to concentrated nursing knowledge of oxygenation, circulation and hemostasis, elimination, metabolic, endocrine and sensory adult care needs. Health integrity of assigned adults is promoted, maintained and restored using evidence based practice, technology and resources for the achievement of high quality outcomes. Application of the nursing process occurs ensuring safe, cost effective, quality care to individuals, families and communities. Therapeutic communication skills are further developed to ensure safe, quality care to adults. Selected healthcare delivery system environments are used to apply inter-professional, evidence based care that is socially responsible, environmentally sound, and culturally/spiritually sensitive to diverse populations. Students will use principles of accountability, advocacy, and professionalism within the framework of legal and ethical standards of the nursing profession in actual clinical settings. Students will differentiate the nursing role from other members of the healthcare team further developing attitudes, values and personal qualities that reflect commitment to lifelong learning as a professional nurse.

During concurrent clinical laboratory experience, the student will provide holistic nursing care to meet the healthcare needs of selected clients in the clinical agencies to enable the student to apply knowledge and skills learned in the classroom, clinical skills laboratory and the previous course clinical settings.

ADN 173 LPN Transition to ADN 5:4:0:6½

Prerequisite(s): SDS 111, BIO 220, ENG 106, PSY 145, SOC 150 or 151

Corequisite(s): Supervised Clinical

Focuses on healthcare practices to meet adult health needs along the health-illness continuum. Particular emphasis is given to adaptation to respiratory, cardiovascular, renal, genitourinary, metabolic/endocrine, and sensory needs. Fundamental nursing skills are reviewed and strengthened to meet basic human needs. Previous healthcare experiences of the student are used to further develop knowledge of the cultural-spiritual aspects of nursing. The nursing process is used as a problem-solving tool to develop an individual plan of care. Fundamental principles of therapeutic communication are reinforced and applied in the interaction with individuals, families and groups. Teaching-learning strategies to enhance promotion, maintenance, and restoration of health are developed. Ethical-legal principles and practices are reviewed and applied in the healthcare environment. Dependent and independent responsibilities and functions of the nurse as a member of the nursing profession are examined, and the role of the professional nurse is differentiated from others in the changing healthcare environment. Pharmacologic and nutritional principles are integrated throughout the course. During concurrent clinical laboratory experience, the student will provide holistic nursing care to meet the healthcare needs of selected clients in clinical agencies to enable the student to apply knowledge and skills learned in the classroom. Students will use advanced technologies in the clinical area to reinforce learning. Advanced technologies are used in the clinical setting to enhance student learning.

ADN 205 Maternal Newborn Nursing 4:3:0:6½

Prerequisite(s): ADN 160 or ADN 173

Corequisite(s): ADN 215; Supervised Clinical

Focuses on the healthcare needs of the traditional and nontraditional family during the childbearing years. The role of individuals, families, and groups in an ever-changing healthcare environment is analyzed. Emphasis is placed on roles, relationships, adaptive, and maladaptive responses experienced in the expanding family. The impact of cultural-spiritual needs on individuals, families, and groups is compared. The nursing process is used to meet and promote adaptive responses to the health needs of the expanding family. Therapeutic communication is applied in the promotion, maintenance, and restoration of health. Teaching-learning interventions appropriate for parenthood, family living, sexuality, and healthcare practices are emphasized. Ethical-legal principles and the role of the professional nurse are incorporated within the ever-changing healthcare delivery system. During concurrent clinical laboratory experience, the student will provide healthcare using holistic concepts to meet the needs of selected patients in the hospital or appropriate community settings to enable the student to apply knowledge and skills learned in the classroom.

ADN 215 Pediatric Nursing 4:3:0:6½

Prerequisite(s): ADN 160 or ADN 173

Corequisite(s): ADN 205, Supervised Clinical

Focuses on the healthcare needs of the developing family. This course introduces the student to pediatric nursing knowledge integrating information from biological, social and behavioral sciences in the delivery of family-centered care. Fundamental nursing skills are further developed to assist families to promote, maintain and restore health integrity of pediatric clients by utilizing evidence based practice, technology and resources for the achievement of quality patient outcomes. Integrated in the course are the physiologic, psychosocial, and cultural spiritual needs of the developing family in an ever changing healthcare environment. The nursing process is used to promote health, prevent abuse, and meet the needs of the child from birth to adolescence. Therapeutic communication is used to promote adaptation and maximize human potential. Emphasis is on teaching learning interventions appropriate for the developmental and chronological age of the child. Ethical legal principles and the role of the professional nurse are incorporated within the ever changing healthcare delivery system. During concurrent clinical laboratory experience, the student will provide healthcare using holistic concepts to meet the needs of selected patients in the hospital or appropriate community settings to enable the student to apply knowledge and skills learned in the classroom. The student will continue to develop attitudes, values, and personal qualities that reflect a commitment to life-long learning, which in turn fosters transitioning into the role of the professional nurse.

ADN 225 Mental Health Nursing 4:3:0:6½

Prerequisite(s): ADN 160 or ADN 173

Corequisite(s): ADN 235, Supervised Clinical

Focuses on the psychosocial needs of individuals, families, and groups. Holistic nursing is practiced in primary, secondary, and tertiary environments. The impact of cultural-spiritual needs on the psychologic and social structure of clients, families, and community is explored. The nursing process is used to meet psychosocial needs by promotion of adaptive responses to increase self-esteem and self-awareness. Therapeutic communication is emphasized and provides the framework for the nurse-client relationship. Teaching-learning strategies are used to enhance promotion, maintenance, and restoration of mental health. Ethical-legal considerations are applied to the interventions with mental health clients, their families, and groups. Professional role responsibilities are related to the ever-changing healthcare delivery system. Crisis intervention, systems, family, group, and organizational theories are discussed. Psycho-pharmacology is included. During concurrent clinical laboratory experience, the student will provide holistic healthcare to meet the psychosocial needs of selected clients who are in the hospital or appropriate community settings to enable the student to apply knowledge and skills learned in the classroom.

ADN 235 Medical Surgical Nursing II 4:3:0:6½

Prerequisite(s): ADN 160 or ADN 173

Corequisite(s): ADN 225, Supervised Clinical

Provides a nursing theory base in meeting complex healthcare needs of acutely and/or chronically ill adults. Advanced concepts are provided and correlated to theoretical knowledge and technical skills to meet holistic healthcare needs in a complex environment. Advanced concepts of gastrointestinal, musculoskeletal, immune, hepatic, burn, neurologic, respiratory, renal, and cardiac needs are included. The impact of cultural-spiritual needs on the client and family is examined. The nursing process is used as a basis for correlation between theoretical knowledge and clinical practice and to promote adaptive responses. Emphasis is on the nursing process from assessment through evaluation. The student develops complex problem-solving skills, decision-making skills, and increases the ability to create change within the healthcare delivery system. Therapeutic communication and teaching-learning skills are focused on clients with alteration in communication and learning. Ethical-legal considerations are applied to the adult client with complex health needs. Differentiating the professional nursing role from others in the ever-changing healthcare delivery system is accomplished. During concurrent clinical laboratory experience, the student will provide holistic healthcare to meet the health needs of selected patients in the hospital and nursing home to enable the student to integrate knowledge and skills learned in the classroom.

ADN 245 Nursing Leadership 2:2:0:0

Prerequisite(s): ADN 160 or ADN 173

Corequisite(s): ADN 225, ADN 235, Supervised Clinical experience

Emphasizes the autonomous and evolving role of the professional nurse. The health needs of individuals, families, and groups and how they are influenced by society and the environment are discussed. Disaster nursing responsibilities are explored. The impact of cultural-spiritual needs on the delivery of healthcare within the ever-changing healthcare delivery system is analyzed. The nursing process is used to further develop problem-solving and decision-making skills. Interpersonal communication techniques to enhance professional growth will be investigated. Ethical-legal rights and duties will be synthesized. Teaching-learning related to the healthcare needs of society and the evolving role of the professional nurse are discussed. Management styles, leadership roles, and nursing research are analyzed. Role responsibility, accountability, and delegation are discussed.

ADN 255 Nursing Capstone 2:2:0:0

Corequisite(s): ADN 235

This review of online, live and self-paced learning modalities allows the ADN student to utilize a variety of learning styles to assist in preparing for national licensure. The review is intended to build confidence, review relevant content, and develop strategies to prepare for the NCLEX-RN®. The preparation is based on the NCSCN blueprint and focuses on content areas of; management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic comfort and care, pharmacological and parental therapies, reduction of risk potential and physiological adaptation.

Administrative Office Technology**AOT 112 Keyboarding I 1:1½:0**

Lays the foundations for the development of standard keyboarding dexterity. It is the first of several courses designed to build mastery of the computer keyboard (alphabet and numbers) as an educational tool and as a marketable skill.

AOT 113 Keyboarding II 1:1½:0

Prerequisite(s): AOT 112 or Placement Exam

Continues laying the foundations for the development of standard keyboarding dexterity. It is the second of several courses designed to build mastery of the computer keyboard, (alphabet, numbers, and symbols) as an educational tool and as a marketable skill.

AOT 114 Keyboarding III 1:1½:0

Prerequisite(s): AOT 113 or Placement Exam

Is the third of several courses designed to build mastery of the computer keyboard, (alphabet, numbers, and symbols) as an educational tool and as a marketable skill.

AOT 117 Keyboarding IV 1½:1½:0:0

Prerequisite(s): AOT 114 or Placement Exam

Continues the development of speed and accuracy in computer keyboarding. Provides students with the skills essential in keying advanced business documents such as correspondence, memos, reports and tables. Students will become proficient in basic work processing functions and will be able to apply those functions in production timings that will require the exercise of decision making ability.

AOT 118 Keyboarding V 1½:1½:0:0

Prerequisite(s): AOT 117 or Placement Exam
Continues to build keyboard and skills essential in keying advanced functions and documents such as medical and legal documents, newsletters, correspondence templates and mail merge. Students will learn additional software functions and will apply advanced functions to sophisticated documents.

AOT 206 Office Procedures 3:3:0:0

Designed to prepare the administrative professional to fulfill a challenging role in today's workplace. Employees must be able to adjust to a diversified workforce with emerging technologies and be prepared to function in an expanding and global marketplace. This course equips users to better handle these changes by providing instruction and activities directed toward technology, communications, human relations, time and organization management, finances, decision making, creative thinking, and lifelong learning.

AOT 215 Medical Office Procedures 3:3:0:0

Prerequisite(s): HIT 120
Corequisite(s): AOT 112 or AOT 113 or AOT 114
Introduces and simulates the procedural duties and tasks used in administrative medical offices. A specific emphasis is placed on proper preparation, especially in coding, and submission of medical insurance claims. Students will be introduced to the administrative and clerical responsibilities encountered in the medical office, including scheduling appointments, patient records, filing and records management, legal and financial responsibilities. Students will receive hands-on practice in medical billing and insurance.

Arabic**ARB 105 Elementary Arabic I** 3:3:0:0

Designed for students as an introduction to Arabic script and letter pronunciation; basic conversation skills; and gradual building of reading, writing, and listening skills at a beginning level. Aspects of Arab culture/history will be introduced.

ARB 106 Elementary Arabic II 3:3:0:0

Prerequisite(s): ARB 105 or equivalent
A continuation of ARB 105. This course will help students to develop basic skills in aural comprehension, speaking, reading, and writing. Basic grammatical concepts will be reviewed, and more complex grammar and sentence structures will be presented. Students will be introduced to the cultures in Arabic-speaking countries through a variety of activities.

Art**ART 101 Introduction to Art** 3:3:0:0

Surveys painting, sculpture, architecture, and other related art forms of Western culture with consideration of the aesthetic, historical, and technical significance of major artistic achievements.

ART 102 Fundamentals of Drawing and Painting 3:3:0:0

This course is divided into three basic areas. The first is the use of line and the development of form and balance. The second explores the use of shape, value, and space. The third relates to color. Through research and practice, the student gains a better understanding of design.

ART 107 Digital Design 3:3:0:0

This is a foundational course in computer graphics and digital arts that will provide students with a strong basis for any field that utilizes a computer to produce artistic work, including animation, computer game and simulation development, web development, and graphic design. Emphasis will be placed on gaining the ability to effectively utilize the Principles and Elements of Visual Design when creating projects. The students will have the opportunity to build their portfolio by designing professional, finished imagery using Adobe Photoshop. Prior knowledge in Photoshop is not necessary, though students entering this course need to have a basic understanding of computers, including how to save and organize files, how to properly use a mouse, and how to use word processing applications.

ART 108 Two-Dimensional Design 3:3:0:0

Each student will gain a greater awareness and understanding of the Elements and Principles of Visual Design. This course introduces students to an in-depth exploration of the elements of design: line, shape, pattern and texture, illusion of space, illusion of motion, and value and the organizing principles of design: unity, emphasis, focal point, scale, proportion, balance and rhythm. Projects emphasize creativity, conceptualization, problem-solving, expression, research techniques, and presentation through the creation of works in various media covering the major components of two-dimensional design.

ART 109 Motion Graphics 3:3:0:0

This course examines principles, tools, and techniques utilized in the design of motion graphics. Discussions focus on creating animated shapes, imagery, video, and text, all of which form the basis of motion graphics projects. Emphasis is also placed on creating dynamic and visually interesting moving pieces, including logo animations, kinetic typography and title sequences, through the use of Adobe After Effects. Students develop finished, rendered works capable of delivery on CD, DVD, Broadcast, and the World Wide Web. Although not necessary, knowledge of Adobe Photoshop may be beneficial to a student enrolling in this course.

ART 110 Drawing I 3:3:0:0

This foundation course provides instruction in the basic concepts and techniques of drawing through the examination seeing and understanding the fundamentals of structure, composition, form, shape, space and value. Course content primarily focuses on developing perceptual skills for observing and drawing the illusion of the natural, three-dimensional world on a two-dimensional surface. Drawing subject matter includes studies of nature, still-life, the human figure, and perspective. Various media are used including graphite and charcoal.

ART 111 Color Theory 3:3:0:0

This course will explore the additive and subtractive color theories and their practical applications across artistic disciplines. Color-aid papers, mixed media collage, pigment as well as digital media oral presentations will serve as the basic media used in this course. Some of the topics covered will be an in-depth study of the basic properties of color, the psychological and expressive qualities of color and the symbolic and cultural content of color. This is a studio art course that will be project based.

ART 112 Figure Drawing 3:3:0:0
Prerequisite(s): ART 110
 Through the intense work of drawing the figure, students develop an understanding of the human body in all its aspects—what the body is, what it is made of, how it moves, and how it exists in space. The student’s abilities in drawing and seeing reach a more advanced skill level through this experience. By utilizing a live model whose pose begins as simple shapes and becomes more complex as the student’s skill develops. The nude figure will also be explored to ensure the full understanding of the form as well as proper anatomical proportions. The course begins with a series of gesture drawings and ends with extended poses. References to historical masters are presented.

ART 115 Painting I 3:3:0:0
 Painting I is a foundation course that includes basic instruction in form, color, value, composition and historical material. The medium is acrylic paint. Painting I focuses on perceptual and conceptual development with regard to visual problem solving through representational and abstract painting techniques. The emphasis will be on paintings that explore the interpretation of various subjects. Painting I students are encouraged to produce a series of paintings that include personal expression.

ART 118 2D Game and Simulation Graphics 3½:3:1½:0
Prerequisite(s): ART 107
Corequisite(s): CIS 118
 This course teaches students techniques for creating two-dimensional, pixel-based and vector graphics to be used in interactive games and simulations. The course focuses on both static and animated sprites to be incorporated into games and simulations, as well as techniques for computer-assisted and scripted animation. Playable 2D games will be developed from inception to completion within Adobe Flash. This course is paired with CIS 118 - Game and Simulation Programming Fundamentals as a learning community.

ART 119 Digital Photography I 3:3:0:0
 This course will serve as an exploration of the fundamental principles, techniques and application of digital-camera based image creation. Students will learn skills necessary to capture digital images by use of proper exposure settings for aperture, shutter speed, metering, color and light balance, composition, lighting, manual techniques, and editing. The course will include lecture, demonstration, assignments (in and out of the classroom), readings, critique, and critical issues in photography.

ART 125 Jewelry and Metalsmithing I 3:3:0:0
 Acquaints students with basic jewelry and metalsmithing techniques. Special emphasis placed on a variety of methods of construction. Jewelry considered in a fine arts context in terms of form, color, and content. Assigned readings, studio projects, and weekly critiques will help students develop a better understanding of this area of concentration.

ART 128 Computer-Aided Logo and Advertising Design 3:3:0:0
Prerequisite(s): ART 107
 An introduction to the software being utilized in the current Computer-Generated Design Industries, the course focuses on the generation of vector-based graphical elements common in computer-generated logo designs and advertisements. The students will build their portfolios by utilizing Adobe Illustrator to design CG visuals for use in various projects, including, but not limited to, print and web advertisements, motion graphics, and multimedia enhanced designs.

ART 130 Ceramics I 3:3:0:0
 Provides instruction that will enable the student to gain a progressive understanding of form and to develop skills in this craft. Beginning throwing and hand-building projects will include the use of stoneware and porcelain clay. Projects will include the creation of functional and non-functional ware.

ART 132 Principles of 3D Modeling and Texturing 3:3:0:0
Prerequisite(s): ART 107
 This course examines three-dimensional tools and techniques used to create photorealistic, illustrative, and abstract digital imagery. Students will learn the concepts behind polygonal modeling and texturing to create various computer-generated objects, including, but not limited to products, vehicles, organic shapes, and structures. Students develop finished, polished computer-generated imagery using industry-standard software and the exploration of modeling, texturing, lighting, and rendering.

ART 135 Three-Dimensional Design 3:3:0:0
 This course considers the Elements of Design and the Principles of Three-dimensional Design. Some of the goals include helping the student to become aware of the use and development of three-dimensional design through the utilization of basic materials, techniques and tools. An understanding of the major traditions and contemporary movements in sculptural design will also be explored. Each student will gain a clearer understanding and greater appreciation of form through individual involvement in creative projects.

ART 145 The Art of Illustration 3:3:0:0
Prerequisite(s): ART 110
 Students develop their unique “visual language” through projects dealing with areas in the illustration market. Students study illustrators, illustration as an art form, and trends in the field. Students gain an overview of the variety of options in the field and experience in producing illustrations in a variety of media and contexts from initial idea to finished product.

ART 150 Fashion Design Concepts And Illustration 3:3:0:0
Prerequisite(s): ART 108 and ART 112
 Students address fashion design concerns primarily through the use of two-dimensional exercises that are utilized in the fashion industry. Important topics that the course reviews include fashion illustrating, textile rendering textiles (flat design drawings), and collection development.

ART 153 Costume Construction 3:3:0:0

This course will introduce the basic fundamentals in fabric draping and pattern making with a focus on the creative aspects used in theatrical, professional and personalized costume concepts. The exploration of draping techniques, specific sizing instruction of patterns, and emphasis on various textiles are taught and discussed in-depth. Students will use mathematical processes to achieve perfect fit and proportions. Bodice, torso, pant, skirt, sleeves as well as clothing details are created in muslin and pattern paper to ensure proper conception and execution of the costume and accessories. Draping and fitting muslin will ensure proper dressform to create classic garments, including the two basic bodices, princess line garments, shifts, dresses, shirts and skirts. A component of this class will also focus on the elements of accessory to enhance and support the costume designed. A brief exploration into jewelry and product accessory will lend to an extension of creativity to allow the garment and character to come to life simultaneously. The use of both historical and modern references in pop culture and beyond will serve as a reference point to all costumes constructed.

ART 181 Advanced 3D Modeling and Texturing 3½:3:1½:0

Prerequisite(s): ART 132

Building upon the foundational principles of 3D modeling and texturing to create more complex 3D models, including creatures and characters, this course discusses 3D sculpting and texture painting as means of augmenting traditional modeling and texturing methods. Topology and normal mapping are explored, with an emphasis on using efficient 3D models in game environments. Various 3D animation concepts are also discussed as a means to help bring these 3D models to life. Game projects using the visual assets created will be produced in partnership with programming students.

ART 190 Dance 2:0:8:0

This course will develop an appreciation for dance as an art form. A variety of dance forms are taught, with emphasis placed on reinforcement of technical skill, kinesthetic knowledge of dance techniques, strengthening of the individual's creative processes, and a focus on dance as a vehicle of expression and communication. Enrollment in this course requires participation in the production schedule for a dance performance with the ensemble. This course is taught on Cedar Crest College's campus by their faculty.

ART 209 Computer Game and Simulation Art Capstone 3:3:0:0

Prerequisite(s): ART 118, ART 247, CIS 180

Corequisite(s): ART 252

This is the capstone course for the Computer Gaming and Simulation Program Digital Arts track. In this course, students will utilize the skills that they have developed in previous courses to create three-dimensional game/simulation projects in a team-based environment. Students will participate in the design, production, and project management process while utilizing their digital arts skills to develop a computer game.

ART 210 Drawing II 3:3:0:0

Prerequisite(s): ART 110 or equivalent

This course expands on the basic concepts presented in Drawing I. Students will be introduced to more complex problems that focus on expressive development. Students are motivated to create drawings that depict a process-oriented construction of a drawing that requires more than prescribed results for the solution of the drawing problem. Students explore and investigate contemporary approaches to drawing.

ART 212 American Art 3:3:0:0

Prerequisite(s): ART 101 or permission of instructor

An in-depth study of the art of our country commencing with the 17th century and concluding with the present. Emphasis on examples that can be viewed and studied locally.

ART 215 Painting II 3:3:0:0

Prerequisite(s): ART 115 or equivalent

ART 215 further expands the foundation of the Painting I course to introduce a broad variety of technical approaches, format sizes, and subject matter, and to show the many possibilities that exist in the painting medium. Students will enlarge their understanding of painting as a medium, explore various aspects of color theory, and study and integrate a variety of compositional devices to achieve stronger impact. Students will gain an understanding of the interrelationship between hue, value, and saturation and explore how they are manipulated to achieve specific effects and continue their self-expressive development.

ART 219 Digital Photography II 3:3:0:0

Prerequisite(s): ART 119

In this course, students will build upon photographic practices learned in Digital Photography I. Knowledge of historical/contemporary masters of photography as well as current photography industry standards will be expanded upon. Students will further explore their utilization of RAW files and be introduced to the use of flash. They will also learn advanced retouching and composite post-production skills with industry-standard software. Students will produce a portfolio of images from their semester's work.

ART 225 Jewelry and Metalsmithing II 3:3:0:0

Prerequisite(s): ART 125 or equivalent

Builds on the techniques, concepts, and methods of construction presented in the first level of this craft. The elements of line, form, texture, and color will be redefined and pursued in greater depth. Emphasis is given to content and meaning. A review of the previous readings, studio projects, and critiques will be used to promote greater understanding. Assignments made on an individual basis. The processes includes inlay, repousse, forging, lamination, oxidation, enameling, centrifuge, setting, and fabrication. Personal expression and the development of excellence in craftsmanship are of paramount importance.

ART 226 Advanced Multimedia Topics and Design Concepts 3:3:0:0

Prerequisite(s): ART 107 or ART 140

Students will utilize the tools presented in previous courses to develop an interactive, educational multimedia product. Students will work in teams to develop a computer-based instructional product for a real-world client.

**ART 229 Commercial Studio
Photography 3:3:0:0****Prerequisite(s):** ART 119

In this course, students will utilize commercial studio lighting techniques for product, food and portrait images. Students will learn and demonstrate uses of the technical aspects of studio lighting, techniques of commercial advertising photography and lighting equipment. Students will learn to capture commercial images in both a studio and on-location environments. Lighting modifiers such as soft boxes, reflectors and umbrellas will be utilized. Students will produce finished conceptual advertising images for critique, projects and portfolio.

ART 230 Ceramics II 3:3:0:0**Prerequisite(s):** ART 130 or equivalent

Follows the basic areas of exploration included in the Ceramics I course. Hand-building and wheel-thrown projects will be created. Emphasis is on improving the basic skills and learning to be more sensitive to form and shape.

ART 235 Sculpture 3:3:0:0**Prerequisite(s):** ART 135

Art 235 provides opportunities for students to gain a better understanding of the processes and concepts presented in Art 135. Students will be encouraged to develop systems of working with armatures and using additive and subtractive methods. This course introduces the various tools used to sculpt and emphasizes understanding the major traditions and contemporary movements in sculpture and design.

ART 242 Desktop Publishing 3:3:0:0**Prerequisite(s):** ART 107 and ART 128

This course immerses students in the theories and practice of desktop publishing using industry-standard software. Students will incorporate raster and vector artwork along with typography to produce professional layouts for newspapers, magazines, books, posters, brochures, and electronic media. This course will be used to produce portfolio work that students can use when seeking employment or admissions to four-year institutions.

ART 247 Introduction to Animation 3:3:0:0**Corequisite(s):** ART 132

This course examines the principles of animation in order to give students a basis for creating interesting, entertaining, and natural-looking movement. Students will learn foundational animation principles, taught through 2D animation techniques, and later reinforced using 3D computer animation concepts. In addition to using time-tested tools of traditional animation, students will utilize modern, advanced animation features of leading professional animation software, including Autodesk Maya.

**ART 248 Web-Based Interactive
Animation 3:3:0:0****Prerequisite(s):** CIS 141 or CIS 112

This course provides students with the knowledge and practical experience needed to create effective and efficient interactive animations and websites from concept to development using Adobe Flash. Instruction in vector, raster, and animated graphical elements as well as the scripting needed to make these elements interactive, will be emphasized. Students will build their portfolios by utilizing Adobe Flash to design vector-based, animated, interactive projects. Students will need prior programming or scripting experience to be successful in this course. Additionally, knowledge in raster image creation and manipulation via Adobe Photoshop, though not necessary, may be beneficial to students.

**ART 251 Character Rigging and
Animation 3:3:0:0****Prerequisite(s):** ART 247

In this course, students will develop character animations using the Autodesk Maya professional 3D animation software package. Emphasis is placed on developing effective skeletal structures, character rigging, and keyframe-driven animation, utilizing Inverse and Forward Kinematics. Students will learn how to create natural, believable motions through understanding and mimicking weight distribution and other natural forces, which act upon body motion. Bipedal, Quadrupedal, and other forms of animal locomotion will be explored. Though it is not necessary, taking ART 181 - Advanced 3D Modeling and Texturing may be beneficial for students taking this course.

**ART 252 Computer Generated Dynamic
Simulations 3:3:0:0****Prerequisite(s):** ART/CIS 132 or Instructor Permission

This course explores the creation of physics-based animations for use in the simulation, gaming, and entertainment industries, through the use of industry-standard computer animation and 3D gaming software. The principles, tools, and techniques used in creating rigid-body dynamics, soft-body dynamics, particle physics, and other dynamic simulations will be discussed. Students will produce completed animations and interactive projects to strengthen their skills and their portfolios.

ART 258 Multimedia Practicum 3:3:0:0**Prerequisite(s):** Instructor approval required

This course serves as an optional program capstone for the Computer-Generated Digital Art and Animation degree. Students must submit a proposal for a project that they intend to complete for the duration of the course in order to be approved by the Practicum instructor. Students may also choose to seek an Internship to fulfill the practicum. Specific requirements of the project or the internship will be outlined, if a student is accepted into the course. The course is intended to allow students to produce completed, polished work for inclusion in a portfolio or demo reel, to gain real-world experience via an internship within the digital arts field, or to otherwise prepare for future employment. Regardless of whether the practicum is a project or internship, students will need to meet strict deadlines and produce appropriate work for those deadlines, in order to simulate real-world work experience. Since different projects and internship opportunities have different skill requirements, the instructor of the Practicum will determine students' eligibility on a case-by-case basis.

ART 260 Independent Study 1-3:1-3:0:0

Prerequisite(s): Introductory course in the area and written consent of cooperating faculty member
Reading and/or experimentation for individual or group study on topics selected in consultation with faculty member. Special attention is given to the particular abilities and interests of students, with individual guidance for advanced studies. Students may choose research on selected problems, supervised field studies, or reading programs, among other alternatives.

ART 260U The History of Art from a Queer Perspective 3:3:0

A survey of the history of painting, sculpture, and other art forms from ancient times to the 1960s, through a series of chronological topics, with a focus on many works attributed to LGBTQ artists. This course also includes a basic presentation of terms used to describe and discuss art, best practices terms used to describe and discuss the LGBTQ community artists and writers, along with discussions of key developments, techniques, and inventions that shaped the formation of art movements. Attention will be paid to the theory of coordinative biography that maintains that competent study of historical figures' works cannot be separated from the circumstances of their lives, including their sexual orientation and gender identity.

ART 265 Professional Practices Capstone in Fine Arts 3:3:0:0

Prerequisite(s): ART 210 or ART 215
This capstone course offers an intensive studio experience for personal development and artistic growth, culminating in a final semester-end exhibition. The focus on both group critiques and detailed self-analysis of personal artwork will strengthen and build valuable character that is necessary for continued success. This class will also provide and in-depth building of the students transfer and/or personal portfolio in preparation for the next stage chosen. Collectively these elements will cultivate an aesthetic awareness of creative issues to further the knowledge and understanding of the artistic career path. Students gain knowledge of professional practices by visiting galleries, museums and artists' studios; speaking with artists, art dealers, art critics and museum staff; and researching and writing about these experiences.

Aviation Science**ASA 105 Small Unmanned Aircraft Systems Remote Pilot 2:2:0:0**

This course will examine the required knowledge areas to be prepared to take the Federal Aviation Administration (FAA) knowledge test for the issuance of a Remote Pilot – Small Unmanned Aircraft System airman certificate, and provide hands-on skill development in flying a drone.

ASA 111 Private Pilot–Flight Theory 3:3:0:0

Prerequisite(s): Student Pilot certificate, Second Class FAA medical (First Class highly recommended), U.S. citizen or TSA approval to initiate flight training

This course is designed to provide the appropriate knowledge, skills, and aeronautical decision-making tools in compliance with the Federal Aviation Administration (FAA) approved Part 141 training curriculum for the Private Pilot Certificate. Study of the following topics within the FAA-approved ground and flight syllabi include introductory aerodynamics, meteorology, federal regulations, air traffic control, national airspace system, navigation for Visual Flight Rules flight, use of single-pilot resource management tools, introduction to aircraft systems and aircraft performance. Upon successful completion of this course, the student will possess the knowledge to pass the FAA written exam for the Private pilot certificate, airplane single engine land.

ASA 112 Private Pilot Practical 2:1:1:75

Prerequisite(s): Possession of a student pilot certificate and a second class medical. U.S. citizenship or TSA approval is required. Students must meet with aviation program director prior to enrollment.

Corequisite(s): ASA 111

This course is designed to provide the practical flight training necessary to develop the aeronautical skill and experience necessary to meet the requirements for a private pilot certificate with an airplane category rating and single-engine land class rating. The training will be completed using an FAA approved Part 141 flight training curriculum. The one lecture hour of practical application may be integrated into the ASA 111 flight theory course as appropriate at the discretion of the course instructor. The practical course instructor will facilitate the resolution of any flight training issues that may arise. Passing the Stage flight checks, and the FAA flight practical are requirements for this course. Students will receive a final grade for the course following the completion of the FAA check ride.

ASA 117 Aviation Meteorology 3:3:0:0

As a foundation, provides insight into meteorology and its effect on aviation operations. The course examines the structure of the atmosphere, weather patterns and their impact on flight operations to include thunderstorms, turbulence, wind shear, and icing. Sources of weather information and analysis of weather reports to facilitate flight planning will also be examined.

ASA 121 Instrument Flight Theory 3:3:0:0

Prerequisite(s): ASA 111, second class medical and U.S. citizenship or TSA approval to initiate flight training

This course is designed to provide the appropriate knowledge, skills, and aeronautical decision-making tools in compliance with the Federal Aviation Administration (FAA) approved Part 141 training curriculum for the Instrument Airplane rating. Study of the following topics within the FAA-approved ground and flight syllabi include human factors; flight instruments; attitude instrument flying; instrument regulations; air traffic control system; departure, enroute, arrival, holding and approach procedures; weather information; cross-country planning and single-pilot resource management tools.

Upon successful completion of this course, the student will possess the aeronautical knowledge to pass the FAA written exam for the Instrument Airplane rating.

ASA 122 Instrument Practical 2:1:1:75

Prerequisite(s): Possession of the Private pilot certificate and a second class medical. U.S. citizenship or TSA approval is required.

Corequisite(s): ASA 121

This course is designed to provide the practical flight training required for the completion of the airplane instrument rating utilizing an FAA Part 141 training curriculum. Additional hours are available in LCCC's Advanced Aviation Training Device. There are three Stage checks and an end of course stage check as part of the course curriculum. The one lecture hour of practical application may be integrated into the ASA 121 flight theory course as appropriate at the discretion of the course instructor. The practical course instructor will facilitate the resolution of any flight training issues that may arise. Students are to attain the FAA airplane instrument rating at the completion of the course. Passing the Stage flight checks, end of course flight check, and the FAA flight practical are requirements for this course. Students will receive a final grade for the course following the completion of the FAA check ride.

ASA 126 Crew Resource Management 3:3:0:0

Prerequisite(s): Private Pilot Certificate or course instructor approval

The Crew Resource Management (CRM) course is a study of the attitudes and skill sets that enable flight crews to effectively manage the complex flight environment. Teamwork, communication, leadership, situation awareness, workload and automation management, controlled flight into terrain awareness, and decision-making are among those vital skills to enhance the safety and effectiveness of a technically competent pilot crew. The evolution of CRM and the integration of CRM into flight crew training as well as the safety culture of an airline are examined. The proven effectiveness of CRM for managing threats and errors are viewed through the lens of the Line Operations Safety Audit. Consideration is given to the impact of diverse international cultures on the effectiveness of CRM.

ASA 127 Aircraft Systems 3:3:0:0

This course provides a detailed study of aircraft systems. Large/advanced aircraft systems study of electrical, hydraulic, pressurization, pneumatics, propellers, environmental, de-ice/anti-ice, power sources and normal/emergency operations.

ASA 211 Commercial Pilot Theory 3:3:0:0

Prerequisite(s): ASA 112, ASA 122, FAA second class medical certificate.

Corequisite(s): ASA 212

This course is designed to provide the appropriate knowledge, skills, and aeronautical decision making tools in compliance with the Federal Aviation Administration (FAA) approved Part 141 training curriculum for the Commercial Pilot Certificate. Study of the following topics within the FAA approved ground/flight school syllabus includes: knowledge of airports, airspace, flight information, meteorology, airplane performance, VFR cross country flight planning and navigation, aviation physiology, high performance powerplants, environmental and ice control systems, complex aircraft transition, advanced aerodynamics, predicting performance, controlling weight and balance, maximum performance takeoffs and landings, emergency procedures and single pilot resource management for single and multi-engine

commercial pilot operations. Upon successful completion of this course, the student will possess the aeronautical knowledge to pass the FAA written exam for the airplane Commercial pilot certificate.

ASA 212 Commercial Pilot Airplane I 2:1:1:4

Prerequisite(s): Private pilot certificate airplane single engine land with instrument airplane rating. Student must have an FAA Second Class Medical.

Corequisite(s): ASA 211

This course is designed to begin the practical flight training required for the successful attainment of the airplane Commercial pilot certificate utilizing an FAA approved Part 141 training curriculum. During the flight training the student increases proficiency in VFR cross-country procedures by planning and performing extended cross-country flight operations. The student also increases proficiency in performing night flight operations. There is one stage of flight training. The one lecture hour of practical application may be integrated into the ASA 211 flight theory course as appropriate at the discretion of the course instructor. The practical course instructor will facilitate the resolution of any flight training issues that may arise.

ASA 214 Commercial Pilot Airplane II 2:1:1:4

Prerequisite(s): ASA 212. Possession of the Private Pilot Certificate Airplane Single-Engine Land with Instrument Airplane Rating. Second Class FAA Medical.

This course is designed to complete the practical flight training required for the successful attainment of the airplane Commercial Pilot certificate utilizing an FAA approved Part 141 training curriculum. The student gains proficiency in operating a complex aircraft or a Technologically Advanced Aircraft (TAA) and includes learning the procedures to operate complex airplane systems, equipment malfunctions and failures. The TAA training includes operation of the Garmin G3X Touch, GTN 750 and GFC autopilot or similar TAA recognized equipment. The student performs maneuvers and procedures to attain the proficiency level required for an airplane Commercial Pilot Certificate with an instrument rating. The students must attend the one-hour flight practical lecture class during the semester to learn the operational features of the Garmin G3X Touch, GTN 750 and GFC autopilot. Students are required to communicate weekly with the practical course instructor regarding their flight course progress and to facilitate the resolution of any issues that may arise during flight training.

ASA 215 Aerodynamics 3:3:0:0

Prerequisite(s): MAT 130

This course introduces the student to the dynamics of flight through investigation of airfoils and shapes as they relate to aircraft structures and their interaction with the atmosphere during flight. Analysis of the physics of flight, coefficient of lift, relationship of lift/drag, aerodynamic devices, interaction of airframe/airfoils with the atmosphere during flight, low/high speed aerodynamics, mach effects, area rule, wing sweep are discussed. Aircraft performance based on powerplant type and special flight conditions experienced by commercial pilots is evaluated.

ASA 217 Aviation Laws and Regulations 3:3:0:0
Prerequisite(s): ASA 111
 Designed to provide insight pertinent to federal governing bodies. Current local, federal, and international laws that form the present structure of aviation law are also studied.

ASA 219 Air Carrier Operations 2:2:0:0
Prerequisite(s): ASA 122
 Air Carrier Operations is a two-hour per week lecture/discussion class period. Students will review and discuss in detail Federal Aviation Regulations contained in Part 119-Certification of Air Carriers and Commercial Operators. Subject material of this course is intended to familiarize the entry level commercial pilot with the certification process, operations specifications, the use of standard operating procedures used in part 135 and 121 flight operations. The required management personnel for both types of operations will also be explored. The regulatory requirements in the following areas will be examined: flight operations, aircraft and equipment, weather, flight crew member training and dispatching/flight release requirements.

ASA 223 Commercial Pilot Multi-Engine Add-On Rating 2:1:7:5
Prerequisite(s): Students must meet with the Instructor of Aviation Programs prior to enrollment. Possession of the Commercial pilot certificate (ASEL), Instrument Airplane rating and a second class medical. U.S. citizenship or TSA approval.
 This course is designed to provide the appropriate aeronautical skill and decision-making tools in compliance with the Federal Aviation Administration (FAA) approved Part 141 training curriculum for the addition of a multi-engine land class rating to the existing Commercial pilot certificate. During stage one of the training, the student will become familiar with the multiengine airplane, the training program and the human factors concepts and issues relating to multiengine operations. The student will learn airplane systems and aerodynamics and how to accurately compute and control the weight and balance for multi-engine airplane. The student will be able to analyze multi-engine performance and compute accurate values from multi-engine performance data. In the second stage of the course, the student will acquire the aeronautical knowledge necessary for multi-engine VFR operations. The student will learn the principles, techniques, and procedures associated with engine out aerodynamics and engine out operations for the multi-engine airplane. In stage three of training, the student will demonstrate knowledge of basic instrument procedures and acquire the knowledge required to plan safe flight operations (under IFR in the multi-engine airplane. The student will learn procedures and maneuvers that apply to instrument flight in the multi-engine airplane during normal and engine out operations. Instruction in an Advanced Aviation Training Device is also available. Upon successful completion of this course, the student will possess the aeronautical skill and knowledge to pass the FAA practical and oral exam for the addition of an airplane multi-engine land class rating to the existing Commercial pilot certificate.

ASA 226 Aviation Safety 3:3:0:0
Prerequisite(s): ASA 126 Crew Resource Management
 This course examines the role of various regulators and operators concerning contemporary safety issues directly affecting aviation operations. Primary focus is on the application of Single-pilot Resource Management and aeronautical decision-making tools with the review of aviation related accidents to identify accident causal relationships in an effort to reduce future aviation accidents. Related topics include: various safety developments in the air and on the ground, aviation security, and aviation safety management programs.

ASA 227 Physiology/Psychology of Flight 3:3:0:0
Prerequisite(s): Private pilot certificate
 A study of the physical and psychological factors of significance to pilots. This includes the causes, symptoms, and emergency treatment of ailments common to the flight environment through a basic understanding of the human being's normal body functions. Hypoxia, hyperventilation, decompression sickness, body heat balance, respiration, circulation, spatial disorientation, vision, and hearing are examined.

ASA 230 Flight Instructor Airplane 3:3:0:0
Prerequisite(s): Airplane Commercial Pilot Certificate with instrument airplane rating, Second class FAA medical, ASA 211, ASA 212.
 This course is designed to provide the appropriate knowledge, skills, and aeronautical decision-making tools in compliance with the Federal Aviation Administration (FAA) approved Part 141 training curriculum for the Certified Flight Instructor certificate. During stage one of the course the student will become familiar with learning theories, styles, and domains of learning, and communications techniques. The student will learn about the teaching process, teaching methods lesson plans, evaluation of student performance, and human factors. In the second stage of the course the student will begin to apply the principles of planning and organizing ground and flight training lessons. The student will acquire practical experience by conducting practice ground training lessons. The student will obtain the instructional knowledge required to teach Private and Commercial pilot students, including the recognition, analysis, and correction of common student errors. Upon successful completion of this course, the student will possess the aeronautical knowledge to pass the FAA written exams for the Certified Flight Instructor certificate.

ASA 231 Certified Flight Instructor (ASEL) 2:1:0:7:5
Prerequisite(s): Commercial pilot certificate with instrument rating or ATP Certificate FAA Class II (or I) Medical. Summer enrollment only-ASA 230.
Corequisite(s): ASA 230
 The student will learn the analysis and performance of all the maneuvers required for the private and commercial pilot certification from the right seat of the training airplane. The student will practice appropriate maneuvers and procedures using visual and instrument references, as indicated in the lesson content. Throughout the course, the applicant will use proper Single-pilot Resource Management techniques and display effective aeronautical decision making. This course is designed to provide the

practical flight training required for the completion of the Flight Instructor certificate utilizing an approved FAA Part 141 training curriculum. Passing the flight Stage checks and the FAA flight practical check are requirements for this course.

American Sign Language

ASL 101 American Sign Language I 3:3:0:0

Introduction to American Sign Language, including basic expressive and receptive skills, the manual alphabet, facial expression, and body gestures. Emphasis on conversational skills in functional situations, simple sentence structure, and knowledge of the deaf culture and community. The student must possess sufficient motor coordination to form the necessary hand-shapes and movements for American Sign Language and have sufficient visual acuity to perceive the hand-shapes and movements of American Sign Language in a classroom setting.

ASL 105 American Sign Language II 3:3:0:0

Prerequisite(s): Successful completion of ASL 101 with at least a “C” or permission from the instructor

A continuation of the receptive and expressive communication skills learned in ASL 101. Emphasis will be on conversational skills in functional situations, continued vocabulary and sentence structure expansion, and knowledge of deaf culture and community. Students will be expected to become involved in the local deaf community.

ASL 106 American Sign Language III 3:3:0:0

Prerequisite(s): Successful completion of ASL 105 with at least a “B”

Provides further development of American Sign Language receptive and expressive skills and knowledge learned in ASL 105. Emphasis is on narrative and conversational skills in functional situations, continued vocabulary expansion, and knowledge of deaf culture and community. Students will be expected to participate regularly in activities and programs for the deaf in the local community. This is a total immersion course with no or very limited speaking.

Astronomy

AST 105 Introduction to Astronomy 3:3:0:0

Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090

This course is designed for individuals who want to explore the universe around them. Topics of discussion will include Big Bang, scale and history of the universe, galaxies and planets, a thorough treatment of the solar system, structure of earth and sun.

AST 106 Introduction to Astronomy with Lab 4:3:3:0

Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090

Corequisite(s): AST 106L Introduction to Astronomy Lab

This course is designed for individuals who want to explore the universe around them. Topics of discussion will include Big Bang, scale and history of the universe, galaxies and planets, a thorough treatment of the solar system, structure of earth and sun. Note: This course requires software that is only compatible with a personal computer with Windows 10 Operating System.

Basic General Technology

BGT 101 Basic Statics 3:3:0:0

Prerequisite(s): MAT 130, 165, or equivalent

A noncalculus introduction to the analysis of forces acting upon bodies at rest. Vector addition, moments, force systems in two and three dimensions, trusses, friction, internal forces, stress, strain, and modulus of elasticity.

BGT 102 Strength of Materials 3:3:0:0

Prerequisite: BGT 101

A continuation of BGT 101. Bolted joints and welds, thin-walled pressure vessels, center of gravity and moment of inertia, beam analysis, torsion and angle of twist, power transmission, columns, combined stresses.

BGT 103 Fluid Power 3:3:0:0

Prerequisite(s): MAT 105 or equivalent

The study of fluid power applications, including hydraulics, pneumatics, and fluidics. Topics of study include the design of fluid power circuitry, set-up procedures, and the operation of fluid power equipment for power transmission and machine control.

BGT 110 Fundamentals of Technology 3:2:2:0

A basic course for individuals entering any of the technology programs. Designed to give entering students the necessary skills to be successful in the beginning technical subjects. The areas covered include fundamental computer operation, introduction to word processor use, and basic technical procedures. Provides an overview of the specific technical career programs offered by the college.

BGT 240 Industrial Automation 3:2:2:0

Corequisite(s): ELE 235, BGT 103

Covers many of the basic fundamental principles of sorting, handling, and transporting of workpieces through various manufacturing processes. Standard industrial components from manufacturers' catalogs will be utilized for solving specific automation applications. Robots in various forms are an integral part of automation systems. Students will study the benefits and characteristics of each robot type and how it can be utilized most effectively.

Biology

BIO 101 Introductory Biology 4:3:3:0

Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090

Emphasizes the unifying themes of biological science—ecology, evolution, and genetics—suitable for non-science majors. No prior background in science is required, although it could be helpful. Laboratory work stresses the hands-on study of living specimens, including fieldwork around the campus pond. Vertebrate dissection is not required.

BIO 105 Fundamentals of Biology 4:3:3:0
Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090
 This course explores fundamental concepts of biochemistry, animal cell biology, and genetics. It is designed to prepare students for higher level biology courses, particularly Anatomy and Physiology I and Microbiology.

BIO 110 General Biology I 4:3:3:0
Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090
 This is the first of a two-part course covering selected topics within the three major areas of modern biology: molecular, organismic, and environmental biology. General Biology I will focus on biological chemistry, the central principles of structure and function of the cell, metabolism, genetics, and ecology. It will also include selected tools used by biologists, such as the use of the microscope, chromatography, and electrophoresis. Detailed lab coverage accompanies the lecture portion of this course.

BIO 111 General Biology II 4:3:3:0
Prerequisite(s): BIO 110 or permission of instructor
 This sequel to BIO 110 assumes General Biology I coverage upon entry to class and completes the in-depth, two-part course in modern biology. Topics include evolution, cellular metabolism, plant and animal taxonomy, and biology. Considerable dissection across several phyla may be required.

BIO 115 Field Biology 4:3:3:0
 A field course providing students the opportunity to enrich their science background and develop a knowledge and appreciation for the natural environment. Lecture and lab will be held in the field and classroom. ("Field course" implies extensive outdoor work.)

BIO 116 Topics in Ecology 3:3:0:0
Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251
 This is an introductory course for both science and non-science majors who wish to develop an appreciation and understanding of the interactions between living things and their environment. Besides bacteria and viruses, humans are unquestionably the most powerful ecological agent that exists on earth. As such, their specific role(s) in determining the nature and outcomes of these interactions is of particular interest in this course.

BIO 124 Nutrition 3:3:0:0
Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090
 Examines and analyzes the body's needs for vitamins, minerals, and chemicals necessary for healthy functioning, as well as the role of nutrition in the development of disease. Diet and menu analysis will comprise an important component of this course. This course is useful for healthcare workers, food service personnel, or individuals interested in their own nutrition.

BIO 125 Herbs and Herbal Medicine 3:3:0:0
 Students will learn about the history and philosophy of herbal medicine, including medicinal systems such as Ayurveda, Chinese, Unani, Siddha, and Homeopathy. Special emphasis will be placed on the pharmacological and therapeutic aspects as well as common terminology, effectiveness, safety, and government regulation of herbs.

BIO 130 Cataclysm: The Science of Natural Disasters 3:3:0:0
Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100; Intro Level Math Placement or MAT 090
 This course is a survey of Earth's processes that have direct, sudden and violent impacts on the environment. This non-science major, non-lab course is designed for students that desire a basic understanding of natural potentially catastrophic processes such as earthquakes, volcanoes, tsunamis, floods, landslides, severe weather, wildfires, and coastal processes. Each of the studied natural processes potentially provides opportunities for biotic distribution, speciation or extinction. How societal decisions and subsequent vulnerabilities can transform natural occurrences into hazards, disasters and catastrophes, will be addressed.

BIO 135 Introduction to Environmental Science 3:3:0:0
Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090
 Introduction to Environmental Science will demonstrate how natural systems function and how humans influence these systems. Topics will include, but will not be limited to; environmental policy and ethics, human population growth, land use and development, environmental toxicology, freshwater and marine resources, processes and pollution, bioremediation, atmospheric processes, the use of conventional fossil fuels, and the development of alternative energy resources and renewable energy alternatives. This course is designed for non-science major students that desire a basic understanding of the science behind both environmental problems and solutions, and potential science majors who are considering Environmental Science as a major.

BIO 137 Introduction to Environmental Science 4:3:3:0
Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090
Corequisite(s): BIO 137L Introduction to Environmental Science Lab
 Introduction to Environmental Science will demonstrate how natural systems function and how humans influence these systems. Topics will include, but will not be limited to; environmental policy and ethics, human population growth, land use and development, environmental toxicology, freshwater and marine resources, processes and pollution, bioremediation, atmospheric processes, the use of conventional fossil fuels, and the development of alternative energy resources and renewable energy alternatives. This course is designed for non-science major students that desire a basic understanding of the science behind both environmental problems and solutions, and potential science majors who are considering Environmental Science as a major.

BIO 163 Anatomy and Physiology I 4:3:3:0

Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090; Biology Placement or BIO 105 (C or better)

Provides students, primarily in health-related programs, with an in-depth understanding of the anatomy and physiology of complex living organisms, including humans. Biological principles, as well as the structural and functional relationships among several organ systems, are discussed. (Considerable dissection is required.)

BIO 164 Anatomy and Physiology II 4:3:3:0

Prerequisite(s): BIO 163

BIO 164 is the second course in a two-course series designed to examine the interrelationships between anatomy and physiology in complex organisms, primarily human beings. It is aimed predominantly at students pursuing health-related programs. The course covers the following systems: cardiovascular, lymphatic, endocrine, respiratory, digestive, urinary, and reproductive, as well as nutrition and metabolism, and fluid and electrolyte balance. Detailed laboratory coverage accompanies the lecture portion of this course.

BIO 205 Principles of Botany 4:3:3:0

Prerequisite(s): BIO 110

Integrated study of the anatomy, growth, metabolism, adaptations, and interactions of seed plants. Emphasis is placed on their relationship with the environment.

BIO 214 Genetics 3:3:0:0

Prerequisite(s): BIO 110 or permission of instructor

Study of the principles and mechanics of heredity, including Mendelian and non-Mendelian inheritance, molecular structure and properties of genetic material, gene expression, genetic analysis of populations and genetic technologies. This is a non-lab course.

BIO 218 Honors Genetics 4:3:3:0

Prerequisite(s): BIO 110 or permission of instructor; GPA 3.0 or higher, or permission of instructor

Study of the principles and mechanics of heredity, including Mendelian and non-Mendelian inheritance, molecular structure and properties of genetic material, gene expression, genetic analysis of populations, and genetic technologies. Lab includes independent research.

BIO 220 Introduction to Microbiology 4:3:3:0

Prerequisite(s): BIO 105 or BIO 110 or BIO 163 or VET 101, or permission of the instructor

A general study of pathogenic and nonpathogenic microscopic life forms commonly encountered in biological work, especially in the medical fields. Emphasis is placed on structure and function of the organism in relation to the disease process. Laboratory studies include methods of culturing and identifying representative forms.

BIO 250 Selected Topics in the Natural Sciences 1:1:0:0

Prerequisite(s): BIO 110 and CHE 111, or permission of instructor

An interdisciplinary science course designed to introduce students to various topics within the natural sciences. Topics will be selected at the instructor's discretion and generally vary each semester. Possible themes include the human genome project, string theory, stem cell research, history of science, endocrine disruption, global environmental issues, fad diets, Nobel laureates, genetically engineered products, human sexuality, quantum mechanics, or issues in pharmacology. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme. Their transcripts will list the second enrollment as BIO/CHE/PHY 251.

BIO 251 Selected Topics in the Natural Sciences 1:1:0:0

Prerequisite(s): BIO/CHE/PHY 250

An interdisciplinary science course designed to introduce students to various topics within the natural sciences. Topics will be selected at the instructor's discretion and generally vary each semester. Possible themes include the human genome project, string theory, stem cell research, history of science, endocrine disruption, global environmental issues, fad diets, Nobel laureates, genetically engineered products, human sexuality, quantum mechanics, or issues in pharmacology. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme. Their transcripts will list the second enrollment as BIO/CHE/PHY 251.

BIO 270 Pathophysiology 3:3:0:0

Prerequisite(s): BIO 163, 164

In-depth study of disease processes of the human body. It will take the format of etiology, diagnosis, and treatment of representative diseases from several body systems.

Business**BUS 109 Business as a Major 1:1:0:0**

This course is designed as an overview of the components of business. This course will introduce students to various careers in business as accounting, management, marketing and entrepreneurship. In addition, students will be introduced to various resources available to them as business majors, along with learning valuable study skills for business courses.

BUS 120 Introduction to Business Organization 3:3:0:0

The nature of business in regard to structure, principal activities, and problems are explained. Among the principal topics considered are the framework of business; business operations; staffing and labor law; management; finance and accounting; competition; research; taxation; trade and globalization; economic indicators; and legal, governmental and regulatory issues. A business plan project will be explored.

BUS 130 Personal Money Management 3:3:0:0

Topics include budgeting, investments, estates, insurance selection, home buying, renting, consumer purchasing, social security benefits, retirement, and other subjects related to personal money management.

BUS 141 Principles of Advertising 3:3:0:0

An introduction to the principles, procedures and problems of modern-day advertising using an integrated marketing communications approach. Planning and research; preparing and creating ads; as well as media strategy and ad placement for maximum return will be included. Specific topics such as digital and social media applications will be explored.

BUS 150 Business Statistics 3½:3:1½:0
Prerequisite(s): Intro Level Math Placement or MAT 090 (or higher)

A one-semester treatment of applied statistics using the computer, specifically designed for students in business-related programs. Focuses on what statistical methods are available, which to use in a variety of business situations, and the most compelling methods of reporting the results. In lab, students will be presented with real data, cases, and projects from a variety of practical business applications. Topics include descriptive statistics, probability, sampling, hypothesis testing, regression, time series forecasting and statistical process control. Credit will not be given toward graduation requirements for both BUS 150 and MAT 150.

BUS 152 Principles of Sales 3:3:0:0

This course familiarizes the student with basic principles of career selling. It reviews the salesperson's function in society, presents the characteristics and opportunities of a sales career, surveys required knowledge and skills for selling, presents details associated with the sales process, and provides suggestions for improving sales effectiveness. Emphasis is placed upon classroom student sales presentations and case studies.

BUS 209 Business Communications 3:3:0:0

Prerequisite(s): ENG 105
Fundamental principles of clarity, courtesy, and construction are applied to creating/writing effective electronic- and paper-based business messages such as phone calls, emails, memos, letters, reports, and presentations for American and global business communication. These principles are applied first to sentences and paragraphs and then to creating/writing complete business messages. Preparing and making electronic and other types of presentations will be studied and practiced.

BUS 211 Principles of Management 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 100 (or higher) or ESL 251
This course is a general introductory study of the management of business and nonbusiness entities. It presents management as process of organization and coordination to achieved objectives as well as the necessity for leadership as a guiding principle. An introduction to management and the associated social responsibilities is followed by additional topics including: managerial decision making, critical thinking; team building and group dynamics; organizational structure, globalization, organizational culture; change theory; entrepreneurship; and organizational controls.

BUS 221 Principles of Marketing 3:3:0:0

A study of the organizational function of processes and procedures for the creation, communication, and distribution of goods and services and the management of customer relationships as it creates value and benefit to the organization and its stakeholders. Consumer behavior and all elements of the marketing mix (produce, place, price and promotion) will be analyzed. The role of social media and mobile marketing is explored.

BUS 241 Business Law I 3:3:0:0
Intro Level Reading Placement or RSS 100 or ENG 105

This course introduces the student to the legal environment governing the operations of modern business including the areas of contract law, tort law, negligence, criminal law, constitutional law and court, intellectual property law, product liability, employment law, and ethics and social responsibility.

BUS 246 Business Ethics 3:3:0:0

This course introduces students to the concept of ethics, the reasoned study of what is morally right and wrong, good and bad; it will give students an introduction to the fundamental issues associated with ethical behavior in business. Ethical theory will be studied. The theory will be applied to case problems so that students will learn to think critically about real-world dilemmas that they encounter in business settings.

BUS 248 Essentials of Entrepreneurship and Small Business Management 3:3:0:0

Entrepreneur: a person who recognizes an opportunity and organizes and manages a business, assuming the risk for the sake of potential return. This course will explore the creative and innovative thought process used by entrepreneurs to market, finance and operate a small business effectively.

BUS 252 Human Resources Management 3:3:0:0

Introduction to the responsibilities and work of a modern human resources administrator. Topics include employment planning, recruitment, selection, training, performance management, compensation and benefits and related law.

BUS 254 Human Resource Law 3:3:0:0

Prerequisite(s): BUS 241
Corequisite(s): BUS 252
Designed to prepare students in the area of employment law. Focus will be on issues faced by human resource administrators in a diverse workforce. The strategic importance of fairness and legal compliance will also be emphasized. The student will be made aware of the influence of governmental regulation as it pertains to recruitment, hiring, evaluating, and dismissal.

BUS 256 International Business 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 100 or ESL 251; ECO 201
An introduction to the basic concepts involved in international business. It presents an overview of the means of conducting international business with emphasis on what makes international different from domestic. Among the topics considered are the effects of the social systems within the countries on the conduct of international business, the dynamic interface between

countries and companies attempting to conduct foreign business activities, the financial exchange systems, institutions that measure and facilitate international transactions, the major theories explaining international business transactions, and the institutions influencing those activities.

BUS 257 HRIS/Payroll Administration 3:3:0:0

Prerequisite(s): ACC 160, CIS 105

Corequisite(s): BUS 252

This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state and federal taxing authorities in a manual and computerized environment. Along with performing payroll functions, students will be introduced to Human Resource Information Systems (HRIS). Students will learn the critical designs, management and systems that are available in the workplace.

BUS 258 Labor Relations 3:3:0:0

Prerequisite(s): BUS 252

A study of the interrelationships between management's human resource policies and practices and the philosophies and practices of unionism. Exercises will focus on management and union relations as well as bargaining and the impact of external forces such as government and public attitudes. Discussions will also cover past, present, and future trends and issues of unionism.

BUS 259 Compensation and Benefits Management 3:3:0:0

Prerequisite(s): BUS 252 or permission of instructor

A study of the principles and systems of compensation programs, including employee benefits and incentive awards. Focus will be on compensation/benefit program planning, design, development and implementation; employee communications; and the various internal and external factors impacting compensation and benefits programs.

BUS 262 Recruiting, Training, and Evaluating Employees 3:3:0:0

Prerequisite(s): BUS 252

Deals with the principles of effective recruiting and hiring practices. Topics include recruiting, interviewing and hiring efficiently with an awareness of cost containment and compliance with current employment regulations. The concept of measuring job performance is examined as well as how to use these measurements to determine employee training and development needs.

BUS 284 Business Internship 4-6:1:0:225-375

Prerequisite(s): ACC 161; BUS 120 or 248; BUS 209, 211, 221; CIS 105; minimum GPA of 2.0; and permission of instructor

Provides students in various areas of business with hands-on experience. The student will work a total of 300 hours for four credits (each additional credit equates to 75 hours work). Students may also be required to attend campus meetings or seminars, complete projects, maintain journals, or do other assigned tasks as instructed. The internship must be pre-approved by the faculty member who will evaluate the internship experience according to deadlines established in the Business Internship Packet.

BUS 285 Global Business Practice

Firm

4:4:0:0

Prerequisite(s): ACC 161; BUS 120 or 248; BUS 209, 211, 221; CIS 105; or permission of instructor

Using a global business model, students work as team members in a simulated business firm in a technologically current facility. Students will perform various business functions, such as accounting/finance, marketing, human resources, computerized information processing, and electronic commerce as the firm enters into virtual financial transactions with other simulated companies in the United States and other countries. Students are involved in decision making, critical thinking, problem solving, and activities.

Cooperative Education

CED 272 Cooperative Learning

Experience

1-6:0:0:75-450

Prerequisite(s): Students must have completed half of the credits in their program with a minimum 2.3 cumulative grade point average (GPA) and have been approved by the appropriate dean.

The student will work in a supervised internship in the community. The work assignment is selected according to the student's career goals. Students should apply for this learning experience through the appropriate department dean at least six weeks prior to the end of the semester preceding the work period. The number of credits earned in the course is usually based on one credit for 75 hours of work experience. CED 272 may not be repeated for credit. A maximum of six credits can be earned through the Cooperative Learning Experience.

Computer Forensics and Security

CFS 105 Computer Ethics

3:3:0:0

Examines the impact ethical issues have on information technology. The course describes the methods to address these issues and focuses on the positive impact an IT professional should have in the field.

CFS 110 Introduction to Computer Forensics

3½:3:1½:0

Prerequisite(s): CIS 105; NET 110, 111; CIS 250; CFS 105

Describes how to properly conduct a computer forensics investigation using the appropriate computer forensic tools. It also details the court criteria for a witness to be considered an expert.

CFS 115 Introduction to Digital Security

3:3:0:0

Fundamental issues and concepts of digital security; aspects of computer and digital crime; methods to uncover, protect, exploit, and document digital evidence; tools, techniques, and procedure to perform computer and digital crime investigation.

CFS 145 Principles of Information Security

3:3:0:0

Prerequisite(s): CIS 105; NET 110, 111; CFS 105, 110; BUS 120

Examines the field of information security. Both the managerial and technical aspects are addressed. The student will identify control measures and develop and conduct a security audit.

CFS 155 Network Security 3½:3:1½:0

Prerequisite(s): NET 121; NET 110 or 210

Networking students: permission from instructor

A comprehensive guide to network security is provided in this course. General security concepts discuss authentication methods, common network attacks and how to safeguard systems. Communication security covers remote access, email, the Web, directory and file transfer, and wireless data. Infrastructure security discusses the devices and media and the proper application of border controls, such as DMZs, extranets, and intranets. Cryptography evaluates symmetric and asymmetric algorithms, PKI certificates, and their application. Operational Security details disaster recovery, forensics, and continuity. The lab component provides the student with extensive hands-on experience in securing networks, intrusion detection, hot fixes, and installing and configuring a wireless network using a Cisco Aironet 340.

CFS 205 Intrusion Detection and Prevention 3:3:0:0

This course introduces intrusion detection systems (IDS) and demonstrates to students how these systems can be used to analyze attacks, mitigate damage, and track attackers.

CFS 206 Ethical Hacker 3½:3:1½:0

Corequisite(s): NET 121

The goal of this course is to help students master an ethical hacking methodology that can be used in a penetration testing or ethical hacking situation. A highlight of this course is the ability to compete in the National Cyber League competition.

Chemistry**CHE 105 Fundamentals of Chemistry 4:3:3:0**

Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090

For the non-science major. Applies the principles of chemistry to consumer, environmental, and societal issues using both mathematical and non-mathematical problem solving. Will not satisfy the prerequisite for General Chemistry.

CHE 106 Physiological Chemistry 4:3:3:0

Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100; Intro Level Math Placement or MAT 090

Intended for students in various programs, such as Nursing, Veterinary Technician, or other healthcare, who require a background in the areas of General, Organic, and Biochemistry. The metric system, states of matter, acids and bases, atomic structure, structure and reactions of organic functional groups, classes of biochemicals, and the application of these to anabolism and catabolism comprise the course.

CHE 107 Chemical and Laboratory Safety 2:2:0:0

Prerequisite(s): CHE 105 or CHE 06 or CHE 108 or CHE 111

Corequisite(s): MAT 105 or higher

Chemical and Laboratory Safety provides a fundamental understanding of the safety topics typically of concern in an industrial or research chemical laboratory. The material is appropriate for anyone who may work in an environment where chemicals are used. This course is required in the Chemical Technology program.

NOTE: CPR/First Aid certification is a major component of this course. For those students taking the course on campus, on-line or through a hybrid format, the student has to provide current certification for CPR/First Aid to the instructor at the beginning of the semester. If the student can not provide current certification or is not certified, the student must come to campus at a scheduled time to complete the certification portion.

CHE 108 Essentials of Chemistry 4:3:3:0

Prerequisite(s): Intro Level Reading Placement and Intro Level Writing Placement or ENG 100 or ESL 251

Corequisite(s): MAT 105 or higher

This course is an intensive review of the fundamentals of chemistry with particular emphasis on solving chemical problems. The course is designed to prepare students with weak backgrounds for General Chemistry I.

CHE 111 General Chemistry I 4:3:3:0

Prerequisite(s): Pass Chemistry Placement Exam or CHE 108 (C or better)

Corequisite(s): MAT 160 or higher

For science and engineering students. Stresses nomenclature, properties, atomic and molecular structure, bonding, reactions and stoichiometry, thermochemistry of elements and compounds; gases, liquids, and solids.

CHE 112 General Chemistry II 4:3:3:0

Prerequisite(s): CHE 111, MAT 160 or higher

This course, intended for science majors, is a continuation of General Chemistry I. It emphasizes solutions, kinetics, gaseous and solution equilibrium, acid/base and solubility equilibria, thermodynamics, electrochemistry, RedOx equations, and nuclear chemical reactions.

CHE 205 Organic Chemistry I 4:3:3:0

Prerequisite(s): CHE 112

Study of carbon compounds with emphasis on structure, nomenclature, conformation, stereochemistry, synthetic methods, and spectroscopy. Chemical reaction mechanisms are stressed throughout. Course is an integrated treatment of aliphatic and aromatic chemistry. Laboratory work emphasizes separation, purification, kinetic studies, and identification of organic compounds stressing instrumental techniques (GC, IR, UV, NMR). Microscale technique is used in the laboratory.

CHE 206 Organic Chemistry II 4:3:3:0

Prerequisite(s): CHE 205

Continuation of CHE 205 with emphasis on mechanism, synthesis, and organic molecules of biological interest. Synthesis, chemical literature, and the elucidation of organic reaction mechanisms are explored in the laboratory. The laboratory uses microscale techniques.

CHE 209 Polymer Chemistry 3:3:0:0
 Prerequisite(s): Intro Level Reading Placement and Intro Level Writing Placement or ENG 100 or ESL 251
 Corequisite(s): CHE 206
 This lecture and discussion course is appropriate for any science major and required for the chemical technology program. It focuses on showing examples of the interdisciplinary nature of science through the broadly useful field of macromolecules. Topics from chemistry, physics, engineering, and mathematics are brought together in the course. An understanding of polymer nomenclature, structure, synthesis, production, analysis, characterization, and reactions is developed. Examples emphasize commercial polymer technology throughout the course.

CHE 211 Instrumental and Quantitative Analysis I 4:3:3:0
 Prerequisite(s): CHE 112, MAT 150
 Corequisite(s): CHE 205
 This course begins a two-semester sequence in the analysis of chemical samples appropriate for any science major, but specifically designed for the chemical technology program. The course focuses on the unchanging principles of analytical chemistry while exploring the range of applications of analytical chemical methods. Achieved by lecture and laboratory experiences is a theoretic and practical understanding of a broad range of modern chemical methods and instrumentation, including statistical relevance; sample preparation; volumetric titrations; gravimetric analysis; and atomic absorption, emission, inductively coupled plasma, fluorescence, and phosphorescence spectroscopies.

CHE 212 Instrumental and Quantitative Analysis II 4:3:3:0
 Prerequisite(s): CHE 211
 Corequisite(s): CHE 206
 This is the second of a two-semester sequence in analysis of chemical samples appropriate for any science major, but specifically designed for the Chemical Technology program. The course focuses on the unchanging principles of analytical chemistry while indicating the range of applications of analytical chemical methods. Presented is a theoretic and practical understanding of a broad range of modern chemical methods and instrumentation, including ultraviolet/visible, infrared, and NMR spectroscopies; paper, thin layer, column, high performance liquid, gas, and electroseparation chromatographies; and analytical electrochemistry.

CHE 250 Selected Topics in the Natural Sciences 1:1:0:0
 Prerequisite(s): BIO 110 and CHE 111, or permission of instructor
 An interdisciplinary science course designed to introduce students to various topics within the natural sciences. Topics will be selected at the instructor's discretion and generally vary each semester. Possible themes include the human genome project, string theory, stem cell research, history of science, endocrine disruption, global environmental issues, fad diets, Nobel laureates, genetically engineered products, human sexuality, quantum mechanics, or issues in pharmacology. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme. Transcripts will list the second enrollment as BIO/CHE/PHY 251.

CHE 251 Selected Topics in the Natural Sciences 1:1:0:0
 Prerequisite(s): BIO/CHE/PHY 250
 An interdisciplinary science course designed to introduce students to various topics within the natural sciences. Topics will be selected at the instructor's discretion and generally vary each semester. Possible themes include the human genome project, string theory, stem cell research, history of science, endocrine disruption, global environmental issues, fad diets, Nobel laureates, genetically engineered products, human sexuality, quantum mechanics, or issues in pharmacology. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme. Transcripts will list the second enrollment as BIO/CHE/PHY 251.

Chinese

CHN 105 Elementary Chinese I 3:3:0:0
 An introductory first course to Mandarin Chinese language. It presupposes no prior knowledge of Mandarin Chinese. The course includes basic phonetic system of Chinese (Pinyin), basic character writing, sentence structure, and Chinese culture. Students will learn to listen, speak, write, and read at a beginning level.

CHN 106 Elementary Chinese II 3:3:0:0
 Prerequisite(s): CHN 105 or equivalent
 A continuation of CHN 105, with concentration on the simplified character forms of the Mandarin Chinese language. The course includes a study of the Chinese phonetic system (Pinyin), character writing, sentence structure, and expanded knowledge of Chinese culture. Further acquisition of language skills in listening, speaking, reading, and writing will be emphasized.

CHN 205 Intermediate Chinese I 3:3:0:0
 The course is the first semester of the second year of Chinese studies. It is a continuation of CHN 106, with concentration on the simplified character forms. The course includes a continuation review and refinement of Chinese phonetic system (Pinyin), and character writing skills. Students will further develop proficient abilities to read, understand, speak, and write sentences and texts, and expand their knowledge of Chinese culture.

CHN 206 Intermediate Chinese II 3:3:0:0
 Prerequisite(s): CHN 205 or equivalent
 This course is the second semester of intermediate Chinese studies. It is a continuation of CHN 205. The course aims to help students to achieve a higher level of language proficiency. Students will further develop fluency in handling most daily conversation topics. Beside continuing enhancement in reading and listening comprehension, this course also offers students more opportunities to improve their speaking and writing abilities. Additionally, the course continues to expand the student's knowledge of traditional and contemporary aspects of Chinese cultures.

Computer Information Systems

CIS 105 Introduction to Computers and Applications 3:3:0:0

Intended for students with little or no previous computer experience. The topics presented in this course include a survey of computer hardware, application and system software, data communications and networks, the societal impacts of technology, and ethics in the context of digital information. Students will have hands-on experience with popular spreadsheet, word processing, database, and presentation software packages in a networked environment. Students will also consider the criteria used to evaluate computer equipment for personal as well as organizational purchase.

CIS 110 Business Information Systems 3½:3:1½:0

Prerequisite(s): CIS 105, BUS 120* (*waived for Networking majors) or appropriate industry experience
Focuses on the value of information in organizations and investigates cost-effective methods of the application of computerized software tools to personal and work-group needs. The challenges of changing technology are considered along with strategies for change assessment and management. There is intensive hands-on work with Microsoft Office Software in labs. Particular emphasis is placed on the exchange and integration of electronic documents, spreadsheets, and databases. A team approach is used throughout the course as specific business case studies are presented that allow students to use the computer as a tool to solve the cases. Computer work is accomplished in a network environment.

CIS 111 Electronic Commerce 3:3:0:0

Examines the principles and practices used to develop successful Internet commerce applications for an organization. Students will be exposed to strong market forces created by the convergence of the Internet and commerce.

CIS 112 Computational Thinking and Programming Logic 3:3:0:0

Computational thinking is the collection of skills that we use for problem solving that involves logical, algorithmic, and innovative thinking. In this course, students will attempt to solve a variety of real-world problems using these methods of thinking. Computational thinking skills form the foundation of computer programming so, to apply these skills, programs will be developed in the course to develop simple computer-based games using game engine software thus translating human intelligence into computational artifacts.

CIS 114 Introduction to Game Design 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 100 or ESL 251
This course teaches the foundations of game design theory as it applies to digital and physical games. Students will analyze games and game play elements, examine genres and trends in games, formulate their own proposal for original games, and work to develop these games into non-digital, playable prototypes. Students will be encouraged to discuss the current state of the game industry as well as the history of the industry and likely future development. This course requires no knowledge of computer programming or computer graphics.

CIS 116 Adobe Dreamweaver 1:1:0:0

Prerequisite(s): CIS 141 or equivalent knowledge of HTML and CSS

This course explores the use of Adobe Dreamweaver as a tool to design and create websites more efficiently and effectively. The various features of Dreamweaver will be used to create attractive web pages using Cascading Style Sheets (CSS) along with built-in elements including templates and widgets.

CIS 118 Game and Simulation Programming Fundamentals 3½:3:1½:0

Prerequisite(s): CIS 112

Corequisite(s): ART 118

This course teaches the fundamentals of 2D computer game and simulation development in the C# programming language and the Unity game engine. This course is taught as a learning community with ART 118.

CIS 119 College Survival Bootcamp 1:1:0:0

An orientation course on making a successful transition to college and the School of Communication Arts, Computers, and Technology. Topics include: study skills, time and financial management, netiquette, critical thinking, academic planning, goal setting, diversity, and campus resources.

CIS 133 User Experience Design 3:3:0:0

This course explores issues and concepts involved in designing effective user experiences (UX) involving human-computer interaction (HCI). Students will design user-centered interactions for a variety of computer-based software and hardware products primarily focused on personal, internet, and mobile computing platforms. Emphasis will be placed on designs for game and simulation environments. Best practices of information architecture and usability will be examined and applied through project work.

CIS 134 Object-Oriented Programming with Python 3:3:0:0

The Python language is used to teach programming concepts and problem-solving skills, without assuming any previous programming experience. Students learn how to design the logic of programs and then implement those programs using Python. Major topics include control structures, functions, arrays, pointers, objects and classes, and Graphical User Interfaces (GUIs).

CIS 141 Client-Side Scripting I 3½:3:1½:0

Covers the basics of developing Web pages using HTML and JavaScript at a beginning to intermediate level. The material covered in this course is extended in CIS 142.

CIS 142 Client-Side Scripting II 2:2:0:0

Prerequisite(s): CIS 141 or appropriate industry experience

This course extends the basic concepts of client-side scripting covered in CIS 141. Topics covered include JavaScript, jQuery, and Cascading Style Sheets. Team-based project work is an integral part of the course.

CIS 145 Systems Analysis and Design 3:3:0:0

Prerequisite(s): CIS 105 or appropriate industry experience

Considers current methodologies used to analyze and design computerized solutions in workgroup and enterprise settings using a variety of tools with major emphasis on client/server technologies. Case Tool and project management software will be used to allow students hands-on experience designing systems.

CIS 155 Introduction to Computer Science – Structured Programming – C++ 3½:3:0:0

An algorithm design and structured programming course using C++. Covered will be elementary data types and data operations, functions and parameter passing, looping, selection, arrays, structures, file I/O, and string operations.

CIS 165 Data Structures 3½:3:1½:0

Prerequisite(s): CIS 155

Extends the use of object-oriented programming introduced in CIS 155 with the concepts and usage of abstract data types. Covered in detail are recursion, linked lists, stacks, queues, class relationships, algorithm efficiency, sorting, searching, trees, tables, priority queues, and graphs. The language used is C++.

CIS 172 Java I 3:3:0:0

Teaches the student the base language, object-oriented programming, and the class libraries. Topics covered include language basics, object-based and object-oriented programming, applets, event handlers, and Swing. Class time allows students to practice writing and executing programs using concepts learned in lecture.

CIS 180 Introduction to Project Management 3:3:0:0

This course examines the principles and practices used to manage successful projects for an organization. The Project Management Institute's (PMI) framework is the foundation for the course. Concepts and techniques covered in the course are applicable to all majors including business, computer information systems, engineering, healthcare, and many others. Microsoft Project is the software used to automate project planning and analysis.

CIS 181 3D Game and Simulation Programming 3½:3:1½:0

Prerequisite(s): CIS 112 or experience programming in any computer language

This course introduces students to game and simulation development in a 3D environment using a commercial game engine. Students will learn to manipulate 3D objects to implement gameplay mechanics. Game projects will be produced in partnership with digital arts students.

CIS 207 Unix Server-Side Scripting 3:3:0:0

Prerequisite(s): CIS 105, 141, 255

This course covers the basics of PHP server-side electronic commerce website development. MySQL is used as a database for the course.

CIS 209 Computer Game and Simulation Capstone 3:3:0:0

Prerequisite(s): ART 118; CIS 118, 133, 155, 180

This is the capstone course for the Computer Gaming and Simulation Program Programming track. In this course, students will utilize the skills that they have developed in previous courses to create three-dimensional game/simulation projects in a team-based environment. Students will participate in the design, production and project management process while utilizing their digital arts skills to develop a computer game.

CIS 222 Application Development for Mobile Devices 3:3:0:0

Prerequisite(s): CIS 105 and experience in application design and programming using an object-oriented language

This course explores software development for the major platforms that make up mobility solutions with an emphasis on iPhone development. Interface design and programming approaches are considered. The unique development challenges these devices present, their capabilities, and their limitations are investigated. Students will develop applications using casual and serious games as subject matter.

CIS 225 Computer Organization and Architecture 3:3:0:0

Prerequisite(s): CIS 105 or appropriate industry experience

Examines the organization and architecture of computers from the perspective of a professional in the computer industry. The compatibility and integration of hardware and software systems are emphasized.

CIS 226 Advanced Multimedia Design 3:3:0:0

Prerequisite(s): ART 107 and 108 or ART 140

Students will utilize the tools presented in previous courses to further explore Computer-Generated (CG) design concepts and creativity. Students will build complex Web-based interactive interfaces and dynamic multimedia elements by utilizing the strengths of Adobe Photoshop and ImageReady. Students will design an extensive project that will serve as the premiere design for individual portfolios.

CIS 250 Operating Systems 3:3:0:0

Prerequisite(s): CIS 105

Examines the role of the operating system with regard to computer hardware and software. Methods of memory processes as well as device and file management are explored on current operating system platforms.

CIS 255 The Database Environment 3½:3:1½:0

Prerequisite(s): CIS 105

Examines the application of database management systems and development tools in personal, workgroup, and enterprise settings. Particular emphasis is placed on data modeling using the Entity-Relationship Model. Oracle is used for all lab projects.

CIS 258 Multimedia Practicum 3:3:0:0

Prerequisite(s): Instructor approval required
 This course serves as an optional program capstone for the Computer-Generated Digital Art and Animation degree. Students must submit a proposal for a project that they intend to complete for the duration of the course in order to be approved by the Practicum instructor. Students may also choose to seek an Internship to fulfill the practicum. Specific requirements of the project or the internship will be outlined, if a student is accepted into the course. The course is intended to allow students to produce completed, polished work for inclusion in a portfolio or demo reel, to gain real-world experience via an internship within the digital arts field, or to otherwise prepare for future employment. Regardless of whether the practicum is a project or internship, students will need to meet strict deadlines and produce appropriate work for those deadlines, in order to simulate real-worlds work experience. Since different projects and internship opportunities have different skill requirements, the instructor of the Practicum will determine students' eligibility on a case-by-case basis.

CIS 280 Object-Oriented Programming with Visual Basic.NET 3:3:0:0

Prerequisite(s): CIS 105 or appropriate industry experience
Corequisite(s): CIS 255 or appropriate industry experience
 The focus of this course is the programming language Visual Basic.NET. Students will develop applications using the language throughout the course and will be expected to complete many programming assignments using beginning through advanced level features of the language. Design issues in Graphical User Interface (GUI) will be considered throughout the course. Students must have experience in system design and database development to understand and complete the assignments but no prior knowledge of Visual Basic is required.

Criminal Justice Administration**CJA 101 Introduction to the Criminal Justice System 3:3:0:0**

A review of the total criminal justice system. The five primary elements of the system—police, criminal courts, probation, prisons, parole—are studied. Interrelationships are stressed and problem areas discussed, particularly with respect to Constitutional guarantees.

CJA 104 Introduction to Private Security and Loss Prevention 3:3:0:0

This course provides an overview of the private security and loss prevention industry. The industrial, philosophical and legal bases of security are examined. The role of security in industry, government and society at large is explored. The principles of loss prevention are reviewed and critiqued. The course examines private security as it relates to the criminal justice system and global environment.

CJA 105 Criminal Investigations 3:3:0:0

Principles of criminal investigation are studied. The crime scene search, interview and interrogation, surveillance, and records are stressed. The techniques used in special investigations, collection and preservation of evidence, and preparation for a police case in court are also covered.

CJA 106 Introduction to Homeland Security 3:3:0:0

This course provides an overview of the governmental response to improve the security and safety of the United States. The course begins with the historic perspective of the threat of terrorism and concludes with a details description of the extraordinary legislative and organizational actions and support of preventing future terroristic attacks.

CJA 116 Corrections Administration 3:3:0:0
 This course is designed to provide a broad overview of correctional history, theory and problems, as well as an examination of the American correctional system including incarceration facilities, community corrections, and juvenile detention and placement facilities. The physical institution and the function of all role players, including inmates, correctional staff, the government, and the community, within the institution and beyond are examined.

CJA 119 Juvenile Justice 3:3:0:0
 The focus of this course is to introduce students to the juvenile justice system, its components, and functions. Court processes, legal cases, and legislative initiatives will be addressed. In addition to examining the evolution of the juvenile justice system and transformation of the juvenile court, students will gain an understanding of the current issues in the adjudication and treatment of juveniles in the United States.

CJA 201 Criminal Evidence and Court Procedure 3:3:0:0
 Examines the historical background, traditions, and the legal principles that underlie the courts as an integral component of the American system of Criminal Justice. The differences and similarities inherent within the state and federal court processes are analyzed and the procedures through which the criminal courts uphold the basic rights and liberties of all U.S. citizens, both victims and the accused, are explored. Primary focus is placed upon understanding the roles of personnel in the criminal court process.

CJA 214 Multicultural Law Enforcement 3:3:0:0
Prerequisite(s): CJA 101
 This course explores the impact of cultural diversity on communities and law enforcement agencies. It focuses on the communication, history, cultural and community specifics, and law enforcement contacts. Specific emphasis is placed on multicultural groups and communities including Asian/Pacific Islanders, African Americans, Latino/Hispanic, Arab Americans and other Muslim groups, Native Americans, homeless, LGBTQ+, and the mentally ill. The course also discusses law enforcement responses to particular crime categories such as human trafficking, hate crimes, and racial profiling with specific consideration of multicultural factors.

CJA 215 Law Enforcement and Society 3:3:0:0

CJA 215 is an examination of the role of the police in society today and the concept of community policing. An emphasis will be placed on conflicts which develop internally and with intra agencies as the police accept responsibility for providing a wide variety of non-enforcement functions. The police officer's role in getting and maintaining public support is reviewed; also, the recognition and understanding of community problems, community action programs, methods of coping with crisis situations, ethnic and minority cultures, environments and police operations in relation to these.

CJA 225 Probation and Parole 3:3:0:0

Prerequisite(s): CJA 116

Probation as a judicial process and parole as an executive function are examined. Innovative and progressive practice in federal, State, and municipal systems are explored so that the student has a working knowledge of the theory and practice in such community-based programs as work-release, halfway houses, and contract program planning. The criminals' attitude toward society and the rehabilitative process are studied.

CJA 232 Stress Reduction for Law Enforcement Professionals 3:3:0:0

Prerequisite(s): CJA 101 or proper life experience

This course examines everyday and criminal justice work situations that can lead to stressors. An overview of the American Psychological Association DSM V conditions of acute stress disorder and Post-Traumatic Stress Disorder (PTSD) and long-term effects will be explored. Students will learn stress reduction coping skills and techniques to lower general stress, acute traumatic situations and long-term stress.

CJA 234 Ethics in Criminal Justice 3:3:0:0

Prerequisite(s): CJA 101

This course explores the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on providing a basic framework for understanding

CJA 240 Criminal Law 3:3:0:0

Substantive criminal law is examined to understand the law as a foundation of the justice system. Examples are taken from the Pennsylvania Crimes Code. The use of discretion and the trends toward increasing criminal and civil liability risks are explored.

Communication**CMN 101 Introduction to Media Communications 3:3:0:0**

This course provides a basic understanding of the theories, events, and technologies that enable electronic media to impact society. Students become familiar with the concepts and terminology of the various media including photography, radio, film, television, gaming, and social media. Hands-on projects using the latest in communication technology and discussion of current issues will prepare students for career choices in these industries and provide them with media for their portfolio.

CMN 105 Interpersonal Communication 3:3:0:0

Designed to provide a fuller understanding of self and others through the study and practice of interpersonal communication skills. Topics will include verbal and nonverbal messages, perception, listening, intercultural communication, and conflict resolution skills.

CMN 108 Introduction to Public Relations 3:3:0:0

Corequisite(s): ENG 105

This course will introduce students to the basic elements and principles of public relations. Students will learn to execute basic public relations research, develop a basic public relations plan, implement components of that plan and evaluate the results, and address crisis management. A variety of aspects of the field will be explored including ethics and legal considerations, measurement and assessment methods, and career possibilities.

CMN 110 Social Media Strategies 3:3:0:0

This course is dedicated to exploring the new emerging technologies and mediums influencing business, marketing, public relations, and advertising practices and research. This course will acquaint students with practical knowledge and analytical skills necessary to create, evaluate and execute social media and mobile campaigns. This course will also provide lectures, iconic and current case studies using social media and mobile, group and individual assignments, and engaged activities that will help students develop a strong social media skill set.

CMN 112 Oral Communication and Presentation 3:3:0:0

Corequisite(s): ENG 105

Focuses on developing strong communication and presentation skills through practical application of speech communication theories in professional situations. Course content develops critical and creative thinking skills that focus on solving problems, building arguments, organizing presentations, and integrating technology. Students learn how to prepare and deliver a variety of clear, concise, and interesting professional presentations.

CMN 113 TV Studio Production 3:3:0:0

This course provides students with a thorough understanding of the process of producing multi-camera television programs. Students work in teams as they rotate through various crew responsibilities and program formats. Emphasis is given to creative and technical processes and the ability to collaborate as an effective team.

CMN 115 Argumentation and Debate 3:3:0:0

Corequisite(s): ENG 105

Focuses on argument as communication. Students will examine fundamental principles of logic, evidence, reasoning, as well as construction and effective presentation of arguments both in favor and in opposition to a proposition. Students will participate in both Lincoln-Douglas debates and team debates.

CMN 118 Media Scriptwriting 3:3:0:0

Prerequisite(s): ENG 105

Scriptwriting is used in radio, television, film, video, commercials, and corporate training presentations. Students will learn how to create effective scripts and storyboards for a variety of broadcast and media outlets.

CMN 120 Small Group Communication 3:3:0:0

Designed to improve students' understanding of the principles of small group communication so that they may function more effectively in groups. This course will help students become familiar with major theories and research in group communication and allow students to improve their group communication skills through participation in small groups. Topics will include introduction to small group theory; problem solving and decision making; team building; communication climate; conflict management; and roles, norms, status, power, and leadership.

CMN 121 Introduction to Communication Theory 3:3:0:0

Designed to provide an introduction to basic communication theories through study and application. This course integrates various areas of the discipline to provide an overview of communication topics, including verbal and nonverbal messages, interpersonal communication, small group communication, interviewing, perception, listening, and intercultural communication.

CMN 125 Introduction to Theatre Arts 3:3:0:0

This class will introduce the student to various forms of theatre ranging from the Ancient Greek to the Contemporary forms of plays performed today. By reading as well as seeing actual productions the student will become aware of the importance the role of theatre has and does play in society. Through this study the student will become familiar with drama, theatre history, and theatre production. Further the student will engage in hands-on activities that familiarize them with the art of acting, directing, playwriting and stagecraft. This course will serve as a foundational anchor for the students to engage in and explore more advanced and specialized fields of the entertainment industry.

The course will align itself with the requirements of most four-year Theatre degree programs as to allow for the transfer credits.

CMN 130 Acting 1 3:3:0:0

This course will develop the basic acting class techniques used in theatre. Emphasis will focus on developing greater confidence before an audience and increasing a student's use of imagination, observation and concentration. This course introduces techniques on how to develop and build a character. The student will engage in assignments that require specific acting exercises. These exercises will help the student master components such as movement, voice, staging and performance.

CMN 190 Theatre Production 3:0:0:225

This course is designed to expose students to requirements and conditions of being a dancer, actor, designer, choreographer or stage-manager for faculty-approved theatre productions. Each ensemble member must agree to attend production rehearsals, technical rehearsals and ALL performances. The technical rehearsal schedule and performance schedule is distributed at auditions,

CMN 191 Theatre Practicum 3:0:0:225

This course is designed to introduce students to the backstage operations of a theatrical production. Theatrical productions include theatre, dance and music. Technical terminology and techniques are discussed and employed in an experiential environment. Students are assigned to a particular backstage position. Training is provided and the student utilizes the training during the technical rehearsals and public performances of the production. Positions include, but are not limited to: Master Electrician, Light Board Operator, Sound Board Operator, Assistant Stage Manager, Grip (Backstage crew), Wardrobe, Special Effects Operator and Projectionist.

CMN 201 Intercultural Communication 3:3:0:0

Prerequisite(s): CMN 105

In an era of rapid globalization, being able to communicate across cultures is imperative to our ability to function in a diverse workplace, city, and world. This course examines communication in the intercultural setting, both domestic and international. The course focuses on how culture influences the communication process and the development of relationships, and the dynamics of intercultural encounters. Emphasis will be given to diversity in the workplace.

CMN 204 Video Field Production 3:3:0:0

Textbooks and hands-on experience combine to offer an introduction to the theories, techniques and equipment used in video production for various digital media formats. Students explore the fundamentals of video production as they learn techniques used in the complete production process. The emphasis is on single camera techniques and field production. Projects are designed for professional portfolio development and student/client interaction.

CMN 205 Introduction to Video Editing 3:3:0:0

Through hands-on experience, students learn both the creative theories and technical aspects of video editing. Principles of audio/video editing and digital processes are emphasized. Learn the foundations of video editing using Final Cut Pro software at LCCC's state-of-the-art Apple computer labs.

CMN 230 Newspaper Production 3:1:0:150

Prerequisite(s): ENG 225 or permission of instructor, 150 hours newspaper edit, proof, production

This course will provide practical application of journalistic techniques through preparation of the online college newspaper, The Paw Print. The course will emphasize both the practical application and critical thinking skills needed for the development of a newspaper. The students—limited to two, who will serve as co-editors of the newspaper—will learn journalistic standards, editing, proofreading, typographical selection, headline writing, design, graphics, advertising and promotional campaigns, and overall newspaper production supervision.

Construction Technology/ Management

CON 102 Framing Construction Techniques

4:3:3:0

Prerequisite(s): HAC 119 or equivalent

Provides students with knowledge of materials, equipment, and procedures necessary for residential and light commercial structures. Students will be involved in specifying materials and construction procedures for a basic framed construction project. Also covers the importance of utilizing the proper equipment and tooling for various types of framing projects.

CON 103 Interior/Exterior Finishing 4:3:3:0

Prerequisite(s): HAC 119 or equivalent

Provides students with knowledge of how to finish the interior and exterior of residential and light commercial structures. Students will be exposed to a variety of materials commonly used in finish construction as well as the proper procedure for installation. Requires students to demonstrate several techniques studied on a building project.

CON 104 Concrete/Masonry Principles

3:3:1:0

Prerequisite(s): HAC 119 or equivalent

Provides students with knowledge of concrete and masonry used in the building industry. Types of materials and their applications. Structural and ornamental type masonry materials. Footing, foundation, and fireplaces will also be explained.

CON 105 Architectural Computer Applications

2:2:0:0

Prerequisite(s): HAC 119 or equivalent

Provides students with use of the microcomputer for architectural applications. Various computer architectural software packages will be utilized throughout this course to illustrate the benefits of computer-aided designing.

CON 201 Basic Surveying 3:3:0:0

Prerequisite(s): MAT 130

Provides students with a foundation in surveying techniques and related equipment necessary for a construction site layout. Topics covered will be surveying concepts relating to layout, measurement, and computations. Also included will be the proper usage of both traditional and modern surveying instruments, and the field procedures necessary for a layout.

CON 202 Construction Estimating 3:3:0:0

Prerequisite(s): HAC 119 or equivalent

Provides the students with knowledge of building construction estimating. Material take-off sheets and cost analysis will be developed for accuracy in a construction project. An introduction to the bidding process and subcontracting. Students will be exposed to regulatory issues such as contracts, insurance, and building codes.

CON 204 Construction Codes and Specifications

3:3:0:0

Prerequisite(s): HAC 119

This course will introduce the principles of how to read and interpret the International Residence Code (IRC) Book as well as to be able to apply these standards to construction drawings and real world situations. Students will learn these code standards and specifications through the written guidelines, tabulated data, and charts found throughout the IRC Code Book. The major areas of concentration will be site work, foundations, rough framing, and final building structure inspection.

CON 210 Construction Practicum 4:3:3:0

Prerequisite(s): CON 102

Provides the student with personal experience in the construction field by working through a construction project. Students will work from initial stages of construction through to finished construction. Also included will be drawings, costing, purchasing, and billing. Projects must be approved by instructor.

CON 220 Construction Management 3:3:0:0

Prerequisite(s): CON 202

Provides students with knowledge necessary for managing or operating an effective construction team. Introduces topics relating to construction, such as employees, documentation, specifications, labor relations, and safety.

Culinary Arts

CUL 105 Culinary Foundations 3:1½:4½:0

Corequisite(s): CUL 115

This course serves the need for the culinary student to acquire fundamental knowledge necessary to their development as a professional chef. Key concepts related to the background of the food service industry, culinary math, menu development, kitchen organization are explored. Students will also learn the foundational skills that are required to produce great foods. Leading preparations of stocks, soups, sauces, vegetables, grains, and starches begin the transformation of the student cook to the professional chef.

CUL 115 Culinary Techniques 3:1½:4½:0

Corequisite(s): CUL 105

The building of the student chef's repertoire (a collection of dishes one knows how to make) is vital to their continued success in the hospitality field. This course focuses on the techniques needed to prepare a variety of foods and builds cooking skills by applying these techniques to starches, vegetables, breakfast foods, sandwiches and hors d'oeuvres.

CUL 120 Meat and Seafood Identification

3:1½:4½:0

Prerequisite(s): CUL 105, 115

Corequisite(s): CUL 130

Meat and seafood preparation counts for a large percentage of the food purchases in the marketplace. Therefore, it is critical that the culinarian acquire knowledge of the various categories of meats and seafood, how to prepare them for cooking, and necessary steps in the cooking process. This course moves through the primary categories of meats and seafoods and provides the opportunity to fabricate and practice basic preparations.

CUL 125 Garde Manger 3:1½:4½:0

Prerequisite(s): CUL 105, CUL 115, HRM 131

Corequisite(s): CUL 250

The techniques in this course belong to the culinary department known as “Garde Manger,” whose basic meaning is “larder” or “food storage place.” Because of its cooler temperatures, this area was often used for cold food preparations. Garde Manger includes techniques of salad production and dressings, charcuterie and cold platter design. Studying Garde Manger challenges the student culinarian to develop a deeper understanding of food preparation and refine their skills.

CUL 130 Baking Fundamentals 3:1½:4½:0

Prerequisite(s): CUL 105, CUL 115

Corequisite(s): CUL 120

Baked goods rely on simple ingredients to create complex products. To produce these products, the student chef must develop an accurate sense of measurement and an eye for quality. Becoming knowledgeable about the processes and ingredients in the bakeshop is an important step toward producing high quality baked goods. This course focuses on the foundations required to produce a wide variety of baked goods including breads, cakes, pies and cookies.

CUL 231 International Cuisines 3:1½:4½:0

Prerequisite(s): CUL 120, HRM 131

Corequisite(s): CUL 235

The study of international regional cuisines is vital to the development of the student chef. The increased accessibility of travel, the reach of globalism, and wave of immigration has led to the desire for international foods in the marketplace. Building on the fundamental techniques and ingredient awareness, this course strives to develop sensibilities in how to apply our culinary knowledge to produce foods with distinct flavor profiles. Doing so opens a world of creative possibilities for the student chef.

CUL 235 American Regional Cuisine 3:1½:4½:0

Prerequisite(s): CUL 120, HRM 131

Corequisite(s): CUL 231

The ongoing study of regional cuisines is critical to the development of the hospitality professional. The United States presents us with an excellent opportunity to study a wide variety of cuisines with numerous influences. This course studies regions identified throughout the United States. By researching foods, preparing dishes, and tasting results, the student culinarian will develop a sense of the flavor profiles associated with American regional cuisine.

CUL 250 Culinary Arts Practicum 3:1:0:150

Prerequisite(s): CUL 231, 235, HRM 131

Corequisite(s): CUL 125

This capstone course is designed for the student chef to apply aspects of their learning in both an internship and on-campus settings. As a team, students work with their chef instructor to design and prepare a farm-to-table event. Internships must be pre-approved.

Digital Media Production**DMP 115 Principles of Sound Production 3:3:0:0**

An introduction to the principles of sound and audio technology, this course presents an overview of the production process. Students will learn basic concepts and theories through listening exercises and practical experience. Evaluation and production for radio and audio in media are emphasized.

DMP 116 Sound Design for Animation 3:3:0:0

This course examines the core principles of sound, which serves as an introduction to sound recording, sound design and audio editing. Students will learn basic concepts and theories of audio, through practical examples and hands-on demonstrations, with a focus on applying those concepts toward mixing audio for use with animation and other time-based media. Students will utilize industry-standard hardware and software to produce sound-based projects to both develop skills and for use in portfolios.

DMP 216 Digital Audio Production 3:3:0:0

Prerequisite(s): DMP 115

Students build upon concepts presented in DMP 115 as they learn the fundamental principles of digital audio through hands-on experience. Emphasis is on recording and producing sound for picture with introduction to music recording and MIDI concepts. Students utilize industry standard equipment and software, performing basic operations on both personal computer (PC) and Macintosh platforms.

DMP 225 Audio Post Production 3:2½:1½:0

Prerequisite(s): DMP 216

Building upon skills learned in DMP 216, students advance their skills in editing and multi-track mixing. Mixing philosophies for various mediums are explored. Students utilize industry standard software to further experiment with signal processing. Multiple soundtracks with dialog, music, and effects are created, mixed, mastered and output to a range of delivery formats.

DMP 250 Communications Media Practicum 6:1:0:375

Prerequisite(s): CMN 113 or DMP 216

The internship provides the student an opportunity to apply skills and knowledge acquired in the classroom to an actual work environment. This supervised experience includes observation, hands-on opportunities, and written analysis of the internship. Internships may be done at approved broadcast- or media-related facilities. Students will spend 75 hours per credit, including an occasional meeting with the instructor. An additional three credits (225 hours) must be taken as either an internship, practicum, or independent study.

Early Childhood Education

ECE 110 Fundamentals of Early Childhood Education 3:3:0:0

Corequisite(s): EDU 114

Course offers an analysis of early childhood education through historical, theoretical, current and future perspectives. Discussion of principles of curriculum models, key theorists, current teaching trends and best practices is included. Emphasis will be on professional organizations, environments, diversity, families and community resources.

Requirements: four hours observation in an early childhood education setting; see page 16 for observation requirements.

ECE 120 Children's Growth and Development 3:3:0:8

Corequisite(s): EDU 114

Course introduces principles and theories of child development and sequence of development domains in children aged birth through nine years. Course also accents the impact of health, safety and nutrition on early childhood development. State licensing, developmentally appropriate practices, Department of Public Welfare regulations, PA Early Learning and NAEYC standards are presented.

Requirements: eight hours observation in an early childhood education setting; see page 16 for observation requirements.

ECE 125 Education and Care of Infants and Toddlers 3:3:0:8

Corequisite(s): EDU 114

This course introduces program planning to meet the specific developmental needs of infants and toddlers. The course incorporates research-based best practices, learning environments, the importance of play, health, safety and nutrition for children aged birth through three years. Department of Public Welfare regulations, PA Early Learning and NAEYC standards and developmentally appropriate practices for infants and toddlers are presented.

Requirements: eight hours observation in an early childhood education setting; see page 16 for observation requirements.

ECE 130 Integrating the Arts and Play in Early Childhood 3:3:0:20

Prerequisite(s): EDU 114

Course reviews theories related to the stages of childhood development in play and the creative arts. Strategies for developing and implementing learning opportunities in visual art, creative drama, music, movement, social studies and play are presented. Course focuses on writing instructional objectives and implementing lesson plans based on children's developmental skills. Department of Public Welfare regulations, PA Early Learning and NAEYC standards are presented.

Requirements: twenty hours fieldwork in an early childhood education setting; see page 16 for fieldwork requirements.

ECE 140 Observation and Recording Techniques 3:3:0:20

Prerequisite(s): EDU 114

Course highlights goals, benefits, and techniques of systematic observation of children and their families in their natural settings. Students utilize assessment strategies and documentation, including The OUNCE Scale and the Work Sampling System to create child portfolios and to develop program planning based on observed strengths and needs of all children.

Requirements: twenty hours fieldwork in an early childhood education setting; see page 16 for fieldwork requirements.

ECE 205 Math & Science for Early Childhood 3:3:0:24

Prerequisite(s): ECE 110

Course explores developmental theories and content in science and math curriculum for children aged birth through five. Principles and methods for teaching math and science concepts through "active discovery, play, and design of developmentally appropriate materials will be highlighted. Students will plan environments and implement math and science learning opportunities based on PA Early Learning, NAEYC, NCTM and NSEC Standards.

Requirements: twenty-four hours fieldwork in an early childhood education setting; see page 16 for fieldwork requirements.

ECE 210 Integrating Curriculum in Early Childhood 3:3:0:24

Prerequisite(s): ECE 130

Course introduces effective approaches to teaching mathematics and science in early childhood education. Students learn techniques based on PA, NAEYC, and NCTM Standards to teach mathematical concepts, scientific process, problem-solving and reasoning discovery, data gathering and measurement through active manipulation of real objects. In this advanced curriculum course students design a balanced curriculum that incorporates emergent curriculum and the project approach to create developmentally appropriate units of study.

Requirements: twenty-four hours fieldwork in an early childhood education setting; see page 16 for fieldwork requirements.

ECE 215 Language and Literacy 3:3:0:24

Prerequisite(s): ECE 110

Course examines theories, current research and practice in language and literacy development for children aged birth to five years. Students develop competencies in designing print-rich environments and supporting foundations for learning to read and write. Students demonstrate strategies for creating effective language and literacy learning opportunities based on PA Early Learning and NAEYC standards.

Requirements: twenty-four hours fieldwork in an early childhood education setting; see page 16 for fieldwork requirements.

ECE 218 Communities and Families 3:3:0:0

Prerequisite(s): ECE 110; ECE 120 or 125

This course introduces students to the complex dynamic of the child, family and community in the early learning profession. Through the Center for the Study of Social Policy Protective Factors Framework students will explore how to utilize the framework in their own teaching practice to connect with families. The course will provide foundational skills in working with diverse families and communities. Students will discover community resources to cultivate support systems for all families and children in their learning environment.

ECE 221 Advanced Fieldwork Experience in Early Childhood Education 3:1:0:150Prerequisite(s): ECE 110, ECE 120 or ECE 125, ECE 130, ECE 140, ECE 210 (with a C or higher), ECE 215, and permission of the Early Childhood Education Department
Corequisite(s): ECE 225

In this culminating experience, students apply theory gained from all early childhood education courses. Under the supervision of an early childhood professional, students develop further competencies and take increasing responsibility for creating environment and curriculum of an early childhood classroom. Course provides students the opportunity to intentionally plan and implement developmentally and culturally appropriate instructional strategies based on (local) state and national standards. Course requires students to be onsite teaching for 12 hours per week for 13 weeks.

ECE 225 Early Childhood Professional 3:3:0:0

Students study and reflect upon the ethical and professional responsibilities of the early childhood profession. Family involvement, communication and parent conferences will be focused upon. Students learn PA regulations for child care centers and the NAEYC – National Association for the Education of Young Children accreditation process. Issues involved in advocacy, best practices in classroom management, and participation as an effective early childhood colleague will be introduced. Professional portfolio development encourages students' preparation for future interviewing, self-assessment and continuing professional growth.

ECE 230 The Director With Vision 3:3:0:0

Students will explore their educational philosophy through current research and standards. Strategies will be introduced to assist directors in helping staff create a vision of best practices for curriculum development and quality environments. Directors and future directors will explore effective communication techniques for working with children, families, and community.

ECE 235 Program Organization and Management 3:3:0:0

Students will study the administrative role of the director. Strategies will be explored for planning fiscal operations, program management, and day-to-day administration of early care and education programs.

Early Childhood Intervention**ECI 240 Strategies for Teaching Infants and Toddlers With Special Needs 3:3:0:0**

Prerequisite(s): EDU 105

Requirement: two hours of field experience and observation

Emphasizes a comprehensive and practical approach to serving infants, toddlers, and their families in an inclusive developmentally appropriate environment. Studies will be organized around a transdisciplinary approach to early intervention services emphasizing that the physical and social environments of all children should be structured to support and enhance development. Students will be required to have field experiences with infants, toddlers, and their families at inclusive and/or agency-based facilities.

Economics**ECO 201 Principles of Macroeconomics 3:3:0:0**

Deals with macroeconomics which is a study of the economy as a whole. Basic concepts of supply and demand models are developed. Production and income determination and the role of government policies, both fiscal and monetary, are examined. Topics such as inflation; unemployment; business cycles; budget deficits; money and banking; and international finance will be included. A knowledge of elementary algebra is helpful.

ECO 202 Principles of Microeconomics 3:3:0:0

Deals with microeconomics which is a study of the decision making process of individual economic agents, both consumers and producers. Basic concepts of supply and demand models are developed. Various market conditions for both inputs and outputs and their impact on prices, costs, and production are examined. Topics such as government regulation, antitrust legislation, and international trade will be included. A knowledge of elementary algebra is helpful.

ECO 237 International Relations 3:3:0:0

This course will provide students with an overview of the field of international relations. Beginning with a historical survey of international relations, the course will then analyze issues related to security, the world economy and social issues. The implications of recent developments such as the end of the Cold War, European Integration, crises in the Middle East, and other major international issues will be analyzed.

Education**EDU 101 Foundations of Education 3:3:0:0**

Acquaints prospective teachers with the opportunities, preparation, and professional responsibilities of the teaching profession. Designed to familiarize members of the general public with the modern American education system as it pertains to their roles as parents, consumers, and taxpayers. It includes the historic background of the modern school system; the role of the school in community and society; the organization, administration, and support of American school systems; varying philosophies of education; and current governmental standards.

EDU 105 Introduction to Special Education 3:3:0:0

Prerequisite(s): EDU 114

Requirement: 10 hours of field experience and observation

Presents a foundation of knowledge about the nature and needs of children with special needs, their families, and the community. Introduces the student to federal and state law, including the Individuals with Disabilities Education Act (IDEA) and Pennsylvania Commonwealth laws and regulations. The student will receive an overview of classifications of disabilities, cultural diversities, service options, and procedural safeguards. In addition, current issues, research, identification and assessment practices, support services, and strategies for educating students with disabilities are reviewed.

EDU 114 Careers in Education 1:1:0:0

Course will introduce education majors with career opportunities and employment options in the educational field. Designed to familiarize students with the modern American education system as it pertains to their roles as teachers, coaches, paraprofessionals, aids, or specialists. The course will include role descriptions for specialized job titles in a school; the working relationship of specialized education professionals; and the Pennsylvania requirements to hold specialized education positions.

EDU 115 Education Field Experience I 1:1:0:40

Prerequisite(s): EDU 114

Initial field observation and teaching experience in school classrooms that precede student teaching requires a minimum of 40 hours of observation and participation in a variety of settings. Students gain a closer look at the teacher education system and the relationship of learning theory and effective teaching strategies. Documentation of the field experience will be the completed field experience portfolio.

EDU 120 Teaching With Technology 3:3:0:0

Provides prospective teachers with an understanding of how to incorporate educational technologies in the contemporary classroom. With an in-depth look at new and emerging technologies, students will discover ways to integrate technology with teaching and learning. Intended for students seeking to improve their technology experience in the classroom.

EDU 125 Linking Assessment and Instruction for Diverse Learners 3:3:0:0

Prerequisite(s): EDU 114

Course emphasis will be on assessment and documentation of knowledge and learning styles as it reflects student achievement. The course examines the links between cognitive learning styles and physical, social, and emotional growth in diverse learners. Four hours of observation required.

EDU 202 Fundamentals of Reading Instruction I 3:3:0:0

Prerequisite(s): ENG 105; EDU 105

Requirement: two hours of field experience and observation

An introduction to the teaching of literacy, reading and comprehension for diverse students across all grade levels. The course will focus upon research and strategies to support the current trends and practices in assessment and instruction of literacy, reading and comprehension. The course covers a full range of the reading curriculum, serving as an introduction to instructing students in tutoring, small groups and classroom settings. The class includes ten hours of field experience with students.

EDU 210 Behavior Management and Guidance Practices 3:3:0:0

Prerequisite(s): EDU 105 or permission of instructor

Requirement: 10 hours of field experience and classroom observation

The course is an overview of behavior problems and disorders that may be encountered in early childhood, middle and secondary, and special education environments. Identification, classification, assessment and multidisciplinary services are examined with focus on management and intervention strategies. Fundamental principles of guidance and constructive discipline will be addressed.

EDU 240 Technology Integration in the Educational Setting 3:3:0:0

This course will present best practice for integrating technologies and enhancing instruction in an educational setting. Students will analyze current technologies for their effectiveness and use with diverse learners. Online collaboration and web literacy tools will be evaluated for effectiveness in building learning communities. This course is designed for individuals with intermediate computer skills.

EDU 291 School Communication with Families 3:3:0:0

Course allows students to develop an understanding of the importance and complex characteristics of families and communication. Course will enable students to create respectful, reciprocal relationships with families that support and empower families and involve all families in their children's development and learning. Course will provide foundation and skill in the area of comprehending family dynamics, family structure and communications within diverse families. The course will focus upon dynamics that lead to conflicts between schools and families and how to implement effective means to resolve these conflicts via understanding communication patterns, cultural values and appropriate communication. The course is design for individual that work with families in a variety of situations, including early learning centers, schools, social service institutions and criminal justice environments.

Engineering

EGR 101 Engineering Graphics 4:3:3:0

Introduces the language of industry. Develops basic drafting techniques and an understanding of industrial-type drawings. Topics covered include orthographic and pictorial drawing, dimensioning, fasteners, machine components, pattern development, and drafting standards. Additional areas of study include various layouts, graphs, displacement diagrams, and descriptive geometry as they relate to the previously mentioned topics.

EGR 102 Engineering Orientation 1:1:0:0

Explains the nature and role of the engineer in an industrial society and the functions and requirements of the various branches of the profession. Considers four- and five-year engineering curriculums and transfer issues.

EGR 213 Statics 3:3:0:0

Prerequisite(s): MAT 196; PHY 210

A Calculus-based introduction to the mechanics of bodies in equilibrium for engineering students. Topics include position and force vectors, equilibrium of a particle, moments, equilibrium of a rigid body, analysis of trusses and frames, friction, center of gravity and centroid, moments of inertia, and principle of virtual work.

EGR 214 Dynamics 3:3:0:0

Prerequisite(s): MAT 201; EGR 213

A Calculus-based study of kinematics and dynamics of bodies for engineering students. Topics include kinematics of a particle; rectilinear and curvilinear motion; dynamics of a particle; Newton's second law; work and energy; impulse and momentum; collisions; planar kinematics; and dynamics of a rigid body.

Electronics

ELE 120 DC Circuits 4:3:3:0

Corequisite(s): BGT 110 or MAT 130

Presents basic principles of voltage, current, and resistance. Introduces solid state devices and their graphical characteristics. Covers resistance, color code, Ohm's Law, series and parallel circuits, voltage dividers, semiconductor diodes, and transistors. Students build basic electrical circuits in the laboratory and use electronic VOMs and digital multimeters to test circuits.

ELE 130 Digital Fundamentals 4:3:3:0

Digital Fundamentals is the study of the basic circuits common to digital computers, such as logic gates, "flip flops," counters and arithmetic circuits. The examination of various number systems and their applications are also studied. Laboratory work will include the use of logic pulser and logic probe to troubleshoot circuits. Multiple logic wave forms are examined with a logic analyzer.

ELE 155 Electronic Drafting and Construction 1:1:1:0

Presents basic drafting techniques used in schematic diagrams. Includes layout of printed circuit boards.

ELE 165 AC Circuits 4:3:3:0

Prerequisite(s): ELE 120

Examines voltage and current in inductor, capacitor, and resistor circuit arrangements. Introduces vector algebra. Presents oscilloscope use, series and parallel RLC circuits, resonance, time constants, and waveshaping. Students connect components into basic electrical circuits in the laboratory, and verify circuit operations using a dual trace oscilloscope. Computer software simulation programs are used to further check circuit operations.

ELE 175 Introduction to Microprocessors 4:3:3:0

Prerequisite(s): ELE 130

The course introduces students to microprocessors and microcomputers. Examined is microprocessor system organization and its instruction set. Also presented are input and output techniques and their microcomputer applications in real situations.

ELE 210 Electronic Circuits 4:3:3:0

Prerequisite(s): ELE 165 or 170

Students are introduced to standard electronic circuitry. Studies are the theory and application of diodes, junction transistors and FET transistors; circuit arrangements for coupling; and A.F. and R.F. voltage generation. Software simulation programs are used to verify circuit operations.

ELE 215 Industrial Electronics 2:1½:1½:0

Prerequisite(s): ELE 130

Corequisite(s): ELE 210

A study of sensing, control, and actuator devices and how they are used in an industrial environment. Topics included in the course are temperature, level and flow measurements, semiconductor control devices, industrial process actuators; digital control circuit applications; and open and closed-loop feedback systems.

ELE 235 Programmable Controllers 2:1½:1½:0

Intended to teach the student to use a programmable logic controller. The student will develop ladder diagram solutions for specific applications and produce a corresponding programmable controller program. A programmable controller will be used to verify the solution.

ELE 255 Telecommunications 3:3:0:0

Prerequisite(s): ELE 130, 210

This course is the study of the methods used to transmit and receive information electronically, over a distance. Various analog and digital modulation and coding schemes, utilizing a variety of transition methods, will be examined and analyzed. Information capacity, bandwidth, error rate, transmission reliability, advantages, and disadvantages will be studied for each of the telecommunications schemes. Topics covered include telecommunications methods currently in use for audio, video, and data transmission. The course will give the student a broad background in telecommunication circuits.

ELE 275 Integrated Circuits 4:3:3:0

Prerequisite(s): ELE 130, 210

This course is a study of linear and digital integrated circuits. The operational amplifier is studied in a variety of applications. The student will be introduced to a wide variety of integrated circuits and will use a number of these circuits in the laboratory.

English

ENG 099 Basic Skills Writing 3:3:0:0
Prerequisite(s): Entry Level Writing Placement Test Score of 1 or 2

Provides instruction on essential writing skills. Intensive work on vocabulary development, sentence structure, punctuation, syntax, and proofreading skills helps eliminate technical errors and improve sentence and paragraph writing techniques. Varied writing exercises help students to develop the skills necessary to write well-developed paragraphs.

ENG 100 Fundamentals of Writing 3:3:0:0
Prerequisite(s): Entry Level Writing Placement Test Score of 3

ENG 100 is designed as a preparatory course for students who are deficient in the writing skills that are necessary for successful participation in ENG 105. These skills include the abilities to use the computer to write and revise drafts, to revise independently, to identify weaknesses and strengths, and to organize a 500-word essay. An intensive exploration of the writing process, ENG 100 emphasizes prewriting, revising multiple drafts, and editing final drafts. The essays written in ENG 100 are evaluated for content and mechanics.

ENG 105 Research and Composition 3:3:0:0
Prerequisite(s): Intro Level Writing Placement or ENG 100 or ESL 251

In ENG 105: Research and Composition, students write essays, incorporate and integrate primary and secondary sources into their own writing, and master library skills. Students strive for sound logic, effective use of details, appropriate diction, and correct grammar and mechanics. Students study models of writing, including student essays and professionally written essays.

ENG 106 Introduction to Literature 3:3:0:0
Prerequisite(s): ENG 105
Literature is creative, imaginative verbal art. This course introduces literature and literary studies. Through a survey of literature depicting a wide range of human experience, it introduces concepts useful for analyzing and interpreting fiction, poetry, and drama. It considers relevant, credible resources as it examines relationships between literary significance and social position, inequality, cultural contexts, and political power.

ENG 107 Writing in the Workplace 3:3:0:0
Prerequisite(s): ENG 105
Presents fundamental concepts of writing and develops writing skills for real-world contexts such as higher education, community involvement, civic engagement and the workplace. Reading assignments emphasize analysis of reports and documents for effective communication models. Writing assignments emphasize writing reports, letters, memos, emails, job application materials and social media. Coursework may include oral reporting.

ENG 108 Creative Nonfiction 3:3:0:0
Prerequisite(s): ENG 105
Focuses on the composition of creative nonfiction in several rhetorical modes (portrait, reportage, review, epistle, memoir, humor, lecture, and valediction) to develop voice and master grammar and mechanics. Students' analytical skills and creativity are enhanced through the study of good models of writing by professionals from a variety of fields.

ENG 111 Speech 3:3:0:0
Prerequisite(s): Intro Level Writing Placement or ENG 100 or ESL 252
This course is designed to develop students' speechwriting and presentation abilities while increasing self-confidence and interpersonal skills appropriate in academic, workplace, and community settings. It addresses basic theories of public speaking but emphasizes practice through several types of speaking situations: formal, informal, mediated, and impromptu. Students learn how to assess diverse audiences and how to prepare an effective presentation employing outlines, research, visual aids, and technology. In addition, students develop critical listening and analysis skills while completing self and peer reviews and critiquing renowned speakers' performances. Students also examine speaking rights and ethical responsibilities through written reactions and reflections.

ENG 154 Introduction to Women's Studies 3:3:0:0
Prerequisite(s): ENG 105
Corequisite(s): ENG 106
This interdisciplinary and multidisciplinary course is a preliminary exploration of the ever burgeoning literature of Women's Studies. It exposes students to recent discussions about the origins of present attitudes about women in Western society; critical analysis of the situation of women in patriarchal cultures; and efforts by women to achieve self-defined female identity. Drawing on materials from literature, history, religion, biology, psychology, feminist analysis, anthropology, and sociology, the course will investigate cultural beliefs about women's "nature" and role at different times and places; various attempts to explain the origins and persistence of female subordination; and women's efforts to define a new identity through political and creative activity.

ENG 201 World Literature I 3:3:0:0
Prerequisite(s): ENG 105, 106
The analysis of significant international literature from its origins through the Renaissance consolidates thinking, reading, and writing skills. Intensive reading of specific masterpieces enables the student to better appreciate and evaluate major literary and philosophical movements from pre-Christian times to the Renaissance. Lectures and student discussions will examine human thought of the past and its relation to the present.

ENG 202 World Literature II 3:3:0:0
Prerequisite(s): ENG 105, 106
Surveys significant works of major international authors from the neoclassical era through the present to enable students to better understand and appreciate major literary works and to enhance students' thinking, reading, and writing skills. Emphasis on the study of dramas and novels of significant writers and the movements such as Neoclassicism, Romanticism, Realism, and Existentialism in which these works were produced.

ENG 205 American Literature I 3:3:0:0
Prerequisite(s): ENG 105, 106
Introduces works of American literature from the pre-colonial period to the Civil War era. Readings will develop insight into American history, culture, politics and literary trends. It examines the influence of philosophical, religious, psychological, and sociological ideas on American writers and society.

ENG 206 American Literature II 3:3:0:0

Prerequisite(s): ENG 105, 106

Introduces works of American literature from the post-Civil War era to post-World War II era. It examines the influence of philosophical, religious, psychological, and sociological ideas on American writers and society. Readings will develop insight into American history, culture, politics, and literary trends.

ENG 210 British Literature I 3:3:0:0

Prerequisite(s): ENG 105, 106

Analyzes works of significant literary and intellectual movements from Anglo-Saxon times to neoclassicism to cultivate an appreciation of British literature and to develop thinking, reading, and writing skills.

ENG 211 British Literature II 3:3:0:0

Prerequisite(s): ENG 105, 106

Analyzes works of major British writers from the Romantic period to the present, emphasizing works of significant literary and intellectual movements to develop an appreciation of literature as well as to develop thinking, reading, and writing skills.

ENG 215 Introduction to Poetry 3:3:0:0

Prerequisite(s): ENG 105, 106

Analysis and study of individual poems concentrating on short and medium-length poems. Emphasis on understanding and appreciating poetry as a significant experience for the reader rather than on critical theory and background. Poetry of the English language is the central content of the course; however, poetry of other languages in translation is included.

ENG 216 Minoritized Characters in Shakespeare 3:3:0:0

Prerequisite(s): ENG 105, 106

This course introduces the plays and sonnets of William Shakespeare by focusing on minoritized characters in Shakespeare's canon: characters different from majority populations in race, religious creed, nation of origin, sexuality and gender, and class. Students will investigate how Shakespeare's literary canon addresses the political and social issues of the late sixteenth and seventeenth centuries in England and Colonial America, and how it relates to political and social issues of the twenty-first century.

ENG 220 Introduction to Drama 3:3:0:0

Prerequisite(s): ENG 105, 106

A study of literature for students more interested in the special genre of drama than in a historical survey of all literary forms. Introduces dramatic literature from its origins to the present.

ENG 225 Journalism 3:3:0:0

Prerequisite(s): ENG 105

Accents news writing for newspapers, radio, and television. Students become acquainted with the "newspaper" style of writing by learning to write stories based on accumulated facts; articles such as hard news, profiles, features, editorials and reviews will be written. Limited typing skill is a course prerequisite since an attempt is made to simulate the operation of a newsroom. An overview of the responsibilities of the reporter and the mass media is included, as well as various stages of production and layout.

ENG 227 Literature and Film 3:3:0:0

Prerequisite(s): ENG 105, 106

Through narratology, an interdisciplinary study of the structures of stories and of the relationships between stories and human beings, this course introduces students to the complex relationships between two related but unique storytelling forms: literature and film. The course emphasizes study of the theoretical natures of literature and film; of relationships between literature and film; of debates about which form more satisfyingly presents or reflects human experiences and human conditions; and of the creative processes people use to produce literature and film. Students will acquire and employ the technical vocabulary necessary for discussing and writing critically about literature and film.

ENG 230 Contemporary Fiction 3:3:0:0

Prerequisite(s): ENG 105, 106

Introduces students to readings published since the end of World War II, with an emphasis on short stories, novels, and plays written by prominent American and international authors during the 1970s, '80s, and '90s. In particular, the course explores the relationship between art and parallel social, cultural, religious, and political events shaping contemporary life. In readings, discussions, and lectures, students will discover writers who experiment with literary forms to challenge depictions of the human condition.

ENG 232 Women's Literature 3:3:0:0

Prerequisite(s): ENG 105, 106

Focuses on the rich and varied tradition of writing by women. Explores the traditional genres as well as nontraditional genres (journals, memoirs, letters, and speeches) in which women have written over the centuries. Readings emphasize the historical roots from which women's writing grew and explore the thematic range of women's literary heritage.

ENG 235 Creative Writing 3:3:0:0

Prerequisite(s): ENG 105, 106

An opportunity for students to express their ideas in various creative modes. To stimulate creativity in thinking and writing, the course allows for close student-instructor examination and evaluation of student creations.

ENG 237 Science Fiction 3:3:0:0

Prerequisite(s): ENG 105, 106

Focuses on science fiction and imaginative literature. Significant eras in the history of the genre will be studied using representative key novels and short stories. Assigned readings will be supplemented with films, music, and other relevant media.

ENG 238 Gothic and Horror Literature 3:3:0:0

Prerequisite(s): ENG 105, 106

From Medieval cathedrals to online vampire chat groups, the Gothic has provided a major theme in literature and Western culture. Examines manifestations of the Gothic since the Middle Ages and concentrates on the emergence of the literature of the supernatural as exemplified by such writers as Mary Shelley, Bram Stoker, H.P. Lovecraft, and Anne Rice. Subjects studied will include Medieval folk ballads, the Frankenstein myth, vampirism, and other topics relevant to the Gothic literary tradition. The course touches on related subjects, such as Gothic architecture, pre-Raphaelite painting, eschatology, and Goth rock.

ENG 241 Literary Magazine Practicum 3:1½:0:120**Prerequisite(s):** Permission of instructor

Students will focus on the history, context, and significance of the literary magazine. Concurrent with a study of literary magazine volumes past and present, students will promote the college's magazine, solicit student submissions, oversee editorial review, guide the selection of works for publication, edit manuscripts, layout and design the magazine, work with other student groups and college staff to release and publicize the issue, and plan the event of its reading. The students will serve as managing editors of the magazine and be responsible for its publication under the guidance of the instructor.

ENG 242 Latin American Literature 3:3:0:0**Prerequisite(s):** ENG 105, 106

This course is a survey of Latin American literature from its inception to present. All work will be read in English translation. Students will engage with poetry, prose and plays through readings, discussions and writing activities to improve their understanding of Latin American Literature and related literary trends and concepts such as Colonialism, Romanticism, Magic Realism, and the Latin American Boom, as well as the works' relationships to politics, history, culture and identity.

English as a Second Language**ESL 091 Basic Structure of Written English 3:3:0:0**

Designed for non-native students with beginning English language abilities. The course builds on the student's basic knowledge of English grammar and sentence construction. More advanced language structures and verb forms are presented with emphasis on writing clear sentences and coherent paragraphs.

ESL 092 Intermediate Structure and Composition 3:3:0:0**Prerequisite(s):** ESL 091 or equivalent

Designed for non-native students with intermediate English language skills who display typical second-language writing errors. Use of advanced grammatical structures, verb tenses, and usage are taught. Emphasis is on refining student's writing, developing more precise expression of ideas, and introducing students to the academic essay organization.

ESL 094 Speaking Clearly in English 3:3:0:0

Designed for non-native students with marginal verbal skills in English. Listening skills are practiced through note taking, dictation, and aural comprehension exercises during class. Oral presentations and group discussions provide opportunities for students to express opinions and ideas. Emphasis is on developing fluency and confidence.

ESL 095 Speaking Effectively in English 3:3:0:0**Prerequisite(s):** ESL 094 or equivalent

Academic speaking course designed for non-native students with proficient verbal skills in English. Listening comprehension, note taking, and aural comprehension experiences are practiced during class to prepare students to understand classroom lectures. Students practice conversational skills through oral presentations and problem-solving discussions in which they must present and substantiate their opinions. Emphasis is on verbal responses that are grammatically correct and appropriate for academic situations.

ESL 096 Accent Reduction 3:3:0:0**Prerequisite(s):** ESL 095 or department approval based on an oral interview

Improves pronunciation of non-native speakers of English who want to speak American English more clearly, fluently, and comprehensibly for educational, professional, or social purposes. Instruction in principles of stress, rhythm, and intonation of North American English and on production of individual consonant and vowel sounds. An individualized improvement plan is developed for students based on diagnosis of specific problems. Students receive oral and written feedback on tapes throughout course.

ESL 097 Skills for Effective Reading 3:3:0:0

Designed for non-native students with beginning reading ability and a general English vocabulary. Emphasis is on expansion of academic vocabulary and development of more advanced reading comprehension skills.

Word decoding, determining meaning from context, understanding main idea, and identifying supporting details are some of the reading skills presented during class. Students apply these skills to a variety of text based on independent reading assignments.

ESL 098 Intensive Reading in English 3:3:0:0**Prerequisite(s):** ESL 097 or equivalent

Designed for non-native students with proficient reading ability and a substantial English vocabulary. Emphasis is on analysis of more difficult reading passages in content areas of study and on development of a solid academic vocabulary. Drawing conclusions, making inferences, and determining organization are some of the more advanced reading skills taught in this course.

ESL 251 English For Academic Purpose 6:6:0:0**Prerequisite(s):** ESL 092, ESL 098, or equivalent

Prepares advanced English as a Second Language (ESL) students for the academic reading and writing tasks they will face in an academic setting or on the job.

This class is for ESL students who have successfully completed ESL 115 and 116 but are not yet prepared for English 105 or the reading/writing demands of content courses. In this integrated multi-skills course, ESL students continue to develop their ability to read and write critically across the disciplines while refining and reinforcing the grammatical, structural, and rhetorical patterns of English. Emphasizes both the process and the product and attempts to achieve a balance between form and content as well as fluency and accuracy.

Exercise Science**EXS 101 Introduction to Exercise Science 3:3:0:0**

This course will provide a basic overview of the field of exercise science and associated professions which include: exercise physiology, sports nutrition, biomechanics, athletic training, exercise and sport psychology, and motor behavior. This course will also cover the professional activities such as professional organizations, certifications, professional issues, and professional liabilities that are related to these professional applications.

EXS 102 Exercise Measurement and Prescription 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105; Intro Level Math Placement
Corequisite(s): BIO 164

Teaches the student how to evaluate and prescribe exercise to a variable population. The course covers aspects of health-related physical fitness components (cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition) and how to assess each of these components. The course also covers liability, certifications, and safety procedures that are relevant to the fitness industry.

EXS 103 Methods of Instruction & Personal Training 3:3:0:0

Prerequisite(s): EXS 102 and BIO 164 (grade of C or better)

This course introduces methods of group exercise instruction and the science/art of personal fitness training. The course presents research-based information on a variety of group exercise modalities, as well as effective methods and strategies for an individualized personal training program. Special emphasis is on the planning of group exercise classes and on providing students with opportunities to teach and/or lead group exercise classes. In addition, all facets of personal exercise training are examined; specifically individualized program design and instruction.

EXS 107 Care and Prevention of Athletic Injuries 3:3:0:0

The study of the treatment and prevention of specific sport injuries resulting from activities in the home, recreational, intramural, and extramural settings. Topics include identification of injuries, proper treatment after they occur, and preventative measures. Students will learn how to create a safe environment for athletes. American Red Cross techniques will be covered.

EXS 108 Sport Nutrition 3:3:0:0

Prerequisite(s): EXS 101

This course is designed for students in exercise science or other students with an interest in the role of nutrition in supplying energy for various forms of physical activity. Topics include: physiological role of macronutrients in aerobic and anaerobic energy supply, micronutrients, fluid intake, commercial supplements, body composition, and disordered eating problems of athletes.

French**FRN 105 College French I 3:3:0:0**

This course is offered to beginners and to some nonbeginners who have had perhaps one year of French in high school, but who feel that their preparation is inadequate for an intermediate course at the college level. The basic communication skills are systematically developed: listening and speaking skills are emphasized in the classroom and expanded with participation in a language tape program. Reading and writing skills are progressively developed through various creative exercises, activities, and assignments. Cultural readings and materials are adapted to provide the student with the opportunity to practice communication skills, while at the same time discovering aspects of both daily life and traditional culture of Francophones all over the world and within the United States.

FRN 106 College French II 3:3:0:0

Prerequisite(s): FRN 105 or equivalent and permission of instructor

A continuation of College French I, this course will continue to develop the basic communicative skills for beginning students of French. Emphasis will be placed again on enabling the student to develop proficiency in the basic skills essential to communicative language learning: listening, speaking, reading, and writing in French as well as gaining familiarity with French culture abroad and in North America.

FRN 205 College French III 3:3:0:0

Prerequisite(s): FRN 106 or two years of French in high school or permission of instructor

A continuation of FRN 106, this course provides review and further study of French grammar and vocabulary. Students are immersed in French language and culture, and given opportunities to apply listening and speaking skills to a variety of contexts. Reading strategies are emphasized and fundamentals of composition are presented in conjunction with appropriate literary texts.

FRN 206 College French IV 3:3:0:0

Prerequisite(s): FRN 205 or three years of French in high school or permission of instructor

A continuation of FRN 205, this course provides extensive practice in speaking, listening, reading, and writing skills. Fluency is developed through thoroughly expanded grammatical concepts and idiomatic expressions. Effective skills for understanding and interpreting more advanced literary texts are presented. Students will study the culture of French speakers all over the world.

Geography**GEO 110 Cultural Geography 3:3:0:0**

The course is organized to present a view of the scope of cultural geography. The unifying philosophical question highlights the interactions between physical and cultural factors on Planet Earth. Ideally, the student will be aided in developing a better appreciation of the complex reasons for cultural diversity, cultural conflict, and observed differences in levels of economic development. Emphasis is given to an understanding of the holistic approach in solving problems facing the human race and its interaction with the environment.

GEO 115 World Regional Geography 3:3:0:0

The course is an introduction to the location, distribution, and spatial organization of major realms, regions, and countries of the world. Emphasis will be placed on physical features, cultural patterns, political histories, economic development, and how increasing globalization influences the geographic areas of the world. Current geographic issues associated with each area will be addressed. Utilizing the holistic approach of geography, students will be able to better explain the “why” and “where” of the peoples and places of the world.

GEO 260 Independent Study – Geography 1–3:1–3:0:0

Prerequisite(s): Introductory course in the subject area, minimum GPA of 3.0 in the course subject to be studied, and overall GPA of 3.0, or sufficient evidence of academic strength, and written permission of the instructor and academic dean to justify the independent study.

Reading, research, and/or experimentation on topic (not otherwise covered in college social sciences curriculum) selected in consultation with a faculty member. Special attention is to be given to the particular abilities and interest of students, with individual guidance for advanced studies. The student may choose: research on selected problems, supervised field studies, reading program, among other alternatives. The course may be a group of students as well as individual study. The course may be repeated for credit. The student is responsible to adhere to the college policies and procedures for independent study.

German

GRM 101 Spoken German for Travelers 3:3:0:0

Basic conversational German for beginners who have little or no formal knowledge of the language. Lessons on grammar and usage are taught only as they affect everyday conversation, and the course emphasis is on real-life situations. The course also introduces students to the cultural life of German-speaking countries, and will include useful information about Germany, Austria, and Switzerland. Students will practice dialogues they may encounter in traveling to Germany.

GRM 105 College German I 3:3:0:0

An introduction to the German language with emphasis on speaking, reading, writing, and understanding. Focus will be on grammar, usage, vocabulary, pronunciation, and comprehension. The course includes a tape program component. The course is designed for students who are beginning their study of German, or for those who have had one year or less of German in high school.

GRM 106 College German II 3:3:0:0

Prerequisite(s): GRM 105
A continuation of College German I, the course will emphasize speaking, reading, writing, and comprehension of the language. Focus will be on grammar, usage, vocabulary, comprehension, and pronunciation.

GRM 205 College German III 3:3:0:0

Prerequisite(s): GRM 106 or two years of German in high school or permission of instructor
A continuation of College German II, this course further develops basic skills in aural comprehension, speaking, reading, and writing. Basic grammatical concepts will be reviewed, and more complex grammatical concepts will be introduced. Emphasis will be placed on acquiring oral and written fluency through classroom exercises and assignments.

GRM 206 College German IV 3:3:0:0

Prerequisite(s): GRM 205 or three years of German in high school or permission of instructor
A continuation of College German III, this course further develops oral and written fluency in the German language through lecture presentations on grammar and idiomatic expressions, cultural and literary reading selections, and oral and written classroom exercises and assignments.

Heating, Air Conditioning and Refrigeration (HVACR) Technology

HAC 104 Basic Electricity 3:3:0:0

A series of lectures and lab experiences designed to familiarize the beginning technician with the electrical principles as they relate to alternating and direct current, the operation of various types of circuits, and basic wiring diagram (schematic) reading and drawing. Other topics for consideration include concepts and principles of generating and distributing electricity and electrical circuitry, electrical safety, basic circuit characteristics, Ohm's Law, and Watt's Law.

HAC 119 Construction Print Reading 3:3:0:0

An introduction to the basic principles used by architects and draftsmen to make architectural and structural drawings. It is designed for the student who desires a basic knowledge of blueprint reading and construction knowledge, as well as those who will enter the construction, electrical, or HVAC fields. Topics will include views, scales, symbols, projection, footings and foundations, notations, and elevations. Structural and trade-specific information used in residential and light commercial building construction will be used to solve possible problems that may be encountered.

HAC 125 Piping and Hydronic Heating 3:3:0:0

Prerequisite(s): HAC 119 or permission of instructor
Provides the student with the background and skills to perform various piping operations pertinent to the heating field. Topics to be covered include basic and specialty tools used for copper, black iron, copper-finned baseboard, and steam radiation. Piping layout, hydronic heating systems sizing, zoning, hot water and steam boiler piping, hydronic controls, and radiant heat layouts will be covered.

HAC 131 Air Conditioning and Refrigeration I 3:3:0:0

Prerequisite(s): HAC 104 or permission of instructor
Will introduce the student to the theory and application of the basic refrigeration cycle as it applies to comfort air conditioning equipment. This is the first of four air conditioning courses and will cover air conditioning applications, including installation and service of window air conditioners, split system residential air conditioners, packaged air conditioning units, and light commercial systems. The student will be introduced to the refrigerants presently in use as well as alternative refrigerants and refrigerant oils.

HAC 132 Air Conditioning and Refrigeration II 3:3:0:0

Prerequisite(s): HAC 131 or permission of instructor
Discusses the theory and application of the basic refrigeration cycle as it applies to refrigeration. This is the second of a series of courses dealing with air conditioning and refrigeration, covering refrigeration applications that include installation and service of residential refrigerator and freezers, icemakers, walk-in coolers and freezers, and light commercial systems. The student will be introduced to the specialized components and controls needed for refrigeration systems. Included in this course is a field trip to witness first-hand the operation of supermarket rack and heat-reclaim systems.

HAC 135 Domestic Oil Burners 3:3:0:0

Prerequisite(s): HAC 104 or permission of instructor
Introduces the student to the application and systematic approach to understanding the operation, maintaining, servicing, and installing residential oil burner systems. This course will give students the necessary skills to perform annual maintenance on modern oil burner systems. Included will be discussions on types of fuel oil, high-pressure burners, basic electrical wiring diagrams, electrical components, and combustion testing and start-up procedures. Sizing nozzles, combustion chambers, fuel pumps, piping oil tanks, testing fuel units, and general troubleshooting techniques will be covered.

HAC 140 Electrical Maintenance I 3:3:0:0

Prerequisite(s): HAC 104 or permission of instructor
A continuation of the basic electricity course that is designed to help the student understand electrical circuits as they relate to heating, ventilation, air conditioning, and refrigeration (HVACR) equipment. Topics include safety and operating switches; alternating current circuitry; single- and three-phase transformers and motors; relays, contactors and solenoid switches; control and timer circuits; wiring diagrams and symbols; and open motor and hermetic compressor testing. Electronic controllers used in the HVACR industry will be introduced.

HAC 145 Advanced Air Conditioning and Refrigeration 3:3:0:0

Prerequisite(s): HAC 119, 132, or permission of instructor
Students will study and apply psychometrics and heating, ventilation, and air conditioning (HVAC) system design using manual and computer-based load calculations. HAC 145 deals with application, installation, and maintenance of HVAC equipment in residential, commercial, and light industrial environments. Topics will include heating/cooling load estimating, air distribution and balancing, duct design and fabrication, and psychometric operations.

HAC 150 Heating System 3:3:0:0

Prerequisite(s): HAC 104 or permission of instructor
Studies the various types of heating systems available in this region today. The course is designed to use schematic diagrams to follow the sequence of operations of heating, ventilation, air conditioning, and refrigeration (HVACR) equipment in use today that incorporates state-of-the-art electronic ignition systems and solid-state controls. The operations of oil-fired, gas-fired, electric furnaces, and heat pumps are covered. The subject of human comfort levels is an important component of this unit of study. Heating system evaluation, zoning and hydronic heat, conditions that affect human comfort, and the basic laws of thermodynamics will complete the course of study.

HAC 155 Electrical Maintenance II 3:3:0:0

Prerequisite(s): HAC 140 or permission of instructor
A continuation of Electrical Maintenance I, with single- and three-phase electrical voltage systems, motors, controls, programmable logic control devices, and components. Emphasis will be placed on troubleshooting, maintenance, and repair of three-phase controllers and motors, lighting system problems, and heating, ventilation, air conditioning, and refrigeration (HVACR) equipment. Also covered will be an introduction to electronic devices, HVACR controls, and energy management systems.

HAC 160 Residential Wiring 3:3:0:0

Prerequisite(s): HAC 119 or permission of instructor
Provides the student with the background to apply the National Electrical Code (NEC) as well as instruction into the design and application of residential house wiring. Subject matter examines electrical layouts, installations, testing, and maintenance of electrical circuits, type of wire and wiring devices used for new construction, garage and outdoor lighting, special purpose outlets and connections, reading floor plans as they relate to house wiring, service-entrance requirements, low voltage wiring, wiring heating, ventilation, and air conditioning (HVAC) systems, types of fixtures, and GFCI protection.

HAC 203 Heat Pumps 3:3:0:0

Prerequisite(s): HAC 150 or instructor's approval
Corequisite(s): HAC 125, 132, 140
HAC 203 is a course that deals with the complexities of heat pumps. The course covers air-to-air heat pump systems (central and mini-split units) and heat pump water heaters, air conditioning units (central units, window units, and Packaged Terminal Air Conditioners (PTAC units). Both components include installation, start-up procedures, servicing and yearly maintenance. The course combines hands-on experiences to compliment the technical learning.

HAC 204 Gas Furnaces 3:3:0:0

Prerequisite(s): HAC 150 or instructor's approval
Corequisite(s): HAC 140
HAC 204 is a course that deals with the complexities of gas-fired heating systems. Installation, application and servicing these pieces of equipment is the focus of this course. Gas Heat covers topics ranging from fundamentals of combustion to the evolution high efficiency units. The course also covers boilers, warm air furnaces, water heaters and on-demand gas water heaters. This includes start-up procedures and yearly maintenance. The course combines hands-on experiences to compliment the technical learning.

HAC 210 HVACR Practicum 2:0:0:150

Prerequisite(s): HAC 104, 119, 131, 132, 140, 150, or permission of instructor
Provides the student the hands-on personal experience in the heating, ventilation, air conditioning, and refrigeration (HVACR) field by working side by side with a working professional from a local company that performs service or installation work. Students will be required to assist the technician during the routines of a typical workday. The instructor must approve internships. Any student who is currently working for a registered HVACR company with a minimum of 500 hours experience will receive credit for this course upon written documentation by the employer.

HAC 250 Commercial and Industrial Wiring 3:3:0:0

Prerequisite(s): HAC 160 or permission of instructor
Provides the student understanding and experience in the layout and construction of electrical circuits as they relate to commercial and industrial installations. Builds upon the knowledge and experience the student gained from the Residential Wiring course (HAC 160). Topics for consideration include electrical safety; commercial and industrial blueprint reading; feeder bus systems; signaling systems; site lighting; panel board selection and installation; and conduit bending.

Health Care Office Coordinator

HCO 101 Administrative Strategies for Health Care Professionals 3:3:0:0

Health care management provides a framework for addressing management problems in health care organizations. It addresses the various types of health care organizations, provider and vendor contract management, strategic planning, information systems, operational and capital budgeting, human resource component, cultural proficiency, health care marketing, motivational, teamwork and leadership skills.

HCO 102 Health Care Management Practices and Technology 3:3:0:0

This course is designed to provide an understanding into the key functions that are required within a medical office/practice setting. Students will gain knowledge into the functionality of the electronic medical record, compliance rules and regulations, HIPAA and privacy, clinical documentation, reimbursement, data analysis, fraud and abuse. Students will develop interpersonal skills to communicate effectively with providers and staff.

HCO 103 Reimbursement for Health Care Services 3:3:0:0

This course is designed to provide an understanding into the different types of health insurances, benefits, rules and regulations as it applies to processing health/medical claims. It will also examine the Medicare Prospective Payment system, RBRVS, risk adjustment coding. Ambulatory payment classifications as it relates to coding, documentation and regulatory compliance.

HCO 104 Revenue Cycle Management 3:3:0:0

Prerequisite(s): HCO 103

The course is designed to explain the revenue cycle as it applies to any health care entity. It will identify the processes that are integral to the revenue cycle, how these processes should function, and how to identify problems within the cycle. It will detail how to correct the problems and how to monitor and sustain a profitable revenue cycle.

History

HIS 123 United States to Reconstruction 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

The study of U.S. history is the study of ourselves as human beings and our connection to the larger world and global historical trends. Such an understanding, explored through events such as the Enlightenment, religious revivalism, the Revolution, reform movements, westward settlement and the Civil War will allow students to develop an insight into the dynamics and reciprocity of the individual and society. Students will ground their insights into human nature and American culture by gaining familiarity with this body of historical knowledge.

HIS 124 United States Since Reconstruction 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

The present is a result of the past. Apropos, students in this course will consider, analyze and gain insight into past events, people and trends that have contributed to the constitution of America's present. An accumulation of a body of knowledge, both necessary and useful, and including U.S. foreign policy from Western settlement through globalization, and domestic changes from urbanization and industrialization, racial and gender questions to enduring debates over political economy, will serve to supplement and support the intellectual skills on which this course will focus.

HIS 126 History of Black America 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

Introduces students to the contributions of African Americans. Course materials allow the class to examine the political, economic, social, and psychological experiences of African Americans and their impact on the culture and character of the United States from the early days in the Americas to the present.

HIS 130 Western Civilization I 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

A thematic-oriented course surveying the origins, development, and formation of the Western world's major political, social, economic, religious, and intellectual institutions to the dawn of the modern era. Special emphasis is given to four great antecedents of Western Civilization: Greek rationalism; Roman universality; Judaic-Christian ethics; and Celtic, Slavic, and Germanic traditions. Western Civilization is defined as European civilization and its remote origins in earlier civilizations located in Mesopotamia, the Nile Valley, and beyond. The course stresses the themes of continuity and change in the forging of and diffusion of Western Civilization. Attention is paid to the reciprocal influences of Western and non-Western cultures. Discussion, lecture, and inquiry methods aim to develop the student's appreciation of the Western historical perspective.

HIS 131 Western Civilization II 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

Beginning with a review of the foundations of Western civilization, the course stresses the principal ideologies and developments of Western civilization from the dawn of the modern era to the contemporary scene. Special emphasis is placed upon the rise of the state system, the challenge of nationalism and secularism, the industrial revolutions, the rise of nationalism in its varied forms, the challenges of liberalism and its diverse applications, the rapid advance and application of science, and the extent of world conflict. Each of the modern Western world's "isms" is analyzed through its origin, development, and impact upon the West's political, economic, and cultural institutions. Efforts are also made to relate the reciprocal influences between Western and non-Western worlds.

HIS 207 Latin American Studies 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 252; any 100-level SOC, HIS, GEO, or PSC course
This course is an introduction to the study of Latin America and the Caribbean. Taking into consideration the region's complexity, this class examines the geography, politics, history, and culture of the area as well as the nuances of its peoples and societies. Students will explore different approaches to the understanding of the area's economic development, the internal and external struggles over political power and forms of rule, and the intricacy of the region's relationship with the United States. Topics also include racial and ethnic identity, gender and sexuality dynamics, migration and the migrant experience, and the emergence of new cultural expressions.

HIS 220 Twentieth Century World History 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

While it was once possible to understand the rhythms of life over the course of centuries, by the late 19th century this was no longer true. The 20th century wrought truly staggering changes in technology and war, family life, religion, international relations, the relationship of the government and the economy, ideas of equality and fairness. These vast, world altering changes rendered, for the first time in human history, a world that we would be entirely unrecognizable and incomprehensible to humans who lived before. To understand our world in the 21st century, we must learn the precursor of change as the only constant.

HIS 222 Russia and the World 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

Russia and the World is an analysis of the role of the Russian people and culture in world history. The course reviews the five great periods of Russian history—Kievan, Mongol, Muscovite, Imperial, and Soviet—but emphasis is placed on the Soviet era and the contemporary scene. Students will concentrate on Russia's role in the modern world as a Czarist power, as a Soviet monolith, and as an evolving new state. Attention will also be given to the Russian impact on other states, especially in terms of the Marxist-Leninist influences. A multidisciplinary approach is taken throughout the course.

HIS 224 World War II 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 100 or ESL 251

The experiences of total commitment to an intercontinental struggle are examined, both in the domestic life of everyday Americans and the battlefield confrontations. Seeks to provide a perspective to 20th century American history by an in-depth examination of this cataclysmic period. Is presented in an interdisciplinary fashion, with emphasis on historic, political, economic, psychological, military, and social implications.

HIS 225 United States History Since 1945 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

As the period in which the United States emerged as the global leader of the free world, the post-1945 period is the one which most Americans consider to be the natural state of the nation. Considering this period in contrast to the previous 170 years of American history, and again to the contemporary world, students will gain an understanding of the uniqueness of this time in U.S. history. Grounding the macro view of history will be investigations into specific events and people as students gain further insight into the flow and process of the U.S. as a non-static entity.

HIS 260 Independent Study – History 1–3:1–3:0:0

Prerequisite(s): Introductory course in the subject area, minimum GPA of 3.0 in the course subject to be studied, and overall GPA of 3.0, or sufficient evidence of academic strength, and written permission of the instructor and academic dean to justify the independent study.

Reading, research, and/or experimentation on topic (not otherwise covered in college social sciences curriculum) selected in consultation with a faculty member. Special attention is to be given to the particular abilities and interest of students, with individual guidance for advanced studies. The student may choose: research on selected problems, supervised field studies, reading program, among other alternatives. The course may be a group of students as well as individual study. The course may be repeated for credit. The student is responsible to adhere to the college policies and procedures for independent study.

Health Information Technology**HIT 110 Introduction to Health Information Science 3:3:1:0**

An introduction to the medical or health record, this course provides a basic understanding of the development, content, format, and control of medical records. The course provides an orientation to health delivery systems as well as legal and ethical aspects of federal, state, and local agencies. The course also introduces the student to the system of healthcare reimbursement and the function of the medical records department and the medical record in reimbursement.

HIT 120 Medical Terminology 3:3:0:0

Reviews the systems of the human anatomy and certain medical specialties, concentrating on the medical terms and their component parts to give the student a working knowledge of medical terminology. Students will be able to build, define, pronounce, and demonstrate a working knowledge of the terms used in today's healthcare fields.

HIT 130 Health Information in Alternative Settings 4:4:0:0

Introduces the student to health information in settings other than the acute care facility. Emphasis will be not only on the content of health information used in alternative settings but also on the dissemination, subsequent use, and linkage of the information. The areas covered will include long-term care, psychiatric facilities, home health, rehabilitation, tumor registry, and other specialty settings.

HIT 140 Health Law 3:3:0:0
Introduces the student to confidentiality of medical record information, specialized release of information procedures, healthcare legislation, and concepts of liability in the healthcare field. There will be a general introduction to the American government and court systems. In addition, risk management in healthcare will be covered.

HIT 150 Clinical Documentation Improvement 3:3:1:0

Prerequisite(s): HIT 110

This course addresses the principles of Clinical Documentation Improvement and process. The emphasis is on information integrity and data quality as it relates to diagnosis and procedural documentation specificity for coding, effective query communication, revenue cycle reimbursement and compliance and regulatory requirements. Review of data benchmarking and trending will also be incorporated.

HIT 200 Health Information Processing 3:3:1:0

Prerequisite(s): HIT 110, 130

This course will introduce the HIT student to the concepts of data entry, data display, report generation data abstracting and the use of data in health care facilities and the role of the HIM manager in this process.

HIT 210 Health Information Reporting 3:3:1:0

Prerequisite(s): HIT 110, 120

Introduces the student to general healthcare statistics and vital statistics as well as the state and federal laws governing the collecting of those statistics. Students will be exposed to health statistics reporting, display of information, and presentation of results. In addition, there will be an introduction to quality assurance and utilization review in the acute care facility as two of the utilizers and generators of health data in the acute care facility. A laboratory session will be held each meeting to apply concepts as they are reviewed.

HIT 220 Health Information Management Practicum 3:3:1:0

Prerequisite(s): HIT 110

This course is a practical application of the medical record technician as a manager and supervisor in the medical record department and other health care settings. Future managerial and supervisory roles in health care organizations will be stressed. A supervisory position is the most critical point in an entire organizational structure as it involves management of day-to-day activities of a department. Thus, the course will be focused on the supervisor's job of getting things done with and through people—the basic foundation in the relationship between supervisors and employees.

HIT 230 Professional Practice Experience 4:2:6:0

Prerequisite(s): HIT 110, 120, 140, 210 and 255

This course is completed via AHIMA's Virtual Lab as directed by the HIT program faculty to simulate an acute care hospital's HIM department. The student will participate in the various functions found in such a department and will have hands-on experience with these functions. They should include: data abstracting, data processing and entry, medical record assembly and review, use of computerized software systems seen in healthcare settings, coding of medical diagnoses and procedures. Various assignments and projects will be assigned by the instructor to give the student hands-on experience with various hospital and healthcare-based systems.

HIT 240 Advanced Medical Terminology & Pathophysiology 3:3:0:0

Prerequisite(s): BIO 163, 164

This course builds upon the knowledge base learned in Medical Terminology and expands the student's understanding of medical terms, disease processes and pathophysiology, clinical diagnostic studies, pharmacology and other terms used in healthcare settings. This course is designed for the healthcare coding student as well as workers in various positions in healthcare settings who wish to expand their understanding of medical terminology and clinical knowledge base. It will delve into much greater depth in the areas of disease etiology, current treatment modalities and the classification, application and use of medications than the prerequisite course Medical Terminology.

HIT 250 ICD-10 CM/PCS Coding and Classification System 3:3:0:0

Prerequisite(s): BIO 163, HIT 110, 120

Reviews the ICD-10 coding and classification systems used in the healthcare setting. Students will learn basic skills and apply their knowledge by coding actual medical records, as well as coding the workbook problems. Students will also be exposed to a computer system used in many hospitals that code and abstract patient data.

HIT 255 CPT Coding and Other Classification Systems 3:3:1:0

Corequisite(s): HIT 110, HIT 120, BIO 163

This course is designed to train HIT students in the art of CPT coding.

HIT 260 Advanced Coding Concepts 3:3:1:0

Prerequisite(s): HIT 250, 255 or permission of instructor
Designed to build upon the health information technology student's basic knowledge of coding of diagnoses and procedures by exploring the varied concepts for coding of complicated body systems, intricate reimbursement and systems, and advanced coding concepts seen in the healthcare industry today.

Health

HPE 101 Personal and Community Health 2:2:0:0

Presentation of and investigation into healthful practices. Students will study body functions and evaluate lifestyles as they influence their emotional and physical development.

Hotel Resort Management

HRM 105 Introduction to Hospitality Industry 3:3:0:0

Introduces the student to the wide range of career possibilities in the hospitality industry. This course, through its design, will help the student develop a better understanding of the various components of the travel/tourism industry, hotel/motel/resort industry, and the recreation and leisure system.

HRM 120 Purchasing for the Hospitality Industry 3:3:0:0

An introductory study of the purchasing function in the hospitality industry. This course will help the student develop a better understanding of the various components of the purchasing function as it relates to lodging properties, restaurants, institutional foodservice operations, recreational and leisure facilities, and the various segments of the travel and tourism industry.

HRM 130 Hospitality Facilities and Equipment 3:3:0:0

Presents the student with an overview of planning hospitality facilities. An introduction to the necessary components of design and layout, engineering and maintenance of facilities, and equipment selection will be provided.

HRM 131 Applied Food Service Sanitation 2:2:0:0

Sanitation and safety procedures and governmental regulations as they apply to the food service industry. Identifies the causes and prevention of foodborne illness. Provides the future hospitality chef/manager with certification in ServSafe Applied Foodservice Sanitation from the Educational Foundation of the National Restaurant Association.

HRM 160 Hospitality Accounting 3:3:0:0

Prerequisite(s): MAT 118
This course provides students with an introduction to accounting theory and practice related to the distinctive needs of the hospitality industry. It focuses on the unique accounting and operating characteristics utilized in the hospitality industry. Globalization issues linked to hospitality finances are discussed. The Uniform System of Accounts for hospitality-specific industries will be explored as will specialized procedures such as the night audit.

HRM 170 Hospitality Ethics 3:3:0:0

Introduces students to ethical decision making in the hospitality industry. It includes the major principles and theories related to ethical behavior and how they can be applied to a variety of situations that may arise in hospitality settings.

HRM 201 Event Planning & Catering 3:3:0:0

This course provides students with an introductory background in planning specialized and catered events such as banquets, weddings, sporting events, and business and industry meetings. Major areas of focus are administration, food and beverage, and operations. Students are introduced to aspects of creativity and design, planning, marketing and staging of the event. Issues concerning negotiations, security, financial control and legal compliance are discussed.

HRM 205 Dining Room Operations 3:3:0:0

Prepares students for basic management of dining room operations in a variety of foodservice facilities. Students will be introduced to the history of table service, service styles and techniques, and proper dining room staffing and organization. They will become familiar with front-of-the-house menu and food terminology, handling reservations and payments, and special challenges in the operation of front-of-the-house foodservice facilities. Students will be introduced to the use of technology in order taking and processing. Bar and beverage service products and practices along with safe alcohol service techniques will be discussed.

HRM 208 Security and Risk Management 3:3:0:0

This course prepares students to handle issues of security and risk management in the hospitality workplace. It covers the importance of limiting risk in relationship to the potential financial loss due to legal and natural liability in the industry. It examines a wide variety of security and safety equipment and procedures, crisis communication, guest protection, Occupational Safety and Health Administration (OSHA) regulations that apply to lodging properties, internal security for asset protection, and risk management policy and procedure.

HRM 211 Rooms Division Management 3:3:0:0

Prerequisite(s): HRM 105
Presents a systematic approach to managing rooms division departments in lodging operations of the hospitality industry. An overview of front office, reservations, property operations, housekeeping and security procedures, operational planning, administration, staffing, and record keeping will be provided. Students will also be provided with an overview of accounting, budgeting, forecasting, teamwork, and financial systems for lodging properties.

HRM 225 Hotel, Restaurant, and Travel Law 3:3:0:0

A comprehensive study of the laws and sample cases which apply to the hospitality industry. Topics of law covered include legal requirements for hotel/restaurant organization; government regulations; guest/innkeeper relationships; rights and liabilities of innkeepers; and the problems, rights, and liabilities of the travel agent.

HRM 230 Marketing for the Hospitality Industry 3:3:0:0

Prerequisite(s): HRM 105
Provides an introduction to the broad scope of hospitality marketing with emphasis on the analysis, structure, and strategy of the marketing department. Departmental budgeting, allocation of resources, market research, media selection, and effectiveness of marketing plans are also studied.

HRM 235 Hospitality Human Resource Management 3:3:0:0

Introduces the student to the role of the manager in the areas of personnel administration and training in a hospitality environment. Topics will include the formulation of job descriptions, recruiting for the hospitality industry, hiring, training, positive reinforcement, and progressive discipline procedures. Special challenges to the hospitality industry will be addressed.

HRM 250 Hospitality Management Internship 3:1:0:225

Prerequisite(s): HRM 131, six additional credits in HRM, and permission of instructor

Provides the students with hands-on experience in various areas of hospitality management. The student will work a total of 225 hours for three credits. Students may also be required to attend campus meetings or seminars, complete projects, maintain journals, or do other assigned tasks as instructed. The internship must be pre-approved by the faculty member who will evaluate the internship experience.

Human Services**HUS 110 Introduction to Human Services 3:3:0:0**

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

This course provides an introductory knowledge of the human services profession. Students will be introduced to the concepts and frameworks that define the human service profession. The historical development and legislative influences of the profession will be explored. The nature of the helping process will be addressed. An overview of the human service delivery systems and organizations will be reviewed. Professional values, skills, and ethics will be presented. The range and types of populations served by human services will be discussed. Additionally, human service professional roles, ethics, and resources will be introduced.

HUS 115 Introduction to Drug and Alcohol Substance Abuse 3:3:0:0

The course provides introductory knowledge of the structural model of Drug and Alcohol education. Students will be introduced to the historical, biological, cultural, medical, and psychological perspectives of drug and alcohol use, abuse and dependence. The various drug classifications will be discussed along with the physiological, psychological and physical effects of each substance. Etiology, diagnosis, interventions, treatment(s) and prevention of drug and alcohol use/abuse/dependence will be explored. The disease model of addiction as it pertains to children, adolescents and adults of various cultures and diversities will be discussed.

HUS 120 Interviewing and Case Management 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

A practical course focusing on the knowledge and skills of the helping process. Students will develop the helping skills needed for entry-level workers in human services settings. Emphasis will be on the practical application of interviewing, basic counseling communication, and case management skills. The components of interpersonal communications and interviewing techniques are studied with a particular focus on giving and receiving information in the interview setting. Helping skills for diverse populations will be presented. Professional ethics within the helping process will be explored.

HUS 125 Introduction to Therapeutic Recreation 3:3:0:0

This course will introduce students to the purposes and processes of therapeutic recreation for individuals served by social service agencies. Students will study the development of planning phases; needs assessment, development, scheduling and timing, implementation, adaptation, and evaluation of activities. Current trends and therapeutic recreation research will be explored.

HUS 150 Intellectual and Developmental Disabilities 3:3:0:0

The course will focus on the historical, cultural, medical, and psychological perspectives when helping individuals with developmental disabilities in community settings. Topics on etiology, life stages, interventions and treatments will be explored. Adult transition issues, self-determination and empowerment, and community life will be discussed. Political and legislative influences and ethical issues will be presented.

HUS 160 Introduction to Counseling Skills and Theories 3:3:0:0

Prerequisite(s): A minimum C grade in HUS 110, HUS 120; ENG 105, and PSY 140

Students will further develop basic communication and interventive interviewing skills using a multitheoretical three-stage counseling model. Communication and interpersonal interaction skills are emphasized. Observation, listening, and problem-solving skills will be addressed. Students will learn how to use appropriate communication and interventions with diverse populations. Students will apply basic counseling communication skills within a technology environment. An overview of counseling theories will be presented. Professional ethics will be reviewed. Students will provide 40 hours of basic counseling communication experience. Internet access required.

HUS 170 Systems and Processes 3:3:0:0

Prerequisite(s): HUS 110, HUS 120 (C or higher), ENG 105

Corequisite(s): SOC 150

Provides an overview of the social welfare organization and delivery systems for analysis and evaluation. An historical and legislative review of the development of human service delivery systems is provided. Emphasis is placed on the analysis of the complex structure of existing systems and service delivery models. Ethical and legal issues will be discussed.

HUS 180 Human Behavior and the Social Environment 3:3:0:0

Prerequisite(s): HUS 110, 120 (or higher); SOC 150 (C or higher); ENG 105

This course is intended for students studying to become generalist looking to enter the professional field of human services and social work. Students will explore how to work with the demands of the helping profession and understanding of human behavior across developmental stages while maintaining a healthy reciprocal relationship with clients. Knowledge from prior foundation courses (sociology, anthropology, psychology and biology) will be integrated to provide a bio-psycho-socio-spiritual framework for students to view human growth and development through the lifespan. The “person in environment” focus is approached from an ecological perspective of individual in the context of family, groups and the community. The social systems model will help students focus on the dynamic interplay and reciprocal nature of the person and the environment. Students will examine ways to incorporate these theories and ethical standards to support a professional relationship and implement practical intervention skills for clients.

HUS 210 Group Processes 3:3:0:0

Prerequisite(s): Minimum C grade in HUS 160

A practical skills course which focuses on the concepts of group process and the skills in designing and conducting therapeutic groups. An overview of group theory and the application of the theoretical framework in conducting groups will be presented. Students will develop, conduct, and evaluate outcomes of group sessions for a variety of group settings. Group leadership skills and diversity competencies will be developed. Leadership interventions and ethical issues in group settings will be explored.

HUS 215 Professional Seminar 1:1:0:0

Prerequisite(s): ENG 105, HUS 110, HUS 120, PSY 140, SOC 150 (all with a C or better)

This course serves as a prerequisite class to the internships required in the Human Services A.A.S. program. Students will examine the developmental stages of professional development in an internship, prepare for the use of supervision, develop learning goals for the experience, and discuss the code of ethics and ethical dilemmas involved within the internship experience. Students will develop a professional portfolio, research agencies and interview professionals for potential placement site agencies, and prepare for the contractual obligations required of the community agencies.

HUS 220 Internship I 3½:1:0:0

Prerequisite(s): ENG 105, HUS 110, HUS 120, HUS 160, HUS 170, PSY 140, SOC 150 (all with a C or better); appropriate clearances for agency placement; HUS faculty approval

Students will be given experiences at a human services agency to apply the knowledge, values, concepts, and skills of the human services profession. The student will complete 180 hours with a minimum of 12 hours per week under the direct supervision of the agency's personnel. Under direct supervision, students will observe and participate in the basic procedures and routines with the client and the agency system. Emphasis will focus on the student's professional growth in self-awareness, direct service, interpersonal communication, interviewing skills, and the introduction to the human services delivery system.

HUS 230 Internship II 3½:1:0:0

Prerequisite(s): Minimum C grade in HUS 210 and HUS 220; Submission of medical health record status, criminal and child abuse records, and other record checks required by the agency placement site; Completion of agency required training, e.g. CPR, first aid; HUS faculty approval. Students will be given experiences at a human services agency to apply the knowledge, values, concepts, and skills of the human services profession. The student will complete 180 hours with a minimum of 12 hours per week under the supervision of the agency's personnel. With minimal supervision, students will observe and participate in the helping process with clients and within the policies and procedures of the agency system. Emphasis will focus on the student's professional growth in self-awareness, interpersonal communication, interviewing skills, case management, advocacy, crisis management, and community outreach.

HUS 240 Management of Human Services Agencies 3:3:0:0

Prerequisite(s): Minimum C grade in HUS 210 and HUS 220

Provides an overview of the human service agency from the management perspective. Organizational theories are discussed. Purposes and functions of management are explored. Components of management, including but not limited to service environment, marketing, planning, program designing, managing, financing, and evaluating are discussed. Attention is focused on current and future trends within delivery systems and their impact on management and administrative policy. Legal and ethical issues are addressed within the context of resource management.

Interdisciplinary Studies**IDS 105 Thinking, Problem Solving, and Team Building 3:3:0:0**

This course is based upon the premise that the thinking process is a skill that can be examined, improved, and is independent of intelligence. Practical thinking tools are presented and practiced using everyday situations and problems. Creative methods of problem solving are also explored. Methods of working effectively in teams are presented, and team interaction is an integral part of every class. Throughout this course, students are required to apply the techniques presented to real-life situations.

IDS 154 Introduction to Women's Studies 3:3:0:0

Prerequisite(s): ENG 105
Corequisite(s): ENG 106

This interdisciplinary and multidisciplinary course is a preliminary exploration of the ever burgeoning literature of Women's Studies. It will expose students to recent discussions about the origins of present attitudes about women in Western society; critical analysis of the situation of women in patriarchal cultures; and efforts by women to achieve self-defined female identity. Drawing on materials from literature, history, religion, biology, psychology, feminist analysis, anthropology, and sociology, the course will investigate cultural beliefs about women's “nature” and role at different times and places; various attempts to explain the origins and persistence of female subordination; and women's efforts to define a new identity through political and creative activity.

IDS 214 Selected Topics in Ideas and Culture I 3:3:0:0

Prerequisite(s): ENG 105 (when appropriate, admission will be by instructor's permission only)
An interdisciplinary humanities and social sciences course designed to explore in-depth a particular set of concepts or a culture. Every course will draw upon a variety of materials, including literary works, academic reports, journalistic accounts, musical pieces, films, paintings, and/or sculptures; every course will also examine its topic from a variety of disciplinary perspectives. Where appropriate, travel may be incorporated into the course. The course topic will be selected at the instructor's discretion and may change from semester to semester. Possible topics might include: Italy Past and Present; Violence, War, and Genocide; Social and Economic Justice; Social Critique Through Music; Postmodernism; or Technology and Morality. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme; transcripts will list the second enrollment as IDS 215.

IDS 215 Selected Topics in Ideas and Culture II 3:3:0:0

Prerequisite(s): IDS 214
An interdisciplinary humanities and social sciences course designed to explore in-depth a particular set of concepts or a culture. Every course will draw upon a variety of materials, including literary works, academic reports, journalistic accounts, musical pieces, films, paintings and/or sculptures; every course will also examine its topic from a variety of disciplinary perspectives. Where appropriate, travel may be incorporated into the course. The course topic will be selected at the instructor's discretion and may change from semester to semester. Possible topics might include: Italy Past and Present; Violence, War, and Genocide; Social and Economic Justice; Social Critique Through Music; Postmodernism; or Technology and Morality. This course is for students who have taken IDS 214 and wish to repeat that course for credit in a semester featuring a different theme.

IDS 218 Honors Research Seminar 1:1:0:0

Provides a forum for discussion, analysis, and presentation of research ideas, methods, and topics for students who are in the Honors Scholars program. Students are expected to be working concurrently on an Honors Course Experience project for another academic course. Students will present their finished project at the end of the course.

IDS 251 Honors Reading Colloquium 1:1:0:0

Provides an interdisciplinary forum for students in both tracks of the Honors Scholars program to discuss two books, one in the social sciences and one in the natural sciences. Intended for Honors Scholars in their final semester.

IDS 270 Disney College Program Experience 6:3:0:225

Prerequisite(s): Disney staff approval
Students spend four to seven months at Walt Disney World, Lake Buena Vista, Florida or at the Disneyland Resort complex in Anaheim, California; students participate in the Disney College Program internship. Students who are chosen work in a major operating area in one of the theme parks, resorts, or entertainment venues such as Foods, Merchandise, Operations, Tickets, Water Recreation, and Transportation. Students are housed in apartments located near the Disney Resort complex.

This course is a combination working, learning, and living experience that is open to all majors. Selection to participate in the program is competitive and is based upon approval by the Disney recruiting team.

Kitchen and Bath Design**KBD 101 Introduction to Interior Design 3:3:0:0**

Provides students with the basic compounds of the interior design field. Students will learn the principles of color, form, and space as it applies to interior spaces. Period styles, furnishings, lighting and colors, materials and textures, and design principles will be covered. Other areas of study will be ergonomics and functionality.

KBD 102 Color and Textures 3:3:0:0

Provides students with the basic principles of color and texture as it relates to interior design. Understanding the use of colors and textures provides different psychological looks and feels that students will be able to experiment with through various class-related projects.

KBD 103 Interior Finishing 4:3:3:0

Prerequisite(s): CON 101 or equivalent
Provides the student with techniques necessary to finish the interior of residential and light commercial structures. The students will be exposed to a variety of materials commonly used in finish construction as well as the proper procedure for installation. This course will require students to demonstrate several techniques studied in this course on a building project.

KBD 104 Kitchen/Bath Design Principles 3:3:0:0

Prerequisite(s): CON 101 or equivalent
Familiarizes the student with the basic principles of kitchen/bath equipment and the mechanical systems needed to make them function properly. As a result of this exposure through classroom lecture and demonstrations, students will gain a greater awareness and understanding to allow them to design effective and efficient room layouts.

KBD 105 Kitchen/Bath CAD Design 2:2:0:0

Prerequisite(s): CON 101 or equivalent
Provides the student with the use of the microcomputer for kitchen/bath designs. A software package presently used by experienced designers will be utilized throughout this course for industry compliance. Project designs will be done completely on computer and finished designs will be printed out for presentation purposes.

KBD 201 Kitchen/Bath Graphic Design 4:3:3:0

Prerequisite(s): KBD 104 and MET 111 or equivalent
This course is a CAD based design course intended for students to produce formalized kitchen and bath design projects determined by the NKBA student design requirements. Floor plans, Construction, Electrical, and Elevation drawings specifically related to the kitchen/bath industry will be produced. Students will also be introduced to commercial design projects by specifying restaurant/cafe/cafeteria related equipment to be included in each design.

KBD 202 Kitchen/Bath Estimating 2:2:0:0

Prerequisite(s): KBD 103

Familiarizes the students with the basic principles of interior design estimating. Topics covered will deal with cabinets, appliances, lighting, wall and window treatments, flooring materials, and the labor involved to effectively furnish kitchen and bath areas. Students will learn these principles and apply them through several case studies throughout the course.

KBD 203 Kitchen and Bath Studio 4:3:3:0

Prerequisite(s): KBD 101, 103

Corequisite(s): KBD 105

Provides students the opportunity to focus their design skills in the area of kitchens and baths. Students will design kitchen and bath layouts based on given criteria and specifications. Upon completion of their finished design layout, students will install cabinets, countertops, and trim work to complete the project.

Mathematics

Students must take the Mathematics Assessment test or consult with an advisor regarding appropriate placement before enrolling in any mathematics course. Appropriate placement will be made based on the score of that test and/or high school mathematics background. MAT 090 cannot be used to satisfy mathematics requirements in any program. Students required to take MAT 090 must attain at least a "C" in that course before taking any higher numbered mathematics courses. Students completing MAT 105, 130, 160, 170, or 191 with a "C" or better should not subsequently enroll in a lower numbered mathematics course from the above list, nor in MAT 090. Credit for graduation will not be given for the lower numbered course, unless the appropriate dean approves an exception to this policy. Students will not be awarded credit for MAT 090.

Scientific, statistical, financial, or graphing calculators are required for all mathematics courses. For those courses that require a graphing calculator, any model of the TI83 or TI84 graphing calculator is preferred. See bookstore listing for the specific type required in each course.

All course prerequisites should be satisfied within three years of registering for a particular mathematics course.

MAT 090 Mathematical Literacy 6:6:0:0

Prerequisite(s): Entry Level Math Placement

Designed to prepare the student for a successful transition to college level mathematics. Addresses topics including evaluating numerical expressions composed of whole numbers, integers, signed fractions and decimals, rates, ratios, and percents; simplifying and evaluating a variety of algebraic expressions and polynomials in one or more variables and using exponent laws; solving first-degree equations and inequalities in one variable, proportions, and percent equations; graphing algebraic equations in two variables; and using critical thinking and modelling skills to solve a variety of authentic application problems. A scientific or graphing calculator is required for this course.

NOTE: This course cannot be used to satisfy the mathematics requirement in any program without approval of the program coordinator.

MAT 105 Intermediate Algebra 3:3:0:0

Prerequisite(s): Intro Level Math Placement and 2 years high school Algebra; or MAT 090

An overview of basic algebraic concepts to prepare students for more advanced work in mathematics. Emphasizes fundamental operations, special products and factors, fractional expressions, functions and graphs, systems of equations, integer and fractional exponents, radicals, and quadratic equations and functions.

NOTE: MAT 105 is not to be taken by the student who has successfully (at least a "C") completed a mathematics course at least at the MAT 130 level. A graphing calculator is required.

MAT 118 Business and Financial Mathematics 3:3:0:0

Prerequisite(s): Intro Level Math Placement or MAT 090

Assists the student in developing proficiency in the mathematical skills required in business. Among items studied are percentages, cash and trade discounts, retail pricing, payroll, simple interest and discount, taxes, installment purchases, insurance protection, compound interest, annuities, mortgages, and other amortized loans. A scientific or financial calculator is required for this course.

MAT 120 Survey of Mathematics 3:3:0:0

This course exposes the student to a variety of discrete mathematical tools. The following topics will be included: foundations of mathematics, problem-solving strategies, introduction to set theory, and an introduction to counting, probability and statistics. This course will focus on the development of critical-thinking and problem-solving skills from an analytical standpoint. A scientific calculator is required for this course.

MAT 121 Mathematics for Allied Health 3:3:0:0

Prerequisite(s): Intro Level Math Placement and 2 years high school Algebra; or MAT 090

Includes applications of dosage computations, the metric and customary systems, and unit conversion as needed in health fields. Additional investigations in critical thinking, graph interpretation, logical thinking, and statistical reasoning will be explored from both a health-related and mathematical point of view. MAT 121 and 150 or MAT 121 and BUS 150 cannot both be taken for credit. A scientific calculator is required.

MAT 125 Fundamentals of Mathematics I 3:3:0:0

Prerequisite(s): Mid-Level Math Placement or MAT 105

Designed for the future elementary, special education, or early childhood teacher only. Revisits school mathematics topics as recommended by the NCTM Principles and Standards with an emphasis on problem solving in an activity-based environment. Included are set theory and functions, logic and deductive reasoning, the development of our numeration system, and operations and number theory. A scientific calculator is required.

- MAT 126 Fundamentals of Mathematics II** 3:3:0:0
Prerequisite(s): MAT 125 (at least a “C”)
 Designed for future elementary, special education, or early childhood teachers only. Revisits school mathematics topics as recommended by the NCTM Principles and Standards with an emphasis on problem solving in an activity-based environment. Includes probability, statistics, geometry, and measurement. A scientific calculator is required.
- MAT 130 Industrial Mathematics** 3:3:0:0
Prerequisite(s): Mid-Level Math Placement or MAT 105
 Designed for students interested in a technical program. Emphasis is on utilization of basic mathematical concepts. Topics include basic algebraic applications, trigonometric functions and graphs, Geometry, functions, equations, vectors, and introductory statistical process control.
 NOTE: MAT 130 is designed for the student who does not plan to pursue a four-year college degree. It is not designed to serve as a prerequisite for MAT 160, 165, 170, or 191. A graphing calculator is required for this course.
- MAT 150 Introduction to Probability and Statistics** 3:3:0:0
Prerequisite(s): Mid-Level Math Placement or MAT 105
 For students in programs where measurements and predictions are made. Topics include the following: tabulation of data, measures of central tendency and dispersion, sampling, types of distributions, probability, hypothesis testing, and elementary aspects of correlation. A graphing calculator is required.
- MAT 155 Finite Mathematics for Business and Social Science** 3:3:0:0
Prerequisite(s): Mid-Level Math Placement or MAT 105
 Provides the student with an introduction to linear functions, linear systems, linear programming, matrix algebra, nonlinear models, sets and probability. Applications in business, finance and the social sciences will be emphasized. A graphing calculator is required.
- MAT 160 College Algebra** 3:3:0:0
Prerequisite(s): Mid-Level Math Placement or MAT 105
 Emphasizes such topics as exponents and radicals, factoring, complex numbers, rational expressions, functions and their graphs, shifting, stretching/compressing, and reflecting graphs, inverse functions, solving linear and nonlinear equations and inequalities both algebraically and graphically, polynomial and rational functions, rational zeros theorem, exponential and logarithmic functions, systems of linear and nonlinear equations, and using basic matrix algebra to solve systems of equations.
- MAT 165 College Trigonometry** 3:3:0:0
Prerequisite(s): Upper-Level Math Placement or MAT 160
 This course offers a rigorous approach to both the theory and application of basic trigonometry and related geometric considerations. Topics include trigonometric functions, radian measure, graphing, identities and equations, inverse functions, vectors, conic sections, parametric equations, and polar curves. A graphing calculator is required.

- MAT 170 Precalculus** 4:4:0:0
Prerequisite(s): Advanced Level Math Placement; High School Trigonometry
 Designed for students whose backgrounds are not sufficient to immediately begin the calculus sequence. Serves any student looking for a mature investigation of algebra and trigonometry. This one-semester course covers the topics included in MAT 160 and 165 at a relatively rapid pace. Topics include polynomials, systems of equations, sequences and series, trigonometric functions and graphs, inverse functions, exponential and logarithmic functions, identities and equations, parametric equations, and polar curves. A graphing calculator is required.
- MAT 188 Business Calculus** 3:3:0:0
Prerequisite(s): Upper-Level Math Placement or MAT 160
 Designed for students in business programs. Topics covered include linear, quadratic, polynomial, rational, exponential and logarithmic functions, differential and integral calculus of a single variable; and various applications to business and economics.
 NOTE: This course is not to be taken in place of MAT 191 (Calculus & Analytic Geometry I) and does not serve as a prerequisite to MAT 196 (Calculus & Analytic Geometry II). A graphing calculator is required (TI-83/84 or 83/84 PLUS preferred).
- MAT 191 Calculus and Analytic Geometry I** 4:4:0:0
Prerequisite(s): Advanced Level Math Placement and High School Trigonometry; or both MAT 160 and MAT 165; or MAT 170
 Primarily intended for students majoring in science, mathematics, or engineering. Topics include data analysis, limits, differentiation with applications (optimization and related rates), and integration. A graphing calculator is required.
- MAT 196 Calculus and Analytic Geometry II** 4:4:0:0
Prerequisite(s): MAT 191 (at least a “C”)
 A continuation of MAT 191. Topics covered include transcendental and hyperbolic functions, techniques of integration, numeric methods of integration, improper integrals, Euler’s method, probability, first-order differential equations, infinite sequences and series, parametric equations and polar coordinates, along with conic sections.
- MAT 201 Calculus and Analytic Geometry III** 4:4:0:0
Prerequisite(s): MAT 196 (at least a “C”)
 Investigates infinite series, analytic geometry, and vectors. Topics include power series, Taylor’s Theorem with remainder, curves and equations in rectangular coordinates, conic sections, polar coordinates, parametric equations, and the Algebra of vectors. A graphing calculator is required.
- MAT 203 Discrete Math** 3:3:0:0
Prerequisite(s): MAT 191 (at least a “C”)
 Designed for students majoring in mathematics or computer science and others desiring a broader mathematics perspective. Topics include logic, sets, methods of proof, relations, functions, mathematical induction, counting techniques, probability, recurrence relations, mathematical systems, and graph theory.

MAT 210 Linear Algebra 3:3:0:0

Prerequisite(s): MAT 191

Corequisite(s): MAT 196

An introduction to matrices and matrix algebra. Topics discussed include matrix operations, inverses of matrices, solving systems of linear equations, determinants, real vector spaces and inner product spaces, linear transformations, eigenvalues and eigenvectors, and applications. A computer algebra system will be utilized to assist with solving some of the problems in this course.

MAT 230 Differential Equations With Linear Algebra 4:4:0:0

Prerequisite(s): MAT 201 (at least a "C")

Ordinary differential equations of the first and second order with applications, operators, Laplace Transforms, vibration analysis, electrical circuits, and solutions in series are examined. Matrix algebra is introduced and applied to find characteristic vectors and solutions to systems of linear differential equations. A graphing calculator is required.

MAT 250 Selected Topics in Mathematics I 1:1:0:0

An interdisciplinary math and science course designed to introduce students to various topics within the natural sciences and their mathematic components Topics will be selected at the instructor's discretion and generally vary each semester. Possible themes include the human genome project, string theory, stem cell research, history of science, endocrine disruption, global environmental issues, fad diets, Nobel laureates, genetically engineered products, human sexuality, quantum mechanics, or issues in pharmacology. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme: their transcripts will list the second enrollment as MAT 251.

MAT 251 Selected Topics in Mathematics II 1:1:0:0

Prerequisite(s): MAT 191 or permission of instructor

An interdisciplinary math and science course designed to introduce students to various topics within the natural sciences and their mathematic components Topics will be selected at the instructor's discretion and generally vary each semester. Possible themes include the human genome project, string theory, stem cell research, history of science, endocrine disruption, global environmental issues, fad diets, Nobel laureates, genetically engineered products, human sexuality, quantum mechanics, or issues in pharmacology. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme: their transcripts will list the second enrollment as MAT 251.

Medical Assistant**MED 101 Introduction to Medical Assisting 3:3:0:0**

Includes an overview of the history of medicine and an orientation to the field of medical assisting. Emphasized are the course of scientific development and related medical progress, major medical discoveries and their discoverers or inventors, the duties and responsibilities of the medical assistant, the legal and ethical responsibilities of the physician and his or her employees, and the various areas and specialties of medical practice. Professional and personal characteristics and skills of the professional medical assistant are emphasized.

MED 103 Clinical Procedures I 3:2:3:0

Corequisite(s): HIT 120, MED 107

Students will learn the fundamental skills of medical assisting: blood pressure, pulse, respiration and temperature. Infection control, personal protective equipment, and maintaining standard precautions is also introduced. Medical and surgical asepsis and the use of the autoclave will be presented. Assisting in physical exams and office procedures will be taught.

MED 107 Medical Assisting I 5:5:0:0

Corequisite(s): HIT 120, MED 103

This course introduces the basic fundamentals of Medical Assisting with a major focus on anatomy, various body systems, and their principles of physiology, specifically focusing on the eleven body systems and disease processes. The history of Medical Assisting, with a focus on duties and responsibilities of the medical assistant, will also be discussed.

MED 203 Clinical Procedures II 3:2:3:0

Prerequisite(s): MED 103, 107; HIT 120

Corequisite(s): HCO 102, HIT 255, MED 207

This course facilitates students to perform more advanced clinical procedures that may be required in various physicians' offices, such as: medication administration, CLIA diagnostic testing and different specimen collections, and blood and capillary blood draws. The role of the medical assistant will be supported for specialty populations with differing exam room preparation, and patient education involving all aspects of patients' clinical situations and care.

MED 207 Medical Assisting II 5:5:0:0

Prerequisite(s): MED 103, 107; HIT 120

Corequisite(s): HCO 102, HIT 255, MED 203

This course introduces pharmacology: study of drug sources, uses, actions, adverse effects, contraindications and allergic reactions. Drugs will be introduced in relation to multiple disease processes. Pharmacologic math and medication calculations will also be introduced caring for special populations such as, pediatrics, geriatrics, psychology and obstetrics will be introduced. Current CPR certification – Health Care Provider from the American Red Cross or the American Heart Association is required by the completion of this class. First aid, emergency procedures and disaster preparedness in the health care provider's office will be emphasized.

MED 213 Clinical Experience 6:3:0:225

Prerequisite(s): MED 203, MED 207 (at least a “C” in both)

As the capstone to the Medical Assisting Program, students will complete 225 hours of clinical experience at a clinical facility. Students will gain experience in various medical secretarial, administrative, and clinical and laboratory procedures under the supervision of medical office personnel. Lecture hours will focus on certification preparation.

Mechanical Engineering Technology**MET 101 Mechanical Print Reading 3:3:0:0**

This course introduces the necessary principles of creating and interpreting mechanical engineering drawings. Topics will include view interpretation, dimensions, sections, aligned views, geometric tolerancing, assembly drawings, along with various symbology used throughout the industry. Information covered in this course will conform to ANSI National Standards that are used by most manufacturers and engineering departments. This course is required for all students enrolled in drafting and design, mechanical technology, and mechanical engineering technology. This course is also recommended for others who are interested in engineering or other related fields of study.

MET 104 Manufacturing 3:3:0:0

Presents topics that investigate the materials of industry and the processes used to transform them into finished products. Emphasis is placed on the changing role in manufacturing with regard to new engineered materials and the processing of these materials with high tech, computer-controlled equipment.

MET 106 Mechanical Drafting 4:2:6:0

Prerequisite(s): MET 101

Provides experience in special areas of drafting, such as pattern development layout, piping drawings, electronic drawings, structural steel drawings, and welding drawings. The use of standard symbols, handbooks, commercial catalogs, and computer-aided drafting (CAD) hardware and software are stressed.

MET 111 Computer-Aided Drafting 4:4:2:0

Prerequisite(s): MET 101 or HAC 119

Prepares students to proficiently operate a C.A.D. workstation to produce working drawings. The AUTOCAD software being used, will be the most current, so that upon graduation the students will be familiar with the standard of industry. Emphasis will be placed on using the software and all its capabilities to efficiently create mechanical and architectural drawings.

MET 115 Computer-Aided Manufacturing 3:3:1:0

Investigate state-of-the-art manufacturing methods presently found in industry. Major emphasis will be placed on the study of development of CNC programming techniques. Additional topics covered are robotics, flexible manufacturing systems, and cells.

Mechanical Technology and Design**MTD 200 Introduction to Mechanisms 3:2:3:0**

Prerequisite(s): MAT 130 or equivalent

Involves the study of basic mechanical motion and components, such as gears, cams, couplings, springs, and clutches.

MTD 201 Basic Mechanisms 4:2:6:0

Prerequisite(s): MET 101 and/or 106 and MAT 130 or equivalent

The various machine components—such as gears, cams, couplings, springs, clutches—are studied. This study determines the transmission capabilities of the machine parts relative to speeds, forces, and power.

MTD 206 Machine Design 4:2:6:0

Prerequisite(s): MTD 201

The student applies his or her knowledge and creative talents of mechanical components to the design of a machine capable of operating in a prescribed manner.

MTD 208 Tool Design 4:2:6:0

Prerequisite(s): MET 106

Study of procedures used to design cutting tools, gauges, simple jigs, fixtures and dies, and the application of these parts to production methods. Emphasis will be placed on the design and development of tooling currently used for CNC equipment. Computer-generated designs using tooling software are an integral part of this course.

MTD 210 Designing for Manufacturability 2:2:0:0

Prerequisite(s): MET 101 or equivalent

Involves the investigation and study of the concepts involved in designing a product for efficient manufacturability. Course material will be based upon current engineering design and manufacturing techniques utilized in industry. The importance of effective designs with improved time-to-market skills is stressed as an essential component in today’s competitive global market.

Music**MUS 101 Introduction to Music 3:3:0:0**

A course which surveys music as a broad whole including classical music, popular music, and music of other cultures. The course also explores the various uses of music in daily life. Designed to develop perceptive listening through the study of the basic elements of musical properties, forms, applications, and styles.

MUS 105 Music After Mozart 3:3:0:0

Prerequisite(s): MUS 101 or permission of instructor

This is an advanced course dealing with the forms and history of music since the time of W.A. Mozart (1756-1791). Subject material includes the late classical period, romanticism, nationalism, and impressionism as well as jazz, primitivism, neo-classicism, folk, popular music of America, and music of non-Western cultures. Recorded music will be used in class, and students will be expected to experience live musical performance as part of the academic experience.

MUS 107 American Popular Music 3:3:0:0

This is a course dealing with the forms and history of American popular music from its 19th century origins to the present. Subject material includes early song forms, folk music, the blues, ragtime, early jazz, big band music, bebop, rhythm and blues, country and Western, rock 'n roll (early phases as well as recent trends), and musical theater. Recorded musical examples will be used. Students will be expected to attend at least one performance outside of class and to present a report on an assigned topic in class.

MUS 110 Functional Music Theory 3:3:0:0

Prerequisite(s): MUS 101

The course seeks to develop functional skills which enables the student to be able 1.) to recognize and understand the components and structure of music upon hearing, 2.) recognize the key elements in the music which make it successful, 3.) apply new theoretical skills to improve a piece of music or alter its style, 4.) and use new theoretical skills to create specific musical (and emotive) effects within short creative exercises. While the course is intended to develop proficiency for the sound engineer, the skills acquired are also directly applicable for composers and improvisers.

MUS 111 Choral Ensemble 1:0:3:0

Students study and perform choral music from a variety of styles and historical periods. Vocal techniques, music reading skills, and choral elements such as blend, intonation, and diction are developed. No previous musical training is required. Students will be expected to do some out-of-class preparation between rehearsals. Public performance is required.

MUS 190 Voice Ensemble 3:3:0:0

Voices of Inclusion Choral Ensemble (VOICE) is a non-auditioned vocal ensemble that rehearses and performs at Cedar Crest College. This course is taught on Cedar Crest College's campus by their faculty.

This three-credit course was designed to help VOICE members experience a unique and positive atmosphere in which they can learn to be a better performer as well as achieve greater vocal independence and confidence. Participation in VOICE is open to all Cedar Crest College and Lehigh Carbon Community College students as well as alumni and members of the community.

VOICE members study and rehearse a variety of musical styles and work as an ensemble to perform and share music with the community. Enthusiastic participation, effective rehearsals, and a strong commitment to practice help VOICE members prepare for at least one concert per semester in addition to other performance opportunities that may arise at the college and throughout the local community.

Networking**NET 109 Orientation to IT Professionals 1:1:0:0**

This course provides guidance on exploring the professional opportunities in the Information Technology workforce. The class provides a self-exploration of the careers currently available in the IT workforce. Participants will learn how and where to gather data associated with currently advertised jobs. Each student will complete an extensive job search, perform and analyze their findings and present the employment knowledge, skills and abilities required of each job posting. Participants will also be asked to identify associated professional certifications, professional associations, current issues and salaries. The course includes a self-assessment survey and creation of a custom study plan for each participant.

NET 110 CompTIA Network+ (Network Essentials) 3½:3:1½:0

Prerequisite(s): CIS 105

This course first introduces the fundamental building blocks that form a modern network, such as protocols, media, topologies and hardware. Topics such as TCP/IP, Ethernet, wireless transmission, virtual networks, security and troubleshooting will be introduced. You will be prepared to select the best network design, hardware and software for your environment. You will also have the skills to build a network from scratch and maintain, upgrade, troubleshoot and manage an existing network. Finally, you will be well-prepared to pass Comp TIA's Network+ N10-007 certification exam.

NET 111 CompTIA A+ (core 1 Hardware/desktops and mobile devices) 3½:3:1½:0

This course will help you prepare for the CompTIA A+ Core 1 exam and be prepared to enter the IT field. This course covers mobile devices, network technology, hardware, virtualization and cloud computing and network troubleshooting. CompTIA A+ is the industry standard for launching IT careers. Unlike a bootcamp approach, this course focuses on the acquisition of hands-on skills.

NET 113 A+ IT Technical Support 6:6:0:0

A+ IT Technical Support is for the student who has basic knowledge and experience with PCs and who wants to pursue a career as a computer technician, system engineer or network administrator. A+ establishes best practices in troubleshooting, networking and security across a variety of devices to set the stage for IT careers. The certification also matches professional tech skills with communication skills. This course complies with the guidelines set by CompTIA for the A+ certification. With appropriate study a student can pass the certification exam.

NET 121 CompTIA A+ (Core 2 Software/user support) 3½:3:1½:0

Prerequisite(s): NET 111

Students will gain a complete, step-by-step approach for learning the fundamentals of supporting, security, and troubleshooting operating systems. This course maps fully to CompTIA's latest A+ 220-1102 (Core 2) Exam objectives. This course has a heavy emphasis on hands-on skill acquisition.

NET 136 Installation, Storage and Compute with Windows Server 2016 3½:3:1½:0

Prerequisite(s): NET 113

This course focuses primarily on the installation, storage, and computer features and functionality available in Windows Server 2016. It covers general installation tasks and considerations and the installation and configuration of Nano Server, in addition to the creation and management of images for deployment. It also covers local and server storage solutions, including the configuration of disks and volumes, Data Deduplication, High Availability, Disaster Recovery, Storage Spaces Direct, and Failover Clustering solutions. The exam also covers Hyper-V and containers, along with the maintenance and monitoring of servers in physical and computer environments. The material covered on the Microsoft Exam 70-740 is covered.

NET 151 Microsoft /Azure - Managing Modern Desktops (MD-101) 3½:3:1½:0

Prerequisite(s): NET 121

This course in server installation and configuration is designed to help students in preparation for Microsoft Related Azure Certifications such as the MD-101: Managing Modern Desktops Exam. The successful student will be exposed to elements such as appropriate deployment options, upgrading computers to Windows 10, Windows Updates, User Profiles, Folder Redirection, and configuration of Windows Defender. In addition, the student will be exposed to theoretical implementations of Cloud technologies hosted on server operating systems.

NET 161 Scripting for Security 3:3:0:0

Prerequisite(s): NET 121

This module focuses on basic scripting using Python. It focuses on the basic constructs and useful commands such as conditional, looping and logical constructs as well as variables and user and system interfaces. Students create basic scripts and have a foundation upon which to learn more advanced Python scripting. One of the exercises is to implement a simple file system scanner, so the students will practice scripting security applications and administrative scripts by invoking Linux commands through Python. Additional cyber security scripting will be explored.

NET 171 Microsoft Azure Administrator 3½:3:0:0

Prerequisite(s): NET 110

This course will help you prepare for Microsoft Exam AZ-104 exam. You will learn and demonstrate your real-world mastery of implementing and deploying Microsoft Azure Infrastructure as a Service (IaaS). This is part of the Microsoft role-based associate path designed for those wishing to enter the workforce in network administration; implementing, managing, and monitoring your company's cloud environments and solutions.

NET 210 Linux Installation and Administration 3½:3:1½:0

Prerequisite(s): CIS 105 or pretest score of at least 18; NET 111, 121

This course will provide the student with a comprehensive overview of the Linux operating system. By the end of the course, the student will not only be familiar with the Linux command-line environment, utilities, and applications, but also with the graphical X Window environment. Additionally, this course will provide a solid foundation for those students wishing to take the CompTIA Linux + exam, as well as the skills for day-to-day Linux administration.

NET 220 CCNA 1 – Introduction to Networks 3½:3:1½:0

Prerequisite(s): CIS 105 or pretest score of at least 90%
NOTE: NET 111 can be taken concurrently, but it is not mandatory

Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing scheme.

NET 225 CCNA 2 – Routing & Switching Essentials 3:3:1½:0

Prerequisite(s): NET 220

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 network.

NET 230 CCNA 3 – Scaling Networks 3½:3:1½:0

Prerequisite(s): NET 225

This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

NET 235 CCNA 4 – Connecting Networks 3½:3:1½:0

Prerequisite(s): NET 230

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network.

NET 236 Networking with Windows Server 2016 3½:3:1½:0

Prerequisite(s): NET 113

This course focuses on the networking features and functionality available in Windows Server 2016. It covers DNS, DHCP, and IPAM implementations, in addition to remote access solutions such as VPN and Direct Access. It also covers DFS and BranchCache solutions, high performance network features and functionality, and implementation of software-defined networking (SDN) solutions, such as Hyper-V Network Virtualization (HNV) and Network Controller. Materials on the Microsoft 70-741 exam is covered.

NET 237 Identity with Windows Server 2016 3½:3:1½:0

Prerequisite(s): NET 113

This course focuses on the identity functionality in Windows Server 2016. It covers the installation and configuration of Active Directory Domain Services (AD DS), in addition to Group Policy implementation for non-Nano Server environments. It also covers functionality such as Active Directory Certificate Services (AD CS), Active Directory Federations Services (AD FS), and Web Application proxy implementations. With appropriate study as student can take the Microsoft Exam 70-742.

NET 240 CCNA 200-301 Part 1 - Implementing Cisco Technologies Server 2016 3½:3:1½:0

Prerequisite(s): NET 110

This course in networking and data communications is designed to help students in preparation for the CompTIA Network+ as well as Cisco's CCNA certification exam. The successful student will explain different IP classes, the OSI Model, network topologies, protocols and selected network devices such as bridges, routers, switches, etc. Discussions concerning network technician tools will also be explored. In addition, the student will be exposed to theoretical implementations of network technologies hosted on server operating systems. The course is a prerequisite for most other networking courses at the college.

NET 241 CCNA 200-301 Part 2 - Administering Cisco Technologies 3½:3:1½:0

Corequisite(s): NET 240

This course in networking and data communications is designed to help students in preparation for the CompTIA Network+ and Cisco's CCNA certification exams. The course describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with legacy RIPv1, RIPv2, single-area and multi-area OSPF, EIGRP configuration and apply access control lists, virtual LANs, Inter-VLAN routing and IPv4 and IPv6.

NET 242 CCNA 200-301 Part 3 - Advanced Cisco Technologies 3½:3:1½:0

Corequisite(s): NET 241

This course in networking and data communications is designed to help students in preparation for the CompTIA Network+ and Cisco's CCNA certification exams. The course enables high-order operations of routers and switches in enterprise corporate networks. Cisco security features are implemented in the design scheme of defining specific numbers or network devices and customized routes of communication are included. By the end of this course, students will be able to implement advanced router and switch features such as single-area and multi-area OSPF, EIGRP configuration, access control lists, virtual LANs, Inter-VLAN routing and IPv4 and IPv6.

NET 265 Capstone for IT Professionals 1:1:0:0

Corequisite(s): NET 245

This course is designed to be taken in the last semester at LCCC. Students will develop a resume that correctly reflects their learning at LCCC. Students learn how to identify jobs for which they are qualified. They will explore interview skills and how to land that first job. Additionally, students interested in transfer will explore options and review the transfer process.

NET 280 Computer Specialist – Network Technology Internship 2:0:0:150

Prerequisite(s): CIS 105 or pretest score of at least 90%; NET 111, 121; Students must have completed half of the credits in their program with a minimum 2.3 cumulative grade point average (GPA) and have been approved by the appropriate faculty member.

The student will work in a supervised internship in the community. The work assignment is selected according to the student's career goals. Students should apply for this learning experience through the appropriate faculty member at least six weeks prior to the end of the semester preceding the work period.

NET 297D Administering Windows Server Hybrid Core Infrastructure 3½:3:½:0

Prerequisite(s): NET 121

This course prepares students to earn this new Microsoft certification and become successful cloud administrators, server administrators or network engineers. Students will learn the critical skills of installing, configuring, and managing the Windows Server operating system and its roles and services. This course aligns with the Microsoft AZ-800 Administering Windows server hybrid core infrastructure.

Practical Nursing

Enrollment in any NUR course requires full admission to the Practical Nursing program.

NUR 106 Nursing I 11:7:3:255

Corequisite(s): SDS 112

Introduction to the profession of nursing with an emphasis upon the nursing process, teaching-learning concepts, and the expectations and responsibilities of the practical nurse. Students study the basic human needs of individuals and the effects of illness upon the adult patient, the family, and the community. Basic nursing skills are developed that enable students to care for individuals, families, and communities. Nutrition, therapeutic communication, asepsis, and care of the operative patient concepts are presented within the course. Ethical, legal, cultural, and spiritual responsibilities of nursing care are introduced. Nursing concepts are reinforced and applied through clinical laboratory experience in an extended care facility and/or a general hospital.

NUR 116 Nursing II 11:7:3:255

Prerequisite(s): NUR 106

Corequisite(s): BIO 164; PSY 145

Students study the nursing care required by patients with acute and chronic medical-surgical conditions across the lifespan. Use of therapeutic communication skills and the nursing process offer a foundation for the implementation of nursing care provided for individuals, families, and groups. Study of basic principles of pharmacology provides a foundation for subsequent administration of drug therapy. Ethical, legal, cultural, and spiritual aspects of nursing care are reinforced. The teaching-learning process in the role of the practical nurse is further explored. Application of nursing concepts is achieved through clinical laboratory experience in a general hospital and in selected community agencies.

NUR 126 Nursing III 14:10½:0:270

Prerequisite(s): NUR 116

Corequisite(s): SOC 150 or 151

Students explore the nursing concepts pertinent to the birth process. Use of the nursing process in caring for patients with more complex acute and chronic medical-surgical conditions across the lifespan is continued. Principles of pharmacology and medication administration are integrated throughout the course. Psychosocial adaptation of individuals, families, and groups is emphasized. Ethical, legal, cultural, and spiritual aspects continue to be part of nursing care. The teaching-learning process continues to be demonstrated. Students focus on the leadership and role responsibilities of the practical nurse as a contributing member of the healthcare team. Application of therapeutic communication skills and the nursing process is achieved through clinical laboratory experiences in a general hospital and in selected community agencies.

Physical Education

PED 110 Conditioning and Aerobics I 1:½:1½

Designed to promote total cardiorespiratory and muscular fitness through aerobic and muscular activity. Healthful benefits are attained as each individual student develops at his or her pace. Each participant will acquire knowledge that will enable them to initiate and maintain a lifetime scientifically based exercise and nutrition program.

PED 111 Conditioning and Aerobics II 1:½:1½

Designed to promote heightened levels of physical fitness for students that initiated their fitness training in PED 110. Conditioning II is based on overload efforts aerobics, muscular toning, and the physiological basis of activity.

PED 117 Tennis 1:½:1½

Students will be instructed in basic techniques, strategies, and knowledge that prepares them for lifetime enjoyment of the sport of tennis.

PED 118 Intermediate Tennis 1:½:1½

This course is an extension of the basic skills and strategies presented in PED 117. Fundamentals and additional shot and court coverage are presented for the lifetime sport of tennis.

PED 135 Golf/Volleyball 1:½:1½

Students will develop skills in the basic techniques, strategies, and concepts that enable them to enjoyably pursue golf and volleyball.

PED 137 Golf/Bowling 1:½:1½

Students will acquire skills and knowledge which will enable them to enjoyably participate in these lifetime recreational activities.

PED 143 Weight Training and Fitness 1:½:1½

Acquaints students with proper technique and safety procedures for fitness development with weight training and aerobic activity. The student will plan, implement, and evaluate his/her program.

PED 150 Adapted Physical Education 1:½:1½

Individualized student-teacher relationship designed for individuals who have limitations that disallow participation in the standard physical education curriculum. Students desiring this personalized instruction require teacher approval prior to registration and a doctor's statement of disability.

PED 155 Volleyball/Softball 1:½:1½

The basic skills of volleyball and softball are presented to enable students the opportunity for lifetime recreational enjoyment. Techniques, strategy, and rules are covered in the presentation.

PED 160 Karate/Self-Defense I 1:½:1½

Basic introduction in the fundamentals of self-defense. Mental discipline and basic philosophies of the martial arts will be incorporated.

PED 161 Karate/Self-Defense II 1:½:1½

This course provides reinforcement of the fundamentals of Karate/Self Defense I skills and competencies and encourages the development of advanced self-defense skills. Introduction of mental discipline and basic philosophies of the martial arts will be presented.

PED 165 Introduction to Yoga 1:½:1½

This course is a hatha yoga presentation striving for improved physical fitness, vitality, and relaxation through various asanas (postures).

PED 166 Intermediate Yoga 1:½:1½

This course is concerned with the continued development of skills introduced in PED 165. Review and refinement of beginning level yoga exercises will be emphasized. Additional exercises will be added as students demonstrate proficiency.

PED 180 Introduction to Jiu Jitsu and Grappling 1½:1½

This course is intended to introduce the new student to the martial art of Jiu Jitsu to include survival skill, escapes, the guard, guard passing and submissions. Student will be able to develop a lifetime appreciation for the art as a martial art, sport and recreational activity.

Philosophy**PHI 201 Introduction to Philosophy** 3:3:0:0

Introduces basic philosophic concepts and methods. Students will gain an understanding of logic and argument, philosophical schools of thought and how philosophy drives historical trends and everyday decisions. Representative selections from the works of leading philosophers will be analyzed to supplement the examination, comprehension and speculation involved in these areas.

PHI 203 Introductory Logic 3:3:0:0

Includes the study of language as symbols, the analysis of arguments, emotive and non-emotive language, the proper use of deduction and induction, logical fallacies, syllogisms, Venn diagrams, and truth-tables.

PHI 205 Introduction to Ethics 3:3:0:0

Investigates the theory and practice of ethics and morality. In-depth study of various theoretical perspectives—both Western and Eastern—will precede a study of ethical issues. The issues studied will include those of life and death, equality and discrimination, economic justice and globalization, medical and business ethics, environmental and animal rights, and violence, terrorism, and war.

PHI 210 Comparative Religion 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

Provides an analytical and comparative survey of the major living religions of the world: religions of India (proto-Hinduism, Hinduism, Jainism, Buddhism and Sikhism), religions of the Far East (Confucianism, Taoism, East Asian Buddhism and Shinto) and religions of the Middle East (Zoroastrianism, Judaism, Christianity and Islam) with emphasis on their cultures, mythologies and ethical beliefs.

PHI 260 Independent Study – Philosophy 1–3:1–3:0

Prerequisite(s): Introductory course in the subject area, minimum GPA of 3.0 in the course subject to be studied, and overall GPA of 3.0, or sufficient evidence of academic strength, and written permission of the instructor and academic dean to justify the independent study.

Reading, research, and/or experimentation on topic (not otherwise covered in college social sciences curriculum) selected in consultation with a faculty member. Special attention is to be given to the particular abilities and interest of students, with individual guidance for advanced studies. The student may choose: research on selected problems, supervised field studies, reading program, among other alternatives. The course may be a group of students as well as individual study. The course may be repeated for credit. The student is responsible to adhere to the college policies and procedures for independent study.

Physics**PHY 101 Conceptual Physics** 4:3:3:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090

PHY 103 Fundamentals of Physics 4:3:3:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090

This course is for allied health students and non-science majors. Basic areas of study are mechanics, properties of materials, heat, waves and electricity with practical applications to everyday life and the human body. Mathematical techniques are developed as needed, and occasionally computers are used to obtain data.

PHY 110 Elements of Physics 4:3:3:0

Prerequisite(s): Upper-Level Math Placement or MAT 105 (C or better)

Primarily for technical students requiring one semester of physics and for students to meet a general science requirement, this course provides the student with basic concepts of physics. Areas of study include mechanics, properties of matter, heat, waves, and electricity and magnetism. Technical applications are cited. Computers are frequently used in lab for data acquisition and analysis.

(Note on the background required: The prerequisite for this course is a minimum of COMPASS-Algebra 49 or MAT 105 Intermediate Algebra with a minimum grade of C. For students in Aviation and Professional Pilot and transmission and distribution technology-priority classes, the study of vectors is included. Application of the trig functions sine, cosine and tangent is required of them.)

PHY 201 Introduction to Physics I 4:3:3:0

Prerequisite(s): Advanced Level Math Placement or MAT 130 (C or better) or MAT 165 (C or better)

A non-Calculus-based survey of classical mechanics and heat for students requiring a two-semester algebra-based physics sequence. Topics studied include rectilinear motion; vectors and projectile motion; Newton's laws of motion; work and energy; impulse, momentum, and collisions; circular motion and rotational dynamics; temperature; calorimetry; heat transfer; kinetic theory of gases; and thermodynamics. Computers are frequently used in lab for data acquisition and analysis.

(Note on background required: This course is an algebra-based physics course that is the first course in a two-semester sequence. A basic working knowledge of algebra and the application of the trig functions sine, cosine and tangent are necessary for success in this course. This course is designed for the student who typically needs a two-semester sequence in physics that does not include the use of calculus.)

PHY 202 Introduction to Physics II 4:3:3:0

Prerequisite(s): PHY 201 (at least a “C”)

This continuation of the algebra-based physics sequence includes major topics of wave motion; sound; reflection and refraction of light; mirrors, thin lenses and optical instruments; interference and diffraction; electric fields; potential difference, current, resistance, and capacitance; DC and AC circuits; magnetic fields and forces; electromagnetic induction; and nuclear decay and half-life. Computers are frequently used for data acquisition and analysis.

(Note on background required: This course is an algebra-based physics course that is the second course in a two-semester sequence. A basic working knowledge of algebra and the application of the trig functions sine, cosine, and tangent are necessary for success in this course. This course is designed for the student who typically needs a two-semester sequence in physics that does not include the use of calculus. The course is appropriate for technical students and generally for students who plan to transfer who need a two-semester noncalculus-based physics sequence.)

PHY 210 General Physics I 4:3:3:0

Prerequisite(s): MAT 191 (at least a “C”)

This calculus-based physics course provides an in-depth study of mechanics and heat. Major topics in mechanics are measurement, vectors, friction, equilibrium of a particle and a rigid body, description of motion in a straight line and in a plane, Newton’s laws of motion and universal gravitation, work and energy, momentum, and elastic properties of solids. Major topics in heat are temperature and expansion, heat measurements, heat transfer, and thermodynamics. The laboratory supports the theory and emphasizes experimental techniques and error analysis. Computers are used extensively in the laboratory for data acquisition and analysis.

PHY 215 General Physics II 4:3:3:0

Prerequisite(s): PHY 210 (minimum grade of “C”); MAT 196 (minimum grade of “C”)

This continuation of the Calculus-based Physics sequence includes an in-depth study of electricity and magnetism, waves, sound, and light, and selected topics in modern physics. Major topics studied in electricity and magnetism are Coulomb’s Law; electric field and potential; capacitance; electric current, resistance, and electromotive force; direct current circuits and instruments; magnetic fields and forces; induced emf; inductance; alternating current circuits; and electromagnetic waves. The study of waves and sound includes the mathematical description of waves and acoustical phenomena. The study of light includes both geometric and physical optics. Special topics in modern physics include quanta, the nucleus, and nuclear decay and transformations. The laboratory supports the theory and provides a great range in experimental techniques. Computers are used for data acquisition and analysis when appropriate.

PHY 250 Selected Topics in the Natural Sciences 1:1:0:0

Prerequisite(s): BIO 110 and CHE 111, or permission of instructor

An interdisciplinary science course designed to introduce students to various topics within the natural sciences. Topics will be selected at the instructor’s discretion and generally vary each semester. Possible themes include the human genome project, string theory, stem cell research, history of science, endocrine disruption, global environmental issues, fad diets, Nobel laureates, genetically engineered products, human sexuality, quantum mechanics, or issues in pharmacology. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme: transcripts will list the second enrollment as BIO/CHE/PHY 251.

PHY 251 Selected Topics in the Natural Sciences 1:1:0:0

Prerequisite(s): BIO/CHE/PHY 250

An interdisciplinary science course designed to introduce students to various topics within the natural sciences. Topics will be selected at the instructor’s discretion and generally vary each semester. Possible themes include the human genome project, string theory, stem cell research, history of science, endocrine disruption, global environmental issues, fad diets, Nobel laureates, genetically engineered products, human sexuality, quantum mechanics, or issues in pharmacology. Students may repeat this course for credit, provided that they do not enroll in semesters featuring the same theme: transcripts will list the second enrollment as BIO/CHE/PHY 251.

Paralegal Studies**PLG 105 Law Office Technology 3:3:0:0**

This course introduces the fundamentals of how to use computer technology to accomplish tasks performed by paralegals in a law office or in a legal setting.

PLG 115 Law Firm Experience 3:3:0:0

This course explores the legal workplace environment and the skills necessary for employment in a legal office setting. Some of the areas that will be covered are telephone skills, office equipment usage, letter and memo format, factual research, and the various divisions and functions included in the court structure. The course will also review the legal terminology in specific areas of law as well as various document preparation techniques.

PLG 120 Introduction to Paralegal Studies 3:3:0:0

The paralegal profession is investigated in this course. Topics studied include careers as a paralegal, job searching techniques, ethics, and limitations of paralegals. The course will also explore the court systems of the federal government and Pennsylvania, as well as introduce legal research, including but not limited to mandatory and binding precedent, persuasive precedent, and legal citations. Legal writing and terminology are also course components as well as legal analysis and various systems utilized in a law office.

PLG 125 Workers' Compensation Practice for the Paralegals 2:2:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105

Provides paralegal students with a knowledge of the workers' compensation laws and the legal concepts embodied in the Pennsylvania Workers' Compensation Act. Other topics include practice and procedure before administrative judges, trial issues, and the relationship of workers' compensation law to other administrative entitlements, such as Social Security Disabilities.

PLG 130 Social Security Disability Practice for Paralegals 2:2:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105

Provides paralegal students with a knowledge of the laws involved in Social Security Disability practice, as well as the practice and procedure before administrative judges, trial issues, and relationship to other administrative entitlements, such as workers' compensation.

PLG 135 Interviewing for Paralegals 1:1:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105

Provides paralegal students with a knowledge of the interviewing skills that are to be mastered in a legal setting. Interviewing skills are essential skills for the well-educated paralegal. Students will be exposed to the different types of interview situations that may be encountered in a legal setting. Students will demonstrate knowledge of interviewing by conducting various types of interviews. Students will also be required to understand the ethical responsibilities in interviewing. The course will also provide communication skills necessary for effective interviewing techniques.

PLG 150 Torts and Personal Injury Law 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105

Introduces the student to civil wrongs and the legal terminology of torts and personal injury law. Entails an intensive study of various types of torts. Gives the student an overview of tort and personal injury law. Helps the student to develop an understanding of the basic principles of law that apply to personal injury. Hypothetical problems are presented to illustrate how the abstract rules pertain to real life. Gives the student the knowledge to recognize what is a tort and the various types of torts. Students will be able to identify the elements of tort causes of action as well as prepare defenses and review medical records. Legal analysis is stressed through the preparation of case briefs and situational analysis.

PLG 200 Civil Litigation and Procedures 3:3:0:0

Prerequisite or Corequisite(s): PLG 150; ENG 105; or permission of instructor

Intended to be a follow-up to the Torts and Personal Injury Law course. Enables the student to assist in all aspects of civil litigation, including the drafting of pleadings. Entails an extensive study of pretrial, trial, and post-trial procedures.

PLG 215 Law Office Management 3:3:0:0

Covers the fundamentals of law office management. Designed to familiarize the paralegal with the practical inner workings of a law office, including understanding law office procedures. Law office management goes beyond mere efficiency and productivity and includes being sensitive to ethical concerns and providing quality legal services to clients in an affordable manner. Covers an array of topics that will be encountered in a law office setting.

PLG 220 Contract Law and Business Organizations 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105

Provides paralegal students with an understanding of basic business law concepts. Students will demonstrate knowledge of contracts by drafting various contract clauses and an entire contract. Students will also be required to understand judicial interpretation of the contract principles by completing assignments. Educates paralegal students with regard to business organization and prepares the student to work in the area of corporate law as a paralegal. Gives the students an overview of the laws as well as practical information concerning sole proprietorships, partnerships, and corporations. Students will be required to analyze cases to illustrate the application of laws being discussed. Students will also be required to draft various documents regarding business operations. Warranties, sales, and agency agreements are also reviewed.

PLG 225 The Law of Corporations and Other Business Organizations 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105

This course will cover the formation, operation, and dissolution of various kinds of business organizations. Subjects covered include: sole proprietorships, corporations, partnerships, and the law of agency and employment agreements.

PLG 227 Criminal Law and Procedures for Paralegals 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105

This course presents a study of the substantive and procedural aspects of criminal law and the role of the paralegal working in the area of criminal defense or criminal prosecution. Students will study the general principles of criminal liability, analysis of particular crimes, parties to crimes, substantive defense to crimes, and various pleadings relating to criminal law and procedure. Constitutional safeguards and procedures from arrest through trial, sentencing, punishment, and appeal are also studied. This course also examines the ethical considerations relating to criminal law and procedure.

PLG 228 Immigration Law for Paralegals 3:3:0:0

Prerequisite(s): PLG 120 and (PLG 150 or 220)
This course will provide an introductory overview of U.S. immigration law with a focus in the paralegal's role in case assembly, compilation, intake, and processing. Students will learn to identify common issues and available benefits associated with processing nonimmigrant and immigrant visa cases to discuss with the attorney. Students will also gain an overall understanding of both the nonimmigrant and immigrant visa process and U.S. citizenship including the forms, documents, and filing procedures associated with each.

PLG 230 Estates and Trusts 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105
Enables the student to understand the legal principles involved in estate work and to demonstrate the skills necessary to assist in the preparation and completion of all documents incident to estate practice. Includes a coverage of living wills and various types of trusts as well as probate administration.

PLG 235 Family Law 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105
Provides the student with a thorough working knowledge of the basics of family law. Covers the essentials of family law and the tasks that a paralegal might perform in an active practice, such as client interviewing and coordinating discovery. Entails a study of the various aspects involved in family law, including marriage, antenuptial agreements, divorce, spousal and child support, property distribution, divorce proceedings, and adoption. Course materials are supplemented by Pennsylvania-specific materials.

PLG 240 Bankruptcy Law 3:3:0:0

Prerequisite(s): Intro Level Writing Placement or ENG 105
Presents a practical approach to the understanding of bankruptcy law. Familiarizes the student with the bankruptcy code as well as the bankruptcy process. Approaches the bankruptcy process with a practical perspective and hands-on approach featuring research and drafting projects.

PLG 245 Legal Research and Writing 3:3:0:0

Prerequisite(s): ENG 105; PLG 120 and 200; or PLG 215 or 220; or faculty consent or permission of instructor
Involves the understanding of the various sources involved in law. Includes primary and secondary resources. The student will be able to distinguish binding or persuasive law. The student will combine legal research with legal writing by completing problems and preparing a memorandum of law. Legal writing entails case briefing, drafting a memorandum of law, and review of components of legal correspondence.

PLG 250 Legal Internship 3:0:0:225

Prerequisite(s): ENG 105, 106; CIS 105; Social Science/Humanities; Math/Science; PLG 120, 150, 200- with a minimum grade of B in the course, 245- with a minimum grade of C in the course; GPA of at least 2.5; faculty approval required.

Corequisite(s): RES 110, PLG 215, PLG 255
Provides the student with hands-on experience while working at a law firm, courthouse, bank, or other acceptable locale. The student will work a total of 225 hours at the business during the semester as well as attend meetings to discuss job searching skills. Intended to be taken after a majority of the coursework is completed. Must be pre-approved by the program coordinator according to deadlines established in internship manual. Paralegal Studies students are responsible for locating and selecting internship placement sites. Students are responsible for presenting credential levels required by the internship site. It is the sole discretion of the internship site and future employers as to what level of credentialing is required by the position roles. Students who possess a "record" status may experience limitations in available internship placements and future employment in the paralegal field.

PLG 252 Virtual Paralegal Law Practice Experience 3:0:0:225

Prerequisite(s): Faculty approval required
Corequisite(s): PLG 255
This course will provide the student with a virtual paralegal experience working at a law firm. The student will work a total of 120 hours at the virtual law firm during the semester as well as attend meetings to discuss job searching skills. Intended to be taken after a majority of the coursework is completed. Must be pre-approved by the program coordinator according to deadlines. Students who possess a "record" status may experience limitations in future employment in the paralegal field.

PLG 255 Legal Writing 3:3:0:0

Prerequisite(s): ENG 105, 106; PLG 120, 200, 245; or permission of instructor
Legal writing skills are reinforced through various assignments. Students draft case briefs, complaints, answers, discovery demands, motions, and various types of legal correspondence. Legal research is utilized to respond to fact simulation that results in a memorandum of law. Grammar competency is expected.

Political Science**PSC 130 Introduction to Political Science 3:3:0:0**

Considers philosophy and development of contemporary political ideologies. Institutions of modern governments are compared and analyzed. Philosophical, behavioral, institutional, and historical approaches to the study of political science are examined to study the discipline as a science.

PSC 141 American Federal Government 3:3:0:0

Functions of the United States government under the Constitution are stressed to illustrate the federal concept of government. Included are problems and advantages of federalism; civil liberties and civic responsibilities; political parties; the three branches of government; the increasing activities of the national government; and a comparison and contrast of the American governmental system with contemporary foreign governments.

PSC 142 State and Local Government 3:3:0:0

Study of the organization and functions of state and local governments (as exemplified in Pennsylvania) and their place in our federal system. Topics studied include state, county, township, borough, and city governments; metropolitan cooperative/consolidation efforts; special purpose districts; and the contributions that active citizens can make in their state and communities.

PSC 207 Latin American Studies 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251; any 100-level SOC, HIS, GEO, or PSC course.

This course is an introduction to the study of Latin America and the Caribbean. Taking into consideration the region's complexity, this class examines the geography, politics, history, and culture of the area as well as the nuances of its peoples and societies. Students will explore different approaches to the understanding of the area's economic development, the internal and external struggles over political power and forms of rule, and the intricacy of the region's relationship with the United States. Topics also include racial and ethnic identity, gender and sexuality dynamics, migration and the migrant experience, and the emergence of new cultural expressions.

PSC 233 Introduction to Public Administration 3:3:0:0

Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251

This course will introduce the student to the theory, context, scope, and contemporary practice of public administration. The student will survey and become familiar with theories of organization, the statutory authority for administrative decision-making, the historical development of public administration in the United States, the policy-making process, and practical planning tools for the practice of public administration. Students considering a career in public administration, or those who might already hold a position and would like a deeper understanding of the field would benefit from this course.

PSC 235 Constitutional Law 3:3:0:0

Examines the Supreme Court of the United States as the interpreter of our Constitution, and as a participant in the governing process. Emphasis on decisions relative to due process and the criminal justice system. Included are the development and current application of decisions affecting criminal law and procedures, plea bargaining, juvenile procedures, the corrections system, and the traditional Constitutional areas, such as speech and religion.

PSC 236 American Civil Liberties 3:3:0:0

American civil liberties are reviewed via Constitutional decisions of the United States Supreme Court. Examined are due process, religious freedom, racial and sex discrimination, obscenity, and equal protection of the law. Emphasis on recent court decisions.

PSC 237 International Relations 3:3:0:0

This course will provide students with an overview of the field of international relations. Beginning with a historical survey of international relations, the course will then analyze issues related to security, the world economy and social issues. The implications of recent developments such as the end of the Cold War, European Integration, crises in the Middle East, and other major international issues will be analyzed.

PSC 239 U.S. Foreign Policy 3:3:0:0

A study of the policy choices, regional and global issues, and trends facing the United States in the contemporary international system. Included is an examination of the nature of international policy formation and its principles, as well as an overview of the history of U.S. foreign policy. Major emphasis is placed on U.S. involvement in world affairs since World War II, always viewed in its current context.

PSC 260 Independent Study—Political Science 1-3:1-3:0:0

Prerequisite(s): Introductory course in the subject area, minimum GPA of 3.0 in the course subject to be studied, and overall GPA of 3.0, or sufficient evidence of academic strength, and written permission of the instructor and academic dean to justify the independent study.

Reading, research, and/or experimentation on topic (not otherwise covered in college social sciences curriculum) selected in consultation with a faculty member. Special attention is to be given to the particular abilities and interest of students, with individual guidance for advanced studies. The student may choose: research on selected problems, supervised field studies, reading program, among other alternatives. The course may be a group of students as well as individual study. The course may be repeated for credit. The student is responsible to adhere to the college policies and procedures for independent study.

Psychology**PSY 105 Psychology as a Major 1:1:0:0**

Corequisite(s): PSY 140

Psychology continues to grow as a major. Given the broad nature of career opportunities, it is vital for students to understand the field to make informed decisions regarding their career and future education. An overview of the major is discussed in addition to various careers in psychology including human services, counseling and research. Students are introduced to various resources available to them as psychology majors, along with learning valuable study skills for psychology courses. A plan for future study and interests is accomplished based on the cumulative information from the semester.

PSY 106 Writing in APA Style 1:1:0:0

Prerequisite(s): Intro Level Reading Placement and Writing Placement or ENG 100 or ESL 251

This course offers information about writing in APA style. The basic components of a research paper are reviewed. Students learn how to cite in-text and in a reference list and how to format a paper in APA style, including figures and tables. Issues relating to writing style in APA will also be discussed.

PSY 120 Psychology of Human Sexuality**3:3:0:0**

This course offers a comprehensive overview of human sexual behavior from a biopsychosocial perspective. This course will emphasize both quantitative and qualitative psychological research and theory on human sexuality and also consider the biological, evolutionary, social, and cultural factors that influence our sex lives. Students will critically evaluate sexual health education programs in a variety of settings (school and community) and understand key issues in sexual health promotion.

PSY 140 Introduction to Psychology**3:3:0:0**

This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. With an emphasis on empirical examination, the course focuses on the historical and contemporary foundations of psychology, cognition, emotions, learning, memory, consciousness, human development, biological bases of behavior, personality, psychological disorders, therapy, and social behavior. Emphasis will be placed on the application of psychology to diverse human endeavors and on students' ability to recognize and cope with uncertainty and ambiguity in human behavior.

PSY 141 Psychology Applied to Modern Life**3:3:0:0**

This course provides an introductory examination of applied psychological theory. Students will examine the ways in which psychological principles apply to critical aspects of personal adjustment and the capacity that human beings have to face, adapt, and effectively cope with a rapidly changing environment. Emphasis is on identifying, developing, and maintaining personal strategies for individual growth and social adjustment.

PSY 142 Industrial/Organizational Psychology**3:3:0:0**

This course is designed to provide an overview of industrial/organizational (I/O) psychology, I/O psychology is a subfield of psychology concerned with various aspects of people in the workplace, including employee productivity and well-being. The "industrial" part deals with personnel functions, such as analyzing jobs, appraising employee performance, selecting, placing, and training employees. The "organizational" part is concerned with the social and psychological aspects of work, including employee attitudes, behavior, emotions, health, motivation, leadership, and group dynamics. Both real-world applications and research will be emphasized throughout the course.

PSY 145 Human Growth and Development—The Life Span**3:3:0:0****Prerequisite(s): PSY 140**

Overview of development throughout the entire life cycle. Developmental themes that emerge in and across different stages of life, including physical cognitive, social, and emotional factors, are surveyed. The role of heredity, culture, personal experience, and the environment are discussed.

PSY 209 Reading and Writing Research**1:1:0:0****Prerequisite: PSY 106****Corequisite(s): PSY 255**

In most social science professions, it is important to identify, read, evaluate, and write about research studies. This course provides students a foundation for reviewing, reading and writing about research. Using library and internet resources, students will formulate a research strategy, develop search skills, evaluate sources, and prepare an annotated bibliography for their research method literature review.

PSY 240 Educational Psychology**3:3:0:0****Prerequisite(s): PSY 140**

This course examines the human development and learning theories as they apply to teaching and the learning process. The course focuses on the classroom application of psychological theories and research in the areas of human development, psychosocial influences, learning, motivation, educational environment, and assessments.

PSY 242 Child Development**3:3:0:0****Prerequisite(s): PSY 140**

In this course we will explore the many dimensions of development of children from conception through middle childhood within the context of the family and culture. The physical, cognitive, emotional, and social aspects of development are studied. There is an emphasis on prevailing theories and recent research and a major thrust on understanding how that impacts the child in the family, school, and community. The impact of family and child rearing beliefs, gender issues, and language development are discussed as they relate to developmentally based practices.

PSY 243 Abnormal Psychology**3:3:0:0****Prerequisite(s): PSY 140**

An introduction to the study of abnormal human behavior. Using a multicultural approach, students will examine the characteristics, etiology, and treatment of the major categories of disorders. The course will also address the research methodologies used in studying these disorders and their treatments as well as the legal and ethical issues in abnormal psychology.

PSY 250 Cognitive Psychology**3:3:0:0****Prerequisite(s): PSY 140**

This course is designed to provide a general understanding into the main areas of cognitive psychology including but not limited to: memory, attention, language, knowledge, creativity, and problem solving. It will explore the functional and relevant aspects of the main areas of cognitive psychology, along with their histories. The course will also examine how Cognitive Psychologists employ the scientific method when conducting empirical cognitive-based research. This exploration will allow students to compare and contrast the validity of various cognitive theories. This course will also explore the biological basis of behavior and mental processes as related to cognition. Further, the course will describe the main processes that serve as the foundations of consciousness as well as how these processes relate to a neurological basis for awareness, decision making and behavior.

PSY 255 Introduction to Statistical Analysis 4:3:3:0

Prerequisite(s): PSY 140, MAT 105 (C or better)

Corequisite(s): PSY 209

Introduces the student to the concepts of descriptive and inferential statistics. Research needs to be summarized by appropriate descriptive statistics such as central tendency, variability, and distributions. Relationships will be studied using correlation, regression, chi-square, and other non-parametric tests. Research also needs to be analyzed by appropriate inferential statistics such as t-tests and analysis of variance (ANOVA). Hypothesis testing, sampling, significance levels, type I errors, type II errors, confidence intervals, and power will be discussed. The student will be introduced to SPSS and/or other appropriate software for performing the descriptive and inferential statistical procedures presented in the course. The approach will be on practical considerations not theoretical issues.

PSY 256 Research Methods in Psychology 4:3:3:0

Prerequisite(s): PSY 140, PSY 255

Introduces students to the philosophy of science and to the strategies of scientific inquiry, and to the skills involved in understanding, analyzing, and conducting psychological research. The course will cover a range of quantitative and qualitative methods including experiments, field studies, naturalistic observation, participant observation, surveys and polls, case studies, unobtrusive measurement, historical and descriptive research, program evaluation, meta-analysis, and quasi-experimental approaches. The course will consider research issues such as ethics, sampling, control, measurement, methodological constraints, and the presentation of a completed study.

PSY 260 Independent Study—Psychology 1–3:1–3:0:0

Prerequisite(s): Introductory course in the subject area, minimum GPA of 3.0 in the course subject to be studied, and overall GPA of 3.0, or sufficient evidence of academic strength, and written permission of the instructor and academic dean to justify the independent study.

Reading, research, and/or experimentation on topic (not otherwise covered in college social sciences curriculum) selected in consultation with a faculty member. Special attention is to be given to the particular abilities and interest of students, with individual guidance for advanced studies. The student may choose: research on selected problems, supervised field studies, reading program, among other alternatives. The course may be a group of students as well as individual study. The course may be repeated for credit. The student is responsible to adhere to the college policies and procedures for independent study.

PSY 283 Introduction to Social Psychology 3:3:0:0

Prerequisite(s): PSY 140; SOC 150

Offers a broad introduction to social psychology, the scientific study of human social influence and interaction. The various ways people think about, effect, and relate to one another will be a major emphasis. Topics within social cognition, social perception and social influence include social self-concept, social judgment, attitudes, persuasion, psychology explanations for social influence and interaction. Research methodologies commonly used in the discipline will be emphasized through empirical findings.

Physical Therapist Assistant**PTA 101 Introduction to Physical Therapy 3:3:0:0**

Corequisite(s): PHY 103; BIO 163

This is a general survey of the field of physical therapy and its role in the healthcare system. Students are introduced to the types of procedures utilized in physical therapy, the organization of a physical therapy department, and the types of patients treated with physical therapy. Professional ethics, legal aspects, the healthcare team, financing the healthcare system, and the relationship of physical therapy to other health services is reviewed. Students learn selected medical abbreviations, medical terminology, and origins, insertions, innervations, and actions of select muscles. It is recommended that students visit two different types of physical therapy departments to observe a work day. They also spend a day in a wheelchair. The role of the physical therapist assistant and working relationship between the physical therapist and the physical therapist assistant will be stressed throughout the course.

PTA 102 Applied Kinesiology 3½:3:2:0

Prerequisite(s): BIO 163; PTA 101; PHY 103

Corequisite(s): PTA 103, 201

The basic mechanics of human movement are covered, including the effects of gravity, anatomical levers, and the arrangement and types of muscle fibers. The types of joints in the body, the movements possible in each joint, how to demonstrate each movement, and how to identify and measure the movement on another person are covered. Coordination of muscle activity to produce precision of movement through various types of muscle contraction is studied. The student will learn the origins, insertions, innervations, and actions for each individual muscle, and how muscle groups work together to produce joint actions. The use of good body mechanics is taught and stressed throughout the course. The characteristics of human locomotion are examined and the muscles that produce the motions are identified. The technique for measuring, adjusting, and teaching the use of ambulation aids is taught and practiced. The student learns simple measurement of joint range of motion, gross manual muscle testing, and safe methods of transferring patients. Documentation of patient posture, goniometry, muscle tests, transfers, and ambulation is done. Oral communication to the physical therapist, physician, and other healthcare workers is practiced. Written instructions on patient transfers and ambulation are reviewed for use by patients and their families. Students are expected to attend three hours of supervised open laboratory sessions per week to develop proficiency in the application of the procedures through self-directed learning.

PTA 103 Physical Therapy Procedures I 3:2:3:0

Prerequisite(s): PTA 101; PHY 103; BIO 163

Corequisite(s): PTA 102, 201

The student will learn principles of treatment common to all physical therapy procedures. They will also have the opportunity to develop entry-level skill in the safe application of massage, moist heat packs, elastic bandages, paraffin, infrared, ultraviolet, intermittent compression, cold applications, hydrotherapy, wound management, and cervical and pelvic traction. Students will also learn how

to assess vital signs and identify normal values for each of them. Documentation for vital sign assessment as well as each procedure is practiced in a SOAP note format. Students must also be able to write home instructions for assessing pulse as well as for performing various physical modalities by the patient or the family. Oral communication is also practiced for these procedures with a variety of mock patient populations as well as the physical therapist and physician. Students will also be able to identify and explain ethical principles, indications, contraindications, precautions, and effects for each modality presented. Reimbursement and billing issues regarding the use of physical modalities are discussed. Students are taught how to follow plans of care initiated by the physical therapist, and how and when to communicate with the physical therapist, physician, and other healthcare workers about a patient's status, progress, and plans for discharge. Safety procedures, infection control procedures, and precautions will be stressed throughout the course. Students are expected to attend open laboratory sessions three hours per week to develop proficiency in the application of the procedures through self-directed learning.

PTA 200 Selected Topics in Physical Therapy 2:2:0:0

Prerequisite(s): PTA 101, 102, 103, 201; PHY 103; BIO 163, 164

Corequisite(s): PTA 202, 203, 205, 206

This course is designed to provide students with an introduction to current treatment theories and interventions for specific patient populations often encountered in specialized physical therapy practices. Specific areas to be covered will include pediatric physical therapy, sports medicine, and geriatric rehabilitation. Additional topics may be included at the instructor's discretion to ensure that students are kept current with the evolving field of physical therapy. The student will be introduced to common theories of practice and diagnoses specific to these patient populations as well as unique considerations of practice in these specialized areas.

PTA 201 Medical-Surgical Orientation to Clinical Practice 3½:3:0:0

Prerequisite(s): BIO 163; PTA 101; PHY 103

Corequisite(s): PTA 102, 103

This course offers the student an introduction to the basic causes of disease most commonly treated by physical therapy. The clinical methods and basic laboratory tests used to make a diagnosis are discussed. Disturbances in blood flow, derangements of body fluids, inflammation and repair, common pathogenic microorganisms, and general principles to promote healing are studied. The cause, clinical signs and symptoms, pathophysiology, treatment, and prognosis of a variety of diseases commonly encountered by the physical therapist assistant (PTA) are covered. The importance of proper medical documentation is reviewed and students are instructed in SOAP format of note writing for the medical chart. Medical ethics in the ever changing healthcare arena are discussed. Students are required to complete 28 hours of clinical experience as part of this course and submit a literature-based research paper about their clinical experience and the patient diagnoses encountered during that experience.

PTA 202 Clinical Practice I 1:0:0:42 (per semester)

Prerequisite(s): PTA 101, 102, 103, 201; BIO 163, 164; PHY 103; ENG 105, 106; PSY 140; SOC 150

Corequisite(s): PTA 200, 203, 205, 206

Students apply knowledge and skills gained in lecture and laboratory to patients in clinical settings at a beginning level under the guidance and supervision of licensed physical therapists. Students spend six half days in each of two different physical therapy settings, for a total of 12 half-day experiences. The sites for the clinical assignments include acute care hospitals, skilled nursing facilities, outpatient physical therapy settings, pediatric facilities, and rehabilitation hospitals, and the clinical instructors may be physical therapists or physical therapist assistants. Additionally, students are required to write a resume, a book report, and attend an orientation program and an end-of-semester seminar. To register for this course, students must pass a written and practical exam to be certified in cardiopulmonary resuscitation at the healthcare provider level, including infant and adult airway foreign body airway obstruction, adult and infant one rescuer CPR, adult two rescuer CPR, and the use of an automatic external defibrillator.

PTA 203 Physical Therapy Procedures II 3:2:3:0

Prerequisite(s): PTA 101, 102, 103, 201; BIO 163, 164; PHY 103

Corequisite(s): PTA 200, 202, 205, 206

The students have the opportunity to learn theory and develop entry-level skills to safely apply E.M.G. biofeedback, diathermy, ultrasound, therapeutic electricity, combined ultrasound and electrical stimulation, and chest physical therapy under the supervision of a physical therapist. The management of pain and inflammation through the use of modalities is covered. Electrophysiologic evaluations and low-power lasers are discussed. In addition, the students have the opportunity to conduct a computerized literature research and perform an oral presentation during class. Safety procedures, precautions, and legal and ethical implications will be stressed on all procedures throughout the course. Students practice documenting progress notes regarding patient care and instructions for use of some of the modalities at home. Oral communication with patients and families with diverse backgrounds is discussed. Reimbursement and billing issues regarding the use of physical modalities is presented. Students are taught how to follow plans of care initiated by the physical therapist, and how and when to communicate with the physical therapist, physician, and other healthcare workers about a patient's status, progress, and plans for discharge. Students are expected to attend three hours of open laboratory sessions each week to help develop proficiency in their skills by working in a self-directed manner.

PTA 205 Therapeutic Exercise 4:3:3:0

Prerequisite(s): PTA 101, 102, 103, 201; PHY 103; BIO 163, 164

Corequisite(s): PTA 200, 202, 203, 206

The student learns the basic types of exercises used in physical therapy and how to apply or teach them to another person. The use of mechanical exercise equipment and specific exercise routines for disabilities are taught. Stressed throughout the course is how to recognize when a person is doing an exercise procedure correctly and the signs of overdose. How to properly protect a patient

who is doing exercise is also taught. The proper use of good body mechanics for both the student and the patient is emphasized throughout the course. The student will learn the rationale, indications, contraindications, and effects for all the procedures covered. The student is also introduced to basic exercise procedures used to facilitate human movement. Goniometry, gait-training, and patient transfers are reviewed and included in patient problems. Ethical and safety principles are stressed throughout the course. Students are taught how to follow plans of care initiated by a physical therapist and how and when to communicate with the physical therapist, physician, and other healthcare workers about the patient's status, progress, and plans for discharge. Students practice documenting in a patient's record. They also practice writing instructions for exercises to be done by the patient or family at home. Oral communication with patients and families with diverse backgrounds is discussed. Third-party payer and legal issues regarding therapeutic exercises are discussed. Students also develop and lead the class through a group exercise program. Students are expected to attend three hours of open laboratory sessions each week to develop proficiency in their skills by working in a self-directed manner.

PTA 206 Rehabilitation **3½:3:2:0**

Prerequisite(s): PTA 101, 102, 103, 201; PHY 103; BIO 163, 164

Corequisite(s): PTA 200, 202, 203, 205

This course will expose the student to assessment of normal human motion and its application to functional activities of daily living as a basis for educating and retraining individuals with a variety of physical and cognitive disabilities. Normal human developmental sequence, reflexes, equilibrium, and righting reactions are studied as a framework for understanding development of normal human motor control. Elements of human locomotion and identification of common gait deviations and their most common causes will be studied. Rehabilitative management of individuals with amputations, cardiac dysfunction, spinal cord injuries, cerebrovascular accidents, traumatic brain injuries, and a variety of neurological, muscular, orthopedic and rheumatological disorders will be discussed. Special needs and concerns of the geriatric patient will also be reviewed. The use of adaptive equipment, including wheelchairs, orthotic, and prosthetic devices, will be reviewed as they relate to improving functional abilities of patients with selected disabilities. Architectural barriers, psychological adjustment to disability, and ways of handling a patient coping with a disability will be discussed. Students will be required to write a clinical-based research paper on a specific patient disability covered in this course. Ethical principals and safety are stressed throughout the course. Students are taught how to follow plans of care initiated by the physical therapist and how and when to communicate with the physical therapist, physician, and other healthcare workers regarding the patient's progress and plans for discharge. Oral communication with patients and families with diverse backgrounds is discussed. Students will practice medical record documentation. Third-party payer, medical insurance issues, and medical-legal issues will also be discussed. The laboratory skills portion of the class provides an opportunity for learning hands-on skills as applicable

to selected physical disabilities. Students are expected to attend three hours of open laboratory sessions each week to develop proficiency in their skills by working in a self-directed manner.

PTA 208 Clinical Practice II **12:4½:0:7½**

Prerequisite(s): PTA 101, 102, 103, 201, 202, 203, 204, 205, 206; BIO 163, 164; PHY 103, ENG 105, 106; PSY 140; SOC 150

Clinical training will provide learning experiences for the physical therapist assistant student in departments of physical therapy under the guidance and supervision of licensed physical therapists. The student will be provided with opportunities to apply the newly acquired skills in treatment programs as assigned by the clinical supervisor while spending at least seven full weeks in each of two different physical therapy settings, for a total of at least 14 weeks of clinical practice. This clinical experience will include treatment of patients common to general hospitals, extended care or nursing facilities, outpatient physical therapy settings, and rehabilitation hospitals. Students are required to write a resume, construct a patients education brochure, and prepare and present an in-service presentation to physical therapy staff members and the college community. Attendance at an introductory orientation session, an open laboratory, and a program seminar is mandatory. To register for this course, students must pass a written and practical exam to be certified at the healthcare provider level in cardiopulmonary resuscitation, including infant and adult airway foreign body airway obstruction, adult and infant one rescuer CPR, adult two rescuer CPR, and the use of an automatic external defibrillator.

Real Estate

RES 110 Real Estate Law **3:3:0:0**

Provides a basic knowledge of real estate law. Studied are court decisions as well as state and national law concerning various legal aspects of the exchange of real estate. A student must attend 80% of the class for the course to be used as credit to take the State Licensing Examination.

Reading and Study Skills

RSS 099 Basic Skills Reading **3:3:0:0**

Prerequisite(s): Entry Level Reading Placement score from 50-78

This course is designed to develop and strengthen the reading comprehension of students who intend to pursue a college program of study, but who need serious and sustained remediation of their reading for more than one semester to prepare for the demands of reading-based college courses. Students are required to keep appointments with reading lab instructors. Students may be required to complete reading lab assignments.

RSS 100 Critical Reading **3:3:0:0**

Prerequisite(s): Entry Level Reading Placement score from 79-93; R grade in RSS 099

Designed to increase effectiveness in college reading and related study activities. Special attention is given to improving comprehension of a wide variety of college-level reading materials through critical reading and metaphoric thinking.

RSS 101 Effective Study Skills 1:3:0:0
Designed to teach effective study skills. Topics include adjusting to college, listening and note taking, time management, reading and marking a textbook, test taking, and effective study habits. Skills will be taught utilizing content course materials. The course is especially appropriate for returning adults and for students who wish to strengthen study skills.

RSS 102 The College Experience 1:1:0:0
Designed to establish a connection between students and LCCC's campus and resources. Topics will include self-awareness, goal setting, organization and time management, academic planning, library orientation, student life, diversity, and wellness.

RSS 103 Vocabulary Improvement 1:1:0:0
Designed to increase vocabulary so that a student may function independently in college courses. Because of the positive correlation between a powerful vocabulary and academic success, students will be given the opportunity to increase their vocabulary through dictionary work, thesaurus exercises, analogies, and contextual and etymological studies. Attention will be given to learning words through word structure and to the development of a technical vocabulary. Memory strategies will be included.

RSS 104 Student Success 3:3:0:0
Designed to enhance student success by providing an opportunity for students to learn and adopt methods that promote effectiveness in academic and nonacademic pursuits. Academic survival skills, such as note taking, listening, textbook study strategies, time management, concentration, motivation, and test-taking, will be taught with an emphasis on their application to course work in other disciplines. In addition, the course promotes development of life-management skills, such as stress management, leadership, effective communication, and career planning.

RSS 106 Math Study Skills 1:2:0:0
Designed to provide effective study strategies to improve the student's learning experiences in math. Lessons focus on the development, by the student, of an individual, unique system of math study skills that can be used from one math course to the next. In addition, the students will explore the development of the necessary affective characteristics of successful math students; more specifically, strategies and tools to overcome math or math test anxiety and to acquire a stronger, more positive self-perception as capable students.

RSS 201 Adult Literacy Tutor Training 3:3:0:0
Designed to provide literacy tutors with training in the areas of instructional methods, diagnosis, materials selection, record keeping, and lesson planning, as well as teaching students with special needs such as English as a Second Language (ESL), learning disabilities, Adult Basic Education, and GED preparation. In addition, course participants are required to apply their newly acquired skills through supervised literacy tutoring four hours per week.

Science

SCI 105 Integrated Science 4:3:3:0
Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251; Intro Level Math Placement or MAT 090
This non-majors course brings together important concepts from several scientific fields, including astronomy, biology, chemistry, and physics, and provides a basis for understanding how our physical world works. Topics range from the atomic structure of matter, physical laws, and the structure of the universe, to cell theory, the environment, and evolution.

Student Development Services

SDS 102 Honors Scholars Experience 1:1:0:0
Designed to orient Honors Scholar students to LCCC and to the Honors Scholars program. In addition to topics such as self-awareness, time management, student engagement, and diversity, special emphasis will be placed on prioritizing short-term and long-term goals, creating a two-year academic plan including transfer options, and developing an e-portfolio.

SDS 103 Mindfulness for Academic Success 1:15:0:0
This course is a set of ten lessons, each teaching a distinct mindfulness skill, and designed to do so in a way which engages students. This course is designed to support academic success and is not therapeutic in nature. Use of visuals, film and sound images, and practical exercises and demonstrations make the ideas vivid and relevant to students' lives. Some objectives of this course include; to experience a greater well-being, to improve concentration and focus, and to learn basic skills to cope with the everyday stress.

SDS 104 Major Decisions 1:1¼:0:0
This course is designed to help students improve decision making skills as well as to help them make a preliminary major and/or career choice based on information learned about themselves and the world of work. Students will learn about factors influencing their career choices, such as personal values, economic needs, transferability of skills, and the importance of life-long learning. Also, students will gain a deeper understanding of themselves through the use of several personality and career assessment tools.

SDS 105 Health Science Careers 1:1:0
This course introduces the student to career options in the health care industry. Emphasized are basic concepts related to any health science career, as well as the educational and credentialing requirements. Students will learn about factors influencing their career choices, such as personal values, economic needs, transferability of skills, and the importance of life-long learning. Also, students will gain a deeper understanding of themselves through the use of several personality and career assessment tools. Introduction to a career in health science will be obtained through information interviews, job shadowing, and research project. Transfer options will be explored through research, college visits, and transfer fairs. Class discussions and presentations will introduce the student to the concepts of critical thinking.

SDS 106 Liberal Arts First Year Seminar 1:1:0

This course will prepare Liberal Arts and General Studies majors for success at LCCC. In addition to topics shared among all FYE seminars, this seminar will emphasize developing an understanding of what it means to be an educated person, the value of a Liberal Arts education, and the essentiality of being an informed citizen in a democracy.

SDS 109 ASPIRA First Year Experience 1:1:0

This is a comprehensive course designed to help student learn how to navigate college, succeed in academics, and identify personal and career goals. Cultural topics such as Latinx identity, community, and leadership will also be explored in the course. Guided journaling will be used throughout the semester to provide space for reflection and application of course concepts. The community that is fostered in Aspira will help students make a successful transition to college, identify and achieve goals, feel a sense of belonging at the college, and ultimately help make LCCC a better place.

SDS 110 Introduction to Associate Degree Nursing 1:1:0:1

Prerequisite(s): BIO 163, BIO 164, ENG 105, MAT 121, PSY 140

Corequisite(s): BIO 220, ENG 106, PSY 145, SOC 150 or 151

This course introduces the student to career options in the field of nursing. Emphasized are basic concepts related to a career in nursing, as well as the academic rigor, accreditation processes and expectations as well as the licensure requirements. Students will learn about factors influencing their career choices, such as personal and professional ethics, values, economic needs, transferability of skills, and the importance of life-long learning. Also, students will gain a deeper understanding of the differentiating rules, requirements, and processes as related specifically to the nursing major. Introduction to a career in nursing will be discussed throughout this course, with weekly required objectives to ensure preparation to begin the nursing program and meet all clinical site requirements prior to the start of ADN 150. Class discussions and presentations will introduce the student to the concepts clinical judgement of critical thinking.

SDS 111 Introduction to LPN to Associate Degree Nursing 1:1:0:1

Prerequisite(s): BIO 163, BIO 164, ENG 105, MAT 121, PSY 140

Corequisite(s): BIO 220, ENG 106, PSY 145, SOC 150 or 151

This course introduces the student to career options in the field of nursing. Emphasized are basic concepts related to a career in nursing, as well as the academic rigor, accreditation processes and expectations as well as the licensure requirements. Students will learn about factors influencing their career choices, such as personal and professional ethics, values, economic needs, transferability of skills, and the importance of life-long learning. Also, students will gain a deeper understanding of the differentiating rules, requirements and processes as related specifically to the nursing major. Introduction to a career in nursing will be discussed throughout this course, with weekly required objectives to ensure preparation to begin

the nursing program and meet all clinical site requirements prior to the start of ADN 173. Class discussions and presentations will introduce the student to the concepts clinical judgement of critical thinking.

SDS 112 Introduction to Practical Nursing 1:1:0:0

Prerequisite(s): BIO 163; PSY 140; SOC 150 or 151 (grade of "C" or higher for all)

Corequisite(s): BIO 164, PSY 145

This course introduces the student to career options in the field of nursing. Emphasized are basic concepts related to a career in nursing, as well as the academic rigor, accreditation processes and expectations as well as the licensure requirements. Students will learn about factors influencing their career choices, such as personal and professional ethics, values, economic needs, transferability of skills, and the importance of life-long learning. Also, students will gain a deeper understanding of the differentiating rules, requirements, and processes as related specifically to the nursing major. Introduction to a career in practical nursing will be discussed throughout this course, with weekly required objectives to ensure preparation to begin the nursing program and meet all clinical site requirements prior to the start of NUR 106. Class discussions and presentations will introduce the student to the concepts clinical judgement of critical thinking.

SDS 150 Workplace Readiness 2:2:0:30

This course is designed for students that are learning about their career goals and are ready to prepare to enter the workforce. It will help to develop the knowledge and skills needed to take those first steps. Students will learn about topics ranging from workplace basics, job search and application skills up to interviewing. Throughout the course, students will receive applicable skills and templates for resumes and cover letters to use in their real-world job search.

SDS 151 Work Culture 2:2:0:35

This course is designed for students that are about to enter the workforce. It will help to develop the knowledge and skills needed to be successful in a new job. Students will learn about topics ranging from managing job responsibilities to communicating or resolving issues with supervisors and coworkers. Throughout the course, students will receive applicable skills and gain a deeper understanding of how they fit into the workforce and what will motivate them to be successful.

SDS 152 Career Development 3:3:0:40

This course is designed for students that are looking to build on their education and work experience to advance their career. It will help to take their workplace skills and experience to further develop strategies in order to build the long-term career they want. Students will learn about topics ranging from general aspects of career advancement to their operating style and developing leadership skills. Throughout the course, students will receive applicable skills and learn techniques to chart industry-specific career goals.

Special Education

SED 200 Instructional Strategies for Children With Exceptionalities 3:3:0:0

Prerequisite(s): EDU 105

Requirement: 10 hours of field experience and classroom observation

Introduces students to the process of developing, implementing, and monitoring individualized instructional strategies. Implementation of Individualized Education Programs (IEP) through goals and objectives is emphasized.

SED 205 Assistive Technology for Children With Exceptionalities 3:3:0:0

Corequisite(s): EDU 105

Requirement: 10 hours of field experience and classroom observation

Emphasizes the role of assistive technology and universal design for learning as a related service in supporting children with exceptionalities in educational environments as a related service. Students identify national, state, and local resources and address legal requirements and funding issues. Students are given the opportunity for hands-on experiences with a wide array of technological devices.

SED 220 Paraprofessional Practicum 6:1:18:0

Prerequisite(s): EDU 105; SED 200, 205

The course is the culmination of the educational experience of the paraprofessional. This experience allows the student to spend 270 hours in a field placement in an actual classroom under the supervision of a professional certified teacher. The practicum student will be exposed to both inclusive and/or specialized settings to introduce the practicum student to the role and responsibilities of the paraprofessional in relationship to the student, family, and educators. The course supports the acquisition of knowledge and skills for collaboration and positive communication with students and other professionals within diverse learning environments.

Nanofabrication Technology

SMT 211 Materials, Safety, and Equipment Overview for Nanofabrication 3:2:2:0

Prerequisite(s): Semester one to three of SMT program

Corequisite(s): Fourth-semester SMT courses

Provides an overview of basic nanofabrication processing equipment, and materials handling procedures. The focus is on procedural, safety, environment, and health issues in equipment operation and materials handling. Topics to be covered include cleanrooms operation, safety, and health issues; vacuum pump systems operation, environmental, safety, and health issues (covering direct drive mechanical roots blowers, turbomolecular, and dry mechanical systems); furnace operation, safety, environmental, and health issues (covering horizontal, vertical, rapid thermal annealing tools); chemical vapor deposition system operation, safety, environmental, and health issues (covering gas delivery, corrosive and flammable gas storage and plumbing, regulators, and mass flow controllers); and vacuum deposition/etching system operation, safety, environmental, and health issues (covering microwave and RF power supplies and tuners, heating and cooling units, vacuum gauges, valves, and

process controllers). Specific materials handling issues include DI water, solvents, cleansers, ion implantation sources, diffusion sources, photoresists, developers, metals, dielectrics, and toxic, flammable, corrosive, and high purity gases as well as packaging materials.

SMT 212 Basic Nanofabrication Processes 3:2:2:0

Prerequisite(s): Semester one to three of SMT program

Corequisite(s): Fourth-semester SMT courses

Provides an overview of basic processing steps in nanofabrication. The majority of the course details a step-by-step description of the equipment and processes needed to fabricate devices and structures. Processing flow will be examined for structures such as microelectromechanical (MEM) devices, biomedical "lab-on-a-chip" structures, display devices, and microelectronic devices, including diode, transistor, and full CMOS structures. Students will learn the similarities and differences in both equipment and process flow for each configuration by undertaking hands-on processing.

SMT 213 Thin Films in Nanofabrication 3:2:2:0

Prerequisite(s): Semester one to three of SMT program

Corequisite(s): Fourth-semester SMT courses

Covers thin film deposition and etching practices in nanofabrication. The deposition techniques to be included in the first part of the course will include atmospheric, low pressure, and plasma-enhanced chemical vapor deposition and sputtering, thermal evaporation, and beam evaporation physical vapor deposition. Materials to be considered will include dielectrics (nitride, oxide), polysilicon (doped and undoped), metals (aluminum, tungsten, copper), adhesion promoters, and diffusion barriers. The second part of the course will focus on etching processes and will emphasize reactive ion etching (single wafer, batch), high-ion-density reactors, ion-beam etching, and wet-chemical etching. Students will receive hands-on experience in depositing and etching dielectric, semiconductor, and metal materials using state-of-the-art tools and practicing many of the steps critical to nanofabrication of semiconductor devices, including microelectronics, MEMs devices, display structures, and structures used in the biotechnology fields.

SMT 214 Lithography for Nanofabrication 3:2:2:0

Prerequisite(s): Semester one to three of SMT program

Corequisite(s): Fourth-semester SMT courses

Covers all aspects of lithography from design and mask fabrication to pattern transfer and inspection. The course is divided into three major sections. The first section describes the lithographic process from substrate preparation to exposure. Most of the emphasis will be on understanding the nature and behavior of photoresist materials. The second section examines the process from development through inspection (both before and after pattern transfer). This section will introduce optical masks, aligners, steppers, and scanners. In addition, critical dimension (CD) control and profile control of photoresists will be investigated. The last section will discuss advanced optical lithographic techniques, such as phase shifting masks and illumination schemes as well as e-beam, e-ray, EUV, and ion-beam lithography.

**SMT 215 Materials Modification
in Nanofabrication 3:2:2:0**

Prerequisite(s): Semester one to three of SMT program

Corequisite(s): Fourth-semester SMT courses

Covers in detail the processing steps used in modifying material properties in nanofabrication. Included will be growth and annealing processes utilizing horizontal and vertical furnaces as well as rapid thermal annealing. The impact of thermal processing and thermal processing on defects, gettering, impurities, and overall electrical, mechanical, optical, electrical, and chemical properties will be studied. The student will grow and measure gate and field oxides, implant and activate source and drain regions, and evaluate thermal budget requirements using state-of-the-art tools. Included also will be other modification technologies, such as ion implantation, diffusion, and surface preparation and treatment. Substrate preparation processing, such as slicing, etching, polishing, and epitaxial growth, will be covered.

**SMT 216 Characterization, Packaging,
and Testing of Nanofabricated
Structures 3:2:2:0**

Prerequisite(s): Semester one to three of SMT program

Corequisite(s): Fourth-semester SMT courses

Examines a variety of techniques and measurements essential for controlling device fabrication and final packaging. Monitoring techniques such as residual gas analysis (RGA), optical emission spectroscopy (OES), and end-point detection will be discussed. Characterization techniques—such as SEM, XPS/Auger, surface profilometry, advanced optical microscopy, optical thin film measurements, ellipsometry, and resistivity/conductivity measurements—will be used on real samples. Basic electrical measurements on device structures for yield analysis and process control will also be stressed. These will include breakdown measurements, junction testing, C-V and I-V tests, and simple transistor characterization. In addition, we will examine mechanical as well electrical characteristics of some simple microelectromechanical (MEM) devices and chemical and biological responses of nanofabricated biomedical structures. The student will also learn about the manufacturing issues involved in subjects, such as interconnects, isolation, and final device assembly. Aluminum, refractory metals, and copper deposition techniques and characterization will be discussed in detail along with topics such as diffusion barriers, contact resistance, electromigration, corrosion, stress effects, and adhesion. The importance of planarization techniques, such as deposition/etchback, and chemical/mechanical polishing, will be emphasized. Lastly, packaging procedures, such as die separation, inspection bonding, sealing, and final test for both conventional ICs and novel MEM and biomedical devices, will be examined.

Sociology**SOC 150 Introduction to Sociology 3:3:0:0**

Prerequisite(s): {College Success Reading 094 or Reading Waiver 3 or Credit level RSS 100 Minimum Grade of D} and {College Success English 057 or English Waiver 3 or SAT Verbal (Reading) 490 or Credit level ENG 100 Minimum Grade of R or ESL 251 Minimum Grade of D or College Success Writing 4}

This course introduces students to the scientific study of society. We examine the way our society is structured and the social inequalities that shape the lives of different classes, racial and ethnic groups, and genders. We explore how social institutions create these inequalities and how they teach us to understand and take action in our world. We study some of the consequences of globalization for work, wealth, inequality, migration and social change.

SOC 151 Modern Social Problems 3:3:0:0

Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251

This course offers a sociological approach to the study of social problems. Students will examine how a problem comes to public attention, how it is defined, how data are used or misused in the presentation of a problem, and how political ideology affects what solutions are offered for a problem. Course materials will give special attention to the role of the media in highlighting certain problems and in shaping an audience's perspective on those problems. Students will investigate the social-structural conditions that produce particular problems and explore the ways in which a variety of problems are connected to one another. They will look at the political and economic interests that are tied to those social structures and consider how those interests affect policy. Throughout the course, students will evaluate "solutions" put forward by various advocates and agencies and identify ways in which individuals can become involved in shaping policy debates and/or taking political action. The particular problems addressed will vary, but may include poverty, heterosexism, violence, substance use/abuse, access to healthcare, educational disparities, environmental pollution, war and genocide, and/or the exploitation of labor.

**SOC 154 Introduction to Women's
Studies 3:3:0:0**

Prerequisite(s): ENG 105

Corequisite(s): ENG 106

This interdisciplinary and multidisciplinary course is a preliminary exploration of the ever burgeoning literature of Women's Studies. It will expose students to recent discussions about the origins of present attitudes about women in Western society; critical analysis of the situation of women in patriarchal cultures; and efforts by women to achieve self-defined female identity. Drawing on materials from literature, history, religion, biology, psychology, feminist analysis, anthropology, and sociology, the course will investigate cultural beliefs about women's "nature" and role at different times and places; various attempts to explain the origins and persistence of female subordination; and women's efforts to define a new identity through political and creative activity.

SOC 155 Mass Culture 3:3:0:0
Prerequisite(s): Intro Level Reading Placement or RSS 100
 Surveys popular culture in America as a mirror of American life. Popular music, sports, movies, radio, TV advertising, books, and the industries that support them will be surveyed and analyzed. Hero worship, romance and sex, and the dream of success are examined as major themes of American pop culture. The various relationships between pop culture and education, leisure, family relations, and the role of women and minorities are also examined.

SOC 207 Latin American Studies 3:3:0:0
Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251; any 100-level SOC, HIS, GEO, or PSC course.
 This course is an introduction to the study of Latin America and the Caribbean. Taking into consideration the region's complexity, this class examines the geography, politics, history, and culture of the area as well as the nuances of its peoples and societies. Students will explore different approaches to the understanding of the area's economic development, the internal and external struggles over political power and forms of rule, and the intricacy of the region's relationship with the United States. Topics also include racial and ethnic identity, gender and sexuality dynamics, migration and the migrant experience, and the emergence of new cultural expressions.

SOC 250 Criminology 3:3:0:0
Prerequisite(s): SOC 150
Corequisite(s): ENG 105
 This course offers students a sociological perspective on crime and criminal justice in American society. The class investigates differing definitions of the crime problem and explores how people learn about crime, what behaviors they fear, and why some but not all harmful acts are punished by the criminal justice system. Course materials examine connections between biological and social factors that affect violent and impulsive behavior and investigate how political and economic processes can concentrate those behaviors in certain communities. The class explores how the policies and practices of the criminal justice system respond to street crime and how those responses affect the lives of low-income and racially marginalized populations. The course evaluates the effectiveness of various criminal justice policies.

SOC 251 The Family 3:3:0:0
Prerequisite(s): SOC 150 or SOC 151
 This course involves an analysis of historic and contemporary trends in marriage and family relationships in American society with an emphasis on sociological theory and research. It explores family structures, functions and processes through the life cycle as well as social challenges impacting the institution of marriage and family.

SOC 253 Diversity and Inequality 3:3:0:0
Prerequisite(s): SOC 150 or permission of instructor
 This course examines the social systems of race/ethnicity, class, gender, and sexuality as they intersect in U.S. society. Students will develop a conceptual framework for understanding systems of power and oppression on both the micro level of lived experience and the macro level of social institutions. That theoretical framework will be used to analyze how systems of inequality were constructed historically and how they are perpetuated, resisted, and transformed in contemporary society.

SOC 258 Cultural Anthropology 3:3:0:0
Prerequisite(s): Intro Level Reading Placement or RSS 100; Intro Level Writing Placement or ENG 100 or ESL 251
 A survey of theories and methods of cultural anthropology, cultural evolution, cross-cultural variation, kinship relationships as well as political, religious, technological and economic organization will be studied. The emphasis will be on non-Western and nonindustrial societies.

SOC 260 Independent Study– Sociology 1–3:1–3:0:0
Prerequisite(s): Introductory course in the subject area, minimum GPA of 3.0 in the course subject to be studied, and overall GPA of 3.0, or sufficient evidence of academic strength, and written permission of the instructor and academic dean to justify the independent study.
 Reading, research, and/or experimentation on topic (not otherwise covered in college social sciences curriculum) selected in consultation with a faculty member. Special attention is to be given to the particular abilities and interest of students, with individual guidance for advanced studies. The student may choose: research on selected problems, supervised field studies, reading program, among other alternatives. The course may be a group of students as well as individual study. The course may be repeated for credit. The student is responsible to adhere to the college policies and procedures for independent study.

SOC 283 Introduction to Social Psychology 3:3:0:0
Prerequisite(s): PSY 140; SOC 150
 Offers a broad introduction to social psychology, the scientific study of human social influence and interaction. The various ways people think about, effect, and relate to one another will be a major emphasis. Topics within social cognition, social perception and social influence include social self-concept, social judgment, attitudes, persuasion, psychology explanations for social influence and interaction. Research methodologies commonly used in the discipline will be emphasized through empirical findings.

Sport Management

SPM 101 Introduction to Sport Management 3:3:0:0
 Designed to acquaint students with career options in sport management. Various concepts in organizational modules dealing with programming, staffing, budgeting, recruiting, and public relations will be explored. This course requires outside-class participation in sport-related assignments.

SPM 102 Sport History and Philosophy 3:3:0:0
 An investigation into the evolution of sports, beginning with ancient man and progressing into the ancient Olympics up through modern day amateur and professional sports. By examining the progression of sport in our society and other cultures, we will endeavor to establish philosophical concepts related to contemporary sports.

SPM 103 Science and Wellness 3:3:0:0
Investigates the effects of exercise on the human body. Different forms of exercise are studied, and their role in the wellness picture is established. Students will learn to evaluate various physical fitness components—such as cardio-respiratory fitness, muscular strength, endurance, flexibility—and determine body composition. Each student will be certified in CPR and first aid and be able to prescribe and implement an exercise program.

Spanish

SPN 105 Elementary Spanish I 3:3:0:0
The course will cover basic grammar, pronunciation, and vocabulary of the Spanish Language. Also includes the study of the Spanish-speaking cultures. Includes practice in listening, speaking, reading, and writing skills.

SPN 106 Elementary Spanish II 3:3:0:0
Prerequisite(s): SPN 105 or permission of instructor
The second semester of the first year of Spanish studies, the course is a continuation of the study of grammar and vocabulary of the Spanish language. Also includes the study of Spanish-speaking cultures. Emphasis on speaking, listening, reading, and writing skills will be the target.

SPN 124 Spanish for Spanish Speakers I 3:3:0:0
Prerequisite(s): Intended for native Spanish-speakers or departmental approval
The course will expand the Spanish grammar and pronunciation for formal academic Spanish. The emphasis will be on speaking, reading, and writing skills in Spanish. The course is intended for native speakers or other students with Spanish-native-like fluency requiring assessment of the essential language skills. The course will be taught in Spanish.

SPN 125 Spanish for Spanish Speakers II 3:3:0:0
Prerequisite(s): SPN 124 or department approval
The course will continue with the expansion of grammatical problems in speaking, writing, and reading in Spanish. The course is intended for native speakers or other students with Spanish-native-like fluency requiring assessment of essential language skills. The course will be taught in Spanish.

SPN 205 Intermediate Spanish I 3:3:0:0
Prerequisite(s): SPN 106 or two years of Spanish in high school or permission of instructor
The course is the first semester of the second year of two years of Spanish studies and, therefore, a continuation of study of grammar and vocabulary of the Spanish language. The course also includes the study of Spanish-speaking cultures and emphasis on speaking, listening, reading, and writing skills.

SPN 206 Intermediate Spanish II 3:3:0:0
Prerequisite(s): SPN 205 or three years of Spanish in high school or permission of instructor
The course is the second semester of the second year of two years of Spanish studies and therefore, a continuation of study of grammar and vocabulary of the Spanish language. The course also includes the study of Spanish-speaking cultures and emphasis on speaking, listening, reading, and writing skills.

SPN 224 Advanced Spanish for Spanish Speakers I 3:3:0:0
Prerequisite(s): SPN 125 or departmental approval
The course is intended for native speakers of Spanish or other students with native-like fluency who need improvement in advanced reading and writing and more academic speaking. The course will continue with the expansion of grammar and structure in both oral and written Spanish. The emphasis will be on written composition, grammar review, punctuation, spelling, reading, and discussing literature. This course will be taught in Spanish.

SPN 225 Advanced Spanish for Spanish Speakers II 3:3:0:0
Prerequisite(s): SPN 224 or departmental approval
This course is a continuation of SPN 224. Students will continue expanding their knowledge and application of grammatical structures in speaking, writing, and reading. The course is intended for native speakers of Spanish or students with native-like fluency (requires departmental approval). Students will also write reports, read and analyze longer literature selections, and do formal presentations. The course will be taught in Spanish.

Veterinary Technician

VET 101 Veterinary Anatomy and Physiology 4:3:3:0
Prerequisite(s): Appropriate score on Biology Assessment or in BIO 105
An introduction to biochemistry, cell biology, and histology, followed by a survey of the structure and function of domestic animals using a systems approach. The physiology of domestic animals will be handled primarily in the lecture, while the anatomy will be discussed in the laboratory with cat dissection as the primary tool.

VET 105 Veterinary Terminology and Communication 1:1:0:0
This course will provide students with a basic foundation in the language of veterinary medical terminology used in veterinary medicine. Focus will be placed on the major components (prefixes, suffixes, root words and combining forms) of medical terms and common abbreviations used in medical records. Students will learn the definitions of veterinary medical terminology, be able to interpret the meaning, build a working vocabulary of veterinary terms, and effectively and professionally communicate these terms to the client in multiple formats: written, oral, non-verbal and electronic.

VET 110 Introduction to Veterinary Technology 2:2:0:0
Prerequisite(s): Admission into Vet Tech program
Corequisite(s): VET 105
An introduction to the vocation of veterinary technology; orientation to professional organizations, practice management skills, client relations, ethics, legal and occupational issues. The role of the veterinary technician/veterinary nurse in veterinary medicine, research, industry and private practice will be explored. Students preparing for entry into a new career should learn about their selected profession in a global, holistic fashion. This course is designed to provide the student with a broad overview of the vocation of veterinary technology/

veterinary nursing. The student will be able to build a sense of professionalism and have the opportunity to become involved in relevant professional activities and organizations that may serve to shape their future. In addition, this course will explore some of the current issues facing veterinary technicians involving ethics, occupational issues and hazards, and general veterinary practice management topics. Students should begin to explore their employment options during this course.

VET 115 Animal Management and Nutrition 2:2:0:0

Prerequisite(s): Admission into Vet Tech program
Familiarizes students with the basic principles of management of domestic species. Topics include animal husbandry, reproduction, restraint, behavior, breed identification, and principles of preventative medicine. Principles of nutrition and feeding will be taught. Animal management and feeding will be discussed in an economical context.

VET 120 Veterinary Parasitology 2:1:3:0

Prerequisite(s): Admission into Vet Tech program
Survey of clinically significant internal and external parasites of domestic animals. Parasites covered include mites, lice, ticks, fleas, flies, nematodes, cestodes, trematodes, and protozoans. Parasite life cycles, host infection, and pathology will be highlighted. Prevention and treatment of parasitic infections will be discussed. Diagnosis via sample collection, preparation, and microscopic evaluation will be taught during the lab section.

VET 125 Veterinary Clinical Laboratory Techniques 4:3:3:0

Prerequisite(s): Admission into Vet Tech program; CHE 106
Covers the laboratory evaluation of various diagnostic samples, including blood, urine, and cytologic specimens. Emphasis will be placed upon hematology, serum chemistry, serology, urine analysis, and cytology as applied to veterinary medicine. Laboratory work will focus upon lab technique and manual processing of samples. Lecture will focus upon the indication for and interpretation of clinical pathology indices associated with disease states and immunologic function.

VET 210 Large Animal Clinical Procedures 3:2:3:0

Prerequisite(s):

- admission into Vet Tech program;
- proof of vaccination: rabies and tetanus;
- proof of health insurance; and
- VET 101, 110, 115

 Eight-week laboratory course conducted at the LCCC animal facility designed to provide students with hands-on experience in large animal clinical procedures. Procedures include restraint, physical examination, venipuncture, administration of medications via various routes, wound treatment, bandaging, sample collection, radiology, and general husbandry procedures. Species examined include cow, horse, sheep, and goat. Students must show proof of vaccination and health insurance. Attendance is mandatory.

VET 215 Animal Disease 3:3:0:0

Prerequisite(s): Admission into Vet Tech program; VET 101, 110, 125; ENG 105
Introduction to principles of disease in large and small animal species. Topics include clinical symptomology, diagnosis, therapy, epidemiology, and prevention of common diseases. Toxicology, zoonotic diseases, and medical emergencies will be covered. The course will be organized around body systems and associated pathologic conditions.

VET 218 Veterinary Pharmacology and Anesthesia 3:3:0:0

Prerequisite(s): Admission into Vet Tech program; CHE 106; VET 101, 110, 125
Explores the theory and application of pharmacology and anesthesiology. Pharmacologic principles include drug administration, distribution, excretion, and individual variability. Students learn about drug side-effects, dosing, and general pharmacologic calculations. The anesthesiology section addresses pre-anesthesia patient assessment, pre-anesthetic drugs, induction, maintenance, and post-operative patient monitoring. Students will work with various types of anesthetic equipment. Integrated into the course is a laboratory in which students will prepare anesthetic solutions, read prescriptions, and dispense medications. Students will also operate anesthesia machines, an EKG unit, and a pulse oximeter.

VET 220 Small Animal Clinical Procedures 4:3:4:0

Prerequisite(s):

- admission into Vet Tech program;
- proof of vaccination: rabies and tetanus;
- proof of health insurance;
- VET 101, 110, 125; and
- recommend VET 210

 Laboratory course geared toward training students to perform a variety of clinically relevant diagnostic and therapeutic procedures with small animal species. Skills include restraint, physical examination procedures, venipuncture, administration of medications, sample collection, and general first aid. The focus of this course is to help students to develop technical skills in a veterinary setting. Course will be taught at the Vet Tech animal facility at LCCC. Students must provide proof of vaccination and health insurance. Attendance is mandatory.

VET 223 Veterinary Radiology 1½:1:1½:0

Prerequisite(s):

- admission into Vet Tech program;
- proof of vaccination: rabies and tetanus;
- proof of health insurance;
- VET 218, 220

 This course is designed to develop technical competence in diagnostic radiology. The principles learned in previous courses will be applied in a veterinary setting using live animal patients. There will be an overview of the basic principles of radiology: theory of x-ray production, use and maintenance of radiographic/imaging equipment including digital dental radiography, radiation control and safety, restraint and positioning of small animals, and the development of diagnostic radiographs. In addition, students will be troubleshooting/evaluating radiographic quality. Record keeping and safety issues will be addressed. Attendance is mandatory.

VET 225 Veterinary Surgical Nursing and Anesthesia 3:2:4:0**Prerequisite(s):**

- admission into Vet Tech program;
- proof of vaccination: rabies and tetanus;
- proof of health insurance; and
- VET 218, 220

This course is designed for students to develop technical competence in surgical procedures, surgical assisting, anesthesia and radiology. The principles learned in previous courses will be applied in a veterinary setting using live animal patients. Record keeping and safety issues will be discussed. The general principles of surgical assisting including aseptic technique, operating room protocol, surgical instrumentation, surgical preparation, and sterile techniques will be discussed and practiced. Pre, intra- and post-operative anesthetic nursing and pain assessment and management will be learned; students will perform anesthesia on small animals and will perform prophylactic dental procedures. This course will also include the use of digital dental radiography, development of diagnostic radiographs, patient positioning, and evaluation of radiographic quality. Attendance is mandatory.

VET 228 Lab Animal Science and Exotics 4:3:3:0**Prerequisite(s):**

- admission into Vet Tech program;
- proof of vaccination: rabies and tetanus;
- proof of health insurance; and
- VET 101, 115

Introduction to use and care of laboratory and research animals. Overview of laboratory animal biology, science, and management. Topics include anatomy and physiology, nutrition, breeding, husbandry, sanitation, behavior, handling, nursing, euthanasia, and necropsy. Animal welfare regulations and ethics issues will be discussed. Course is comprised of lecture and discussion. Laboratory sessions will provide hands-on experience with venipuncture, injections, gavage, and necropsy. Species covered include rats, mice, guinea pigs, and rabbits. Topics in exotic animal portion of course include restraint, examination, medicine and disease, and husbandry. Species of exotics will vary with availability. Course will be taught at the Vet Tech animal facility at LCCC. Students must provide proof of vaccination and health insurance. Attendance is mandatory.

VET 230 Veterinary Technician Externship 3:0:0:240**Prerequisite(s):**

- successful completion of all Vet Tech courses with at least a "C";
- proof of vaccination: rabies and tetanus;
- proof of health insurance;
- transportation and housing is the responsibility of the student; and
- course offered in summer only

Ten-week practicum conducted off campus at two designated veterinary hospital locations. A clinical experience, following satisfactory completion of all Vet Tech courses, aimed at providing students the opportunity to apply and refine the skills developed during the program. Competency will be assessed in the following categories: radiology, surgical preparation and assisting, anesthesia, dental prophylaxis, clinical laboratory procedures, general nursing skills, practice management, and client communication skills. Students must extern for a total of 240 hours during the summer. Students must provide proof of vaccination and health insurance. Students are responsible for transportation to their externship sites and housing arrangements (when applicable).

LCCC Profile



History

Efforts of the local sponsor to establish a publicly supported community college in the Allentown area date to 1955 when studies were first conducted to determine whether or not the area could support such an institution. With the support of the Allentown Chamber of Commerce and several other groups, the Allentown public schools conducted a survey of high school seniors to determine the number of students who were interested in attending a community college.

The results were favorable and the Allentown Board of School Directors decided to develop full-time post-high school courses. The Allentown Board of School Directors agreed to serve as an interim sponsor for the proposal to establish a community college, which was then submitted to the Lehigh County Board of School Directors in October 1964. Following a convention of school directors, the proposal to establish a community college was approved by the Board of School Directors. These combined actions resulted in the writing of a formal application that was approved by official action of the Pennsylvania State Board of Education. A Board of Trustees was elected by the Lehigh County Board of School Directors, and Lehigh County Community College was officially established and empowered on March 31, 1966.

Sponsorship of the community college totals 13 school districts, including the nine Lehigh County school districts and four of the five Carbon County school districts.

For the first three semesters, September 1967 to February 1969, classes were held in the Old Lehigh County Court House and its Annex. Additional facilities were made available by the Allentown School District to meet laboratory needs. The move to the Schnecksville campus was completed for the spring 1969 semester. Classes and college offices were housed in the Administration Building.

The second building erected on the Schnecksville campus was the Science-Technology building in September 1971, which housed the college's daycare center, Stay 'N Play, which opened in August 1973. In 2022, the space was transformed into a makerspace called the Design Den. The building provides laboratories, classrooms, lounges and study areas. The gymnasium (Berrier Hall) and original library (Learning Resource Center) were completed for occupancy in September 1974.

To make its offerings accessible to as many citizens as possible, LCCC has established several off-campus sites. In August 1987, the college opened its Allentown city site in the Sovereign Building on Hamilton Mall. In 1992, LCCC's Carbon site was dedicated at Carbon County Vocational Technical School in Jim Thorpe. LCCC's Airport Site, at Lehigh Valley International Airport, was dedicated in 1993.

In January 1994, the college officially changed its name to Lehigh Carbon Community College. In 1996, the Carbon site was relocated to Nesquehoning.

The downtown Allentown site was relocated in January 1999 and, in November of that year was rededicated as the Donley Center. The college extended its offerings even further, in Schuylkill County, by opening the Morgan Center in Tamaqua in August 2003.

The new Technology Center on the Schnecksville campus opened in conjunction with the start of the spring semester on January 19, 2004. The college acquired ownership of the 50,000-square-foot center in 2018 from an Allentown-based

limited partnership, and in 2021 it was renamed the Nevin Earl Remaley Technology Center in recognition of a \$1 million gift.

In March 2008, the Rothrock Library opened in the former building of the Carbon-Lehigh Intermediate Unit No. 21, housing an Alumni Conference Center. Renamed in August 2008, the newly renovated Academic Resource Center (the original library building) housed a brand new cafeteria and bookstore.

In 2010, LCCC added a new Community Services Center, housing the Public Safety, Criminal Justice, CDL and the Center for Workforce and Community Education. Music and art rooms are also housed in the center as well as a full conference center facility. The building is now called the Lisa Jane Scheller Community Services Center.

In Spring 2011, Berrier Hall was also renovated to house additional changing rooms, an all-new fitness center, the Student Government Association and athletic offices, the game room, a new dance studio and an auxiliary gym. The realignment of Orchard Road behind Berrier Hall diverted vehicular traffic away from pedestrians walking to and from the gymnasium and the library, as well as for the Athletic Fields (soccer, baseball and softball), a project that was completed in 2013 for use in Spring 2014.

Also in 2013, the Scheller Center was completed at the Tamaqua site. It was renovated in 2021 to house the new Scheller Nursing Simulation Center.

In January 2014, LCCC's Carbon County site relocated to the west wing of Jim Thorpe Area High School in time for the Spring 2014 semester. The site closed in 2020, but the college continues to serve students from Carbon County at all of the LCCC locations.

In addition, by growing its online program, LCCC continues its efforts to meet students wherever they are—in homes, offices, or wherever a personal computer can be accessed.

In July 2014, the college welcomed its first female president when the Board of Trustees named Dr. Ann D. Bieber as president. Bieber has been with the college since 1981.

After a complete renovation in 2015, the Administration Building's name was changed to the Student Services Center. In 2021, it was named the Clifford R. Miller Student Services Center in recognition of a donation from one of the college's first faculty members.

The Donley Center in downtown Allentown received a number of improvements in 2019, including an updated layout to better accommodate student services, renovation to the seventh floor that includes two high-tech classrooms, and the addition of a simulation lab for students in Licensed Practical Nursing.

In December 2018, renovations were completed on the WXLV Media & Design Center, which serves the digital media, fine arts and communications programs. This collaborative workspace includes recording studio, music/sound production, computer workstations and more.

In 2019 the college was designated a Hispanic Serving Institution because of the percentage of minority students we serve. The college continues to build on its strong history to prepare our diverse community for the needs of an ever-changing world.

Lehigh Carbon Community College is governed by a Board of Trustees composed of representatives from each of the college’s 13 sponsoring school districts and two at-large representatives. The trustees work with the administration to ensure that the mission of the college is effectively translated into working policies to best serve the needs of the college’s constituents.

2023-2024 Board of Trustees

ANN D. BIEBER
COLLEGE PRESIDENT

SHARON L. ALBERT
Allentown School District

SAMUEL P. DEFRANK
Salisbury Township School District

WILLIAM P. FONZONE, SR.
Whitehall-Coplay School District

MATHIAS J. GREEN, JR.
Northern Lehigh School District

DAVID J. HEIN
Parkland School District

BARBARA C. KISTLER
Northwestern Lehigh School District

MATTHEW T. KORP
Catasauqua Area School District

DAVID L. KRAUSE
Lehighton Area School District

AUDREY L. LARVEY
Palmerton Area School District

PAUL R. McARDLE, JR.
Panther Valley School District

KENNETH H. MOHR, JR.
Southern Lehigh School District

SCOTT R. POMPA
Jim Thorpe Area School District

ANN L. THOMPSON
East Penn School District

DANIEL C. BOSKET
Trustee at Large

WILLIAM MIRACLE
Trustee at Large

JEROME B. FRANK, ESQ.
Solicitor

Trustees Emeriti

- William E. Ackerman*
- Joseph A. Alban*
- Dr. Muriel M. Berman*
- Roger T. Boos
- John W. Brown*
- B. Urbane Byler
- Annabelle B. Creveling
- Dr. Griffith Dudding*
- David R. Hunsicker
- Frederick J. Jaindl*
- Herbert B. Katz*
- Ruth I. Knepper*
- Thomas F. Mantz
- Robert M. Marcus
- Augustus C. Martin*
- Joseph R. Moffitt*
- Arlington S. Moyer*
- Robert A. Nagle
- Dr. Carl K. Newhart*
- Leon S. Peters
- William Santore, Jr.
- Inger S. Schaller*
- George F. Southworth
- Lorene M. Southworth*
- Michael J. Torbert
- Robert W. Zimmerman*
- *deceased

The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Inquiries about this policy and procedure may be made internally to the Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107.

Office of the President

ANN D. BIEBER

PRESIDENT
B.S., Cedar Crest College
M.P.A., Kutztown University of Pennsylvania
Ed.D., Capella University

LINDA P. BAKER

EXECUTIVE DIRECTOR OF COLLEGE
RELATIONS
B.A., University of Arkansas
M.A., The University of Oklahoma

TRACY L. BEAN

EXECUTIVE ASSISTANT TO THE PRESIDENT
AND BOARD OF TRUSTEES
A.S., Harcum College

RAUL A. BERRIO

NETWORK ADMINISTRATOR
A.A.S., Allentown Business School

KENTON D. BROBST

SENIOR SYSTEMS ADMINISTRATOR
A.A.S., Northampton Community College

JUSTIN C. BROSIOSUS

WEB COMMUNICATIONS SPECIALIST
B.S., Temple University
M.S., Saint Joseph's University

WILLIAM J. CONWAY III

ASSISTANT DIRECTOR OF NETWORK AND
SECURITY
A.A.S., Lehigh Carbon Community College

RUPALI DESAI

BUSINESS INTELLIGENCE ANALYST
B.E., Ramaro Adik Institute of Technology
M.S., Penn State Great Valley

GEORGE C. HEGEDUS III

DIRECTOR OF IT SUPPORT SERVICES
A.S., A.S., The Pennsylvania State University

JOSHUA W. HOROWITZ

JR. SYSTEMS ADMINISTRATOR

CARLENE C. KLIMASH

DIRECTOR OF INFRASTRUCTURE
B.S., Northeastern University
M.S., Lehigh University
M.B.A., West Chester University

NINA K. LEOPOLD

SENIOR SYSTEMS ADMINISTRATOR
B.S.Ag., University of Delaware

ERVIN J. MEASE

ASSISTANT DIRECTOR OF TECHNOLOGY
ARCHITECTURE
A.A.S., Lehigh Carbon Community College

DANIEL MELIN

CONTENT DEVELOPER AND SOCIAL MEDIA
SPECIALIST
B.A., Kutztown University

JOHN R. MILLER

INTEGRATION SPECIALIST AND DBA ASSISTANT
B.S., The Pennsylvania State University

JOSH T. MITCHELL

CIO/CISO
B.S., M.A., Indiana University of Pennsylvania

ANDREW J. PRYNN

JR. NETWORK AND SECURITY ADMINISTRATOR
A.S., Luzerne County Community College
B.S., Bloomsburg University

JOELLEN R. ROONEY

ALUMNI AND EVENTS MANAGER
B.A., Muhlenberg College

NANCY L. WEBER

ASSISTANT DIRECTOR OF ENTERPRISE
APPLICATIONS
A.A.S., Northampton Community College
B.S., Centenary College

JILL YAPSUGA

DIRECTOR OF MARKETING AND
DIGITAL MEDIA
A.A., Lehigh Carbon Community College
B.A., DeSales University
M.S., Quinnipiac University

GARY J. ZACK

DIRECTOR OF ENTERPRISE APPLICATIONS
B.S., Drexel University
M.S., Wilkes University
D.B.A., Walden University

Academic Services and Student Development

LARISSA M. VERTA

VICE PRESIDENT FOR ACADEMIC SERVICES
AND STUDENT DEVELOPMENT
B.A., Wilkes College
M.S., Marywood College

JAMES AYRTON

ASSOCIATE DEAN OF CURRICULUM,
ASSESSMENT AND ARTICULATION
B.M., Lebanon Valley College
M.A., Emerson College

GREGORY A. BOTT

ACADEMIC GRANT WRITER
B.A., Kutztown University
M.S., Clarion University

MARY KOVALCHICK

GRANT WRITER
B.A., Villanova University
M.Phil., State University of New York at Stony Brook

JOSEPH T. TASCHLER

ACADEMIC SERVICES SUPPORT SUPERVISOR
A.A., Lehigh Carbon Community College
B.A., Moravian College

**SCHOOL OF BUSINESS, EDUCATION,
LEGAL AND SOCIAL SERVICES****SCOTT W. AQUILA**

DEAN OF BUSINESS, LEGAL, SOCIAL SERVICES;
ACCREDITATION, COMPLIANCE, CURRICULUM
AND ASSESSMENT
B.A., McDaniel College
M.P.A., Kutztown University of Pennsylvania

SAMUEL K. BENNER JR.

ASSISTANT PROFESSOR OF ACCOUNTING
B.S., Kutztown University of Pennsylvania
M.B.A., Wilkes University

JOSEPH M. FLAHERTY

ASSOCIATE PROFESSOR OF PHYSICAL
EDUCATION
B.S., M.S., East Stroudsburg University of Pennsylvania
Ph.D., Marywood University

TIMOTHY J. GIBBONS

ASSISTANT PROFESSOR OF BUSINESS
B.S., East Stroudsburg University of Pennsylvania
M.T.H.M., Temple University

LACEY L. GONZALEZ

ASSOCIATE PROFESSOR OF BUSINESS
B.A., M.B.A., Alvernia University

ANTHONY B. JEFFERSON SR.

ASSISTANT PROFESSOR OF HUMAN SERVICES,
COORDINATOR OF HUMAN SERVICES AND
SOCIAL WORK
B.A., DeSales University
M.A., Biblical Theological Seminary

SUSAN LOGORDA

ASSOCIATE PROFESSOR OF ACCOUNTING
B.S., The Pennsylvania State University
M.B.A., La Salle University

KARL J. MAEHRER

ASSISTANT PROFESSOR OF PARALEGAL STUDIES
B.S., Muhlenberg College
Juris Doctor, Vermont Law School

RACHEL W. PLAKSA

PROFESSOR OF BUSINESS, COORDINATOR OF
BUSINESS
B.S., M.A., University of Delaware

JANET I.B. SEGGERN

PROFESSOR OF BUSINESS
B.S., Indiana University of Pennsylvania
Ed.M., Temple University
M.S., Chestnut Hill College

DARREN E. SNYDER

ASSISTANT PROFESSOR OF CRIMINAL JUSTICE
ADMINISTRATION
B.S., M.S., COLUMBIA SOUTHERN UNIVERSITY
Ph.D., Capella University

DIANE T. TALLARITA

PROFESSOR OF PARALEGAL STUDIES,
COORDINATOR OF PARALEGAL STUDIES
B.S., St. John's University
M.P.A., Kutztown University of Pennsylvania

**SCHOOL OF WORKFORCE,
COMMUNITY ENGAGEMENT AND
TECHNICAL EDUCATION****ANDREA GRANNUM-MOSLEY**

DEAN OF WORKFORCE, COMMUNITY
ENGAGEMENT AND TECHNICAL EDUCATION
M.Ed., Penn State University
Ed.D., Capella University

KESCHA BELL-ROSS

DIRECTOR OF CAREER DEVELOPMENT
AND CIVIC ENGAGEMENT
A.A., LaGuardia Community College-CUNY
B.A.S., Kean University
M.A., University of Arizona

TIMOTHY J. BRADY

ASSOCIATE PROFESSOR OF HEATING,
AIR CONDITIONING AND REFRIGERATION
TECHNOLOGY
B.S., M.Ed., The Pennsylvania State University

JAMES A. DEPIETRO JR.

PROFESSOR OF MECHANICAL TECHNOLOGY,
KITCHEN AND BATH DESIGN AND
CONSTRUCTION TECHNOLOGY,
COORDINATOR OF TECHNOLOGY
B.S., M.S., Millersville University of Pennsylvania

MAUREEN DONOVAN

ASSISTANT DIRECTOR OF WORKFORCE
TRAINING
A.A., Camden County College
B.A., Eastern University

JENNIFER LEACH

JOB TRAINING HEALTHCARE SPECIALIST
B.S., The Pennsylvania State University
M.Ed., DeSales University

ALLISON J. LUDLOW

ASSISTANT DIRECTOR OF LITERACY
AND JOB TRAINING
B.A., Cedar Crest College
M.A., Edgewood College

GLADYS V. MALPICA

SUPERVISOR - LCCC ALLENTOWN AT THE
DONLEY CENTER
B.S., Long Island University

RACHEL K. MILLER

EXECUTIVE DIRECTOR OF LCCC SHINE GRANT,
AFTERSCHOOL PROGRAM - LCCC TAMAQUA/
LCCC JIM THORPE
B.A., Westminster College

TARA C. ONDRA

INTEGRATED ENGLISH LANGUAGE
CIVICS EDUCATION COORDINATOR
B.A., Drew University

JULIE A. TRUMBAUER

WORKFORCE EDUCATION COORDINATOR
A.A.S., Lehigh Carbon Community College

NADA VESKOVIC

PROFESSOR OF ELECTRONICS
M.S.E.E., University of Belgrade

AMBER E. ZUBER

DIRECTOR OF SITE EDUCATIONAL SERVICES -
LCCC TAMAQUA
B.A., Cedar Crest College
M.A., The Ohio State University

SCHOOL OF HEALTH CARE SCIENCES**LAUREN M. BURNETT**

ASSISTANT PROFESSOR OF NURSING
A.S., B.S., Pennsylvania State University
M.S., Western Governors University

DR. MARY C. BRINKER

ASSISTANT PROFESSOR OF MEDICAL ASSISTANT
B.S.N., Cedar Crest College
M.S.N., DeSales University
Ed.D., Grand Canyon University

KATHLEEN T. BUCHKOWSKI

ASSISTANT PROFESSOR OF NURSING
A.A.S.N., Luzerne County Community College
B.S.N., M.S.N., University of Phoenix

KAREN M. CLARK

DIRECTOR OF NURSING
B.S.N., M.S.N., Widener University

KYLE GREENAWALT

ASSISTANT PROFESSOR, PHYSICAL THERAPIST
ASSISTANT
B.S., Misericordia University
M.S., Misericordia University
D.P.T., Misericordia University

MUHAMMAD JASIM

ASSOCIATE PROFESSOR PHYSICAL THERAPY,
COORDINATOR OF PHYSICAL THERAPY
ASSISTANT PROGRAM
B.S., School of Physiotherapy, Mayo Hospital
M.S., Quinnipiac University
D.P.T., University of Montana

BRITTANY A. LACAVA

ASSISTANT PROFESSOR OF NURSING
A.S.N., B.S.N., Gwynedd-Mercy University
M.S.N., Western Governors University

LISA A. MARTINI-JOHNSON

DIRECTOR OF VETERINARY TECHNICIAN
PROGRAM
A.A.S., Harcum Junior College
B.S., Marywood College
D.V.M., Ross University

INA L. LEVIN

ASSISTANT PROFESSOR OF NURSING
A.D.N., Hahnemann University
B.S.N., The Pennsylvania State University
M.S.N., University of Phoenix
D.N.P., Chamberlain University

GEORGE E. PETERS

ASSOCIATE PROFESSOR OF HEALTH
INFORMATION TECHNOLOGY
B.S., Temple University
M.S., Saint Joseph's University

ANN S. RABERT

ASSISTANT PROFESSOR OF NURSING,
PROGRAM COORDINATOR
B.S.N., Bloomsburg University
M.S.H.A., Saint Joseph's College of Maine
D.H.A., University of Phoenix

MELISSA J. SOLDRIDGE

ASSISTANT PROFESSOR OF NURSING,
MENTAL HEALTH
A.A.S., Lehigh Carbon Community College
B.S., Aspen University
M.S., Aspen University

KAREN A. WOTRING

ASSOCIATE PROFESSOR OF NURSING
B.S.N., Widener University
M.S.N., Walden University

SCHOOL OF HUMANITIES, ARTS AND SOCIAL SCIENCES**EIKE REICHARDT**

INTERIM DEAN OF HUMANITIES, ARTS AND
SOCIAL SCIENCES
B.A., M.A., California State University Long Beach
Ph.D., State University of New York at Stony Brook

GARY J. ANDREWS

ASSISTANT PROFESSOR OF PSYCHOLOGY/
SOCIOLOGY
A.S., Lackawanna College
B.A., King's College
M.A., Marywood University

WENDY M. BARRON

PROFESSOR OF MEDIA COMMUNICATIONS,
COORDINATOR OF COMMUNICATIONS, MEDIA
AND THE ARTS
B.A., The University of Scranton
M.S., Syracuse University

CHRISTINE BOWDITCH

PROFESSOR OF SOCIOLOGY
B.A., Bates College
M.A., M.A., Ph.D., University of Pennsylvania

KATY L. DELONG

ASSISTANT PROFESSOR OF PSYCHOLOGY
B.A., West Chester University of Pennsylvania
M.S., Ph.D., West Virginia University

JENNA P. DUKE

PROFESSOR OF SOCIAL SCIENCES
B.A., Kutztown University of Pennsylvania
M.A., Lehigh University

RHIANNON FLANNERY

ASSOCIATE PROFESSOR OF ENGLISH
A.A., Greenfield Community College
B.A., University of Massachusetts
M.A., University of Connecticut

ANDREA GRANT-FRIEDMAN

ASSOCIATE PROFESSOR OF SOCIOLOGY
COORDINATOR OF SOCIAL SCIENCES
B.A., Rutgers, The State University of New Jersey
M.A., Ph.D., University of California, Los Angeles

JESSIE G. HEIMANN

ASSISTANT PROFESSOR OF COMMUNICATIONS
B.A., York College of Pennsylvania
M.S., Boston University

SCOTT P. KEIM

ASSOCIATE PROFESSOR OF ENGLISH
B.A., Alvernia College
M.A., Kutztown University of Pennsylvania

BETH E. MARQUARDT

ASSOCIATE PROFESSOR OF READING/
DEVELOPMENTAL ENGLISH
B.S., The State University of New York College
at Oneonta
M.Ed., Hunter College of The City University of
New York

KATHLEEN F. MAYBERRY

ASSOCIATE PROFESSOR OF ENGLISH
B.A., M.A., Kutztown University of Pennsylvania
Ph.D., Lehigh University

CHARLES H. MOLANO

ASSISTANT PROFESSOR OF SPANISH
A.A., A.G.S., Mesa Community College
B.A., M.A., Arizona State University

ROBIN A. MUSSELMAN

PROFESSOR OF SOCIAL SCIENCES
B.A., Kutztown University of Pennsylvania
M.Ed., Ed.D., Temple University

CARRIE F. MYERS

PROFESSOR OF ENGLISH
B.S., Clarion University of Pennsylvania
M.A., Slippery Rock University of Pennsylvania
Ph.D., Indiana University of Pennsylvania

JENNIFER M. MYSKOWSKI

PROFESSOR OF ENGLISH
B.A., Juniata College
M.A., Iowa State University

JOHN J. NARDONE

PROFESSOR OF ENGLISH
B.A., The University of Scranton
M.F.A., University of Nevada Las Vegas

DOUGLAS W. RIGBY

PROFESSOR OF ENGLISH
B.A., East Stroudsburg University of Pennsylvania
M.A., Indiana University of Pennsylvania

BASSAM ROMAYA

ASSISTANT PROFESSOR OF SOCIOLOGY
B.A., M.A., San Diego State University
Ph.D., Temple University

ANNE E. RYAN

ASSOCIATE PROFESSOR OF ENGLISH
B.A., Kutztown University of Pennsylvania
M.F.A., Emerson College

JEREMY J. SIEDT

ASSISTANT PROFESSOR OF ART
B.A., Temple University
M.F.A., The University of the Arts

JONATHAN R. SPONSLER

PROFESSOR OF ENGLISH, COORDINATOR OF
ENGLISH AND READING
B.A., Houghton College
M.A., University of Rochester

BETSY S. SWOPE

ASSOCIATE PROFESSOR OF PSYCHOLOGY
B.A., West Chester University of Pennsylvania
Ph.D., Temple University

SCOTT A. TICE

ASSISTANT PROFESSOR OF MEDIA ARTS
B.S., Kutztown University of Pennsylvania
M.S., Bloomsburg University of Pennsylvania

D. ANN TUROCZY

ASSOCIATE PROFESSOR OF PSYCHOLOGY/
SOCIOLOGY
B.A., Bloomsburg University of Pennsylvania
M.Ed., Kutztown University of Pennsylvania
Ph.D., Capella University

MELANIE A. TURRANO

PROFESSOR OF ENGLISH
B.A., Wilkes University
M.A., Lehigh University
Ed.D., Kutztown University

BETHANY L. ZORNEK

PROFESSOR OF ENGLISH AS A SECOND LANGUAGE/COORDINATOR OF ENGLISH AS A SECOND LANGUAGE AND WORLD LANGUAGES
B.A., Bucknell University
M.A.T., School for International Training

SCHOOL OF ONLINE LEARNING, ORGANIZATIONAL DEVELOPMENT, COMPUTER SCIENCE AND TECHNOLOGY

KELLY A. TRAHAN

DEAN OF EDUCATION, COMPUTER SCIENCE AND ONLINE LEARNING
A.A.S., Hinds Community College
B.S., West Chester University
M.Ed., Mississippi College
Ed.D. Wilmington University

DOUGLAS A. BRACE

TECHNOLOGY SUPERVISOR FOR ONLINE EDUCATION SERVICES & INSTRUCTIONAL TECHNOLOGY
B.M., Lenoir-Rhyne University
M.S., Lehigh University

ELIZABETH L. ERWIN

ASSOCIATE PROFESSOR, LIBRARIAN
B.A., Arizona State University
M.L.I.S., University of Pittsburgh
M.A., Lehigh University

JAMES M. GILBERT

ASSISTANT PROFESSOR, LIBRARIAN
B.S., Cedar Crest College
M.L.S., Drexel University

SUSAN M. MINER

PROFESSOR OF COMPUTER SCIENCE
B.A., New York University
M.S., University of Maryland University College

RICHARD PATERICK JR.

ASSISTANT PROFESSOR, LIBRARIAN, COORDINATOR OF PUBLIC SERVICES
B.A., Lebanon Valley College
M.L.S., Kutztown University of Pennsylvania

RACHEL R. PETERS

INSTRUCTIONAL DESIGN ADMINISTRATOR
B.A., M.A., West Chester University

JANE M. YAGERHOFER

INSTRUCTOR, LIBRARIAN
B.S., Kutztown University of Pennsylvania

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

ROBERT M. BLUM

PROFESSOR OF BIOLOGY
B.S., University at Albany, State University of New York
D.C., Palmer College of Chiropractic
Ph.D., Lehigh University

ERIK J. CSIKOS

PROFESSOR OF MATHEMATICS
A.S., Northampton Community College
B.S., Moravian College
M.S., Wilkes University

ROBYN L. DAVIS

ASSISTANT SCIENCE LAB MANAGER
A.A.S., Northampton Community College
B.S., Kutztown University
M.S., East Stroudsburg University

ERIC D. DEANGELO

ASSOCIATE PROFESSOR OF BIOLOGY
B.A., M.S., University of Delaware

COSETTE EL HAGE

ASSISTANT SCIENCE LAB MANAGER
B.S., Lebanese University
M.S., Saint Joseph University

MARY K. ENGEL

ASSOCIATE PROFESSOR OF CHEMISTRY
B.S., Lafayette College
M.S., Lehigh University

SHERRIE D. FENNER

ASSISTANT PROFESSOR OF MATHEMATICS
A.A.S., Lehigh Carbon Community College
B.S., M.Ed., Kutztown University of Pennsylvania
M.A., University of Houston

MARLENE (MIRIAM) G. HARRIS-BOTZUM

ASSOCIATE PROFESSOR OF MATHEMATICS
B.S., The University of Akron
M.A., M.Phil., George Washington University

ANDREW L. HARVAN

ASSISTANT PROFESSOR OF MATHEMATICS
B.S., M.Ed., Kutztown University of Pennsylvania

TERESA K. HEISEY

ASSOCIATE PROFESSOR OF BIOLOGY
B.S., Purdue University
M.S., Michigan State University

PATRICK H. KANE

ASSISTANT PROFESSOR OF MATHEMATICS
B.S., Lehigh University
M.S., Towson University

DEEPIKA C. KHILNANEY

ASSOCIATE PROFESSOR OF PHYSICS
 B.Sc., M.Sc., University of Delhi
 M.S., University of Missouri - Columbia
 Ph.D., Temple University

ANDREW J. KING

ASSOCIATE PROFESSOR OF BIOLOGY
 B.S., The Pennsylvania State University
 M.S., Bloomsburg University

JOHN D. LOUGHMAN

PROFESSOR OF BIOLOGY, COORDINATOR
 OF SCIENCE
 B.S., Ohio University
 M.S., Rutgers, The State University of New Jersey

MAUREEN M. MAIKNER

ASSISTANT PROFESSOR OF MATHEMATICS
 B.S., Mansfield University of Pennsylvania
 M.S., Drexel University

BRAD D. PRUTZMAN

ASSOCIATE PROFESSOR OF PHYSICS/
 CHEMISTRY
 B.S., Muhlenberg College
 M.S., Ph.D., The University of Chicago

ERIC M. WERLEY

ASSOCIATE PROFESSOR OF MATHEMATICS
 A.A.S., Lehigh Carbon Community College
 B.A., West Chester University of Pennsylvania
 M.S., Lehigh University

ROXANNE K. WRIGHT WATSON

ASSOCIATE PROFESSOR OF MATHEMATICS
 B.S., North Caribbean University
 M.S., California University of Pennsylvania
 Ph.D., Capitol Technology University

SCHOOL OF STUDENT SUPPORT AND SUCCESS**PEGGY M. HEIM**

DEAN OF STUDENT DEVELOPMENT, EQUITY
 AND INCLUSION
 B.A., East Stroudsburg University of Pennsylvania
 M.S.W., Rutgers, The State University of New Jersey

MARY T. BLACK

PROFESSOR, ACADEMIC ADVISOR
 A.A., Lehigh Carbon Community College
 B.A., Cedar Crest College
 M.A., East Stroudsburg University of Pennsylvania
 Ed.D., Walden University

HAZEL C. CARRERA

ASSOCIATE PROFESSOR, ACADEMIC ADVISOR,
 DONLEY CENTER – ALLENTOWN SITE
 B.S., Philadelphia University
 M.Ed., Kutztown University of Pennsylvania
 Ph.D., Temple University

CALLIE E. CLAYTON

DIRECTOR OF FIRST YEAR EXPERIENCE
 B.S., M.S., Virginia Tech

BRIAN C. DELONG

ASSOCIATE DEAN OF STUDENT DEVELOPMENT
 B.A., Shippensburg University of Pennsylvania
 M.A., The Ohio State University

GENE F. EDEN

DIRECTOR OF STUDENT LIFE
 B.S., Kutztown University of Pennsylvania

CHRISTINE K. FLORES

ASSOCIATE PROFESSOR, ACADEMIC ADVISOR
 A.A., Northampton Community College
 B.A., M.A., East Stroudsburg University of Pennsylvania

FAUZIA N. GRAHAM

TRANSFER ADVISOR
 M.A., Cedar Crest College
 M.Ed., Lehigh University

SEAN P. KELLY

DIRECTOR OF TESTING
 B.A., M.Ed., DeSales University

BRANDON L. KINSEY

OPERATIONS & EVENTS MANAGER FOR
 ATHLETICS, RECREATION AND WELLNESS
 A.A., Bucks County Community College
 B.S., University of Pittsburgh
 M.S., Western Kentucky University

KAREN A. LADLEY

ASSOCIATE DEAN FOR STUDENT LEARNING
 AND ORGANIZATIONAL DEVELOPMENT
 B.A., Elizabethtown College
 M.Ed., University of North Carolina at Wilmington
 Ed.D., Kutztown University

KATHRYN C. LANGE

ASSOCIATE PROFESSOR, ACADEMIC ADVISOR
 B.A., Muhlenberg College
 M.A., Kutztown University of Pennsylvania

KRISTEN A. LAURITO

ASSISTANT PROFESSOR – LEARNING SPECIALIST
 B.S.W., M.Ed., DeSales University

MICHELLE L. MITCHELL

PROFESSOR, DISABILITY SUPPORT SERVICES/
 LEARNING SPECIALIST
 B.S., M.Ed., The Pennsylvania State University

JODI L. ROWLANDS

INTERIM DEAN OF ACADEMIC SUPPORT AND
 STUDENT SUCCESS
 A.A., Lehigh Carbon Community College
 B.A., University of Maryland
 M.P.A., Kutztown University of Pennsylvania
 Ed.D., Wilkes University

MICHAEL G. SPINKS

ASSISTANT PROFESSOR - LEARNING SPECIALIST
 A.A., Lehigh Carbon Community College
 B.A., Lock Haven State University
 M.A., Indiana State University

MARYANN RUSH WALLACE

DIRECTOR OF ATHLETICS
 B.Md.S., West Virginia University
 M.S., California University of Pennsylvania
 Ed.D., Northcentral University

Enrollment Management

CINDY M. HANEY

VICE PRESIDENT FOR ENROLLMENT
 MANAGEMENT
 B.S., Indiana University of Pennsylvania
 M.A., La Salle University
 Ed.D., Delaware Valley University

MARCO ANGLÉSIO

EXECUTIVE DIRECTOR, INSTITUTIONAL
 RESEARCH AND EFFECTIVENESS
 B.A., Queen's University
 B.S., Goldsmiths College, University of London
 M.B.A., University of Notre Dame

ERIC P. BOTTGE

ASSISTANT DIRECTOR OF INSTITUTIONAL
 RESEARCH
 A.A., Northampton Community College
 B.B.A., James Madison University

ERIK A. CHRIST

ADMISSIONS CRM SYSTEM ADMINISTRATOR
 B.A., Washington and Lee University

LYNN (KENZA) M. GLASS

DIRECTOR OF ENGLISH LANGUAGE LEARNING
 (ELL) SERVICES
 B.A., Franklin Pierce University
 M.S.Ed., University of Pennsylvania

BRANDON D. KWIA TEK

EXECUTIVE DIRECTOR OF HIGH SCHOOL
 CONNECTIONS AND EARLY COLLEGE
 B.A., Franklin and Marshall College
 M.A., Western Kentucky University

ELLA T. MARSH

ASSOCIATE DIRECTOR OF FINANCIAL AID -
 OPERATIONS
 A.A., Bucks County Community College
 B.S., Millersville University

ELYSE R. MCGOVERN

DIRECTOR OF ADMISSIONS AND PLACEMENT
 B.A., DeSales University
 M.Ed., Kutztown University

BRADLEY S. REEVES

ADMISSIONS REPRESENTATIVE
 A.A., Lehigh Carbon Community College
 B.S., East Stroudsburg University
 M.B.A., Midway University

TRACEY L. RICHARDS

EXECUTIVE DIRECTOR FOR FINANCIAL AID
 AND SCHOLARSHIPS
 B.S., University of Pittsburgh
 M.L.D., The Pennsylvania State University

THARSIS RODRIGUEZ

ASSISTANT DIRECTOR, RECRUITMENT OF
 SPECIAL POPULATIONS
 B.A., M.A., Liberty University

FAE E. SCHRACK

DIRECTOR OF RECORDS AND REGISTRATION/
 REGISTRAR
 B.A., Cedar Crest College
 M.S., West Chester University of Pennsylvania

RACHAEL I. TOONDER

ASSISTANT DIRECTOR OF HIGH SCHOOL
 CONNECTIONS
 A.A., Northampton Community College
 B.A., Temple University

BENJAMIN TURRANO

ADMISSIONS REPRESENTATIVE FOR RESIDENTS
 OF SCHUYLKILL AND CARBON COUNTIES
 B.A., The Pennsylvania State University

ELLIA SABLAN-ZEBEDY

EXECUTIVE DIRECTOR OF ENROLLMENT
 A.A., International College of Tourism
 B.A., The University of the South Pacific
 M.B.A., Australian National University

ERIN N. VERMEULEN

ASSISTANT DIRECTOR REGISTRATION/STUDENT
 RECORDS
 B.A., Widener University

DOUGLAS J. VORE

ASSOCIATE DIRECTOR OF FINANCIAL AID,
 STUDENT SERVICES AND OUTREACH
 B.S., Indiana University of Pennsylvania
 M.B.A., Indiana University of Pennsylvania

Finance and Administrative Services

STEFANIE E. NESTER

VICE PRESIDENT FOR FINANCE AND
 ADMINISTRATIVE SERVICES
 B.S., Bloomsburg University of Pennsylvania
 M.B.A., DeSales University

KARISSA A. BELCHER

ASSISTANT DIRECTOR OF HUMAN RESOURCES
B.A., Ashford University
M.B.A., Ashford University

JOSEPH BENULIS

ASSISTANT DIRECTOR OF FACILITIES
OPERATIONS

STACEY A. BETZ

CONTROLLER
B.S., M.B.A., Alvernia University

ANN L. BOYLE

DIRECTOR OF STUDENT ACCOUNTS
A.A., Lehigh Carbon Community College
B.S., DeSales University

GEORGE A. CALABA JR.

DIRECTOR OF FACILITIES MANAGEMENT
AND PUBLIC SAFETY
B.A., University of Pittsburgh
M.S., Indiana University of Pennsylvania

BELINDA L. DURFEY

STAFF ACCOUNTANT
A.A., Northampton Community College
B.S., DeSales University

JENNIFER A. DURKIN

STAFF ACCOUNTANT/PAYROLL SUPERVISOR
B.S., Widener University

SHELLEY L. HANSON

PAYROLL ACCOUNTANT
B.A., Muhlenberg College

SHANNON HELMER

DIRECTOR OF BUDGETING AND PURCHASING
B.S., Cedar Crest College
M.B.A., DeSales University

GARY D. OLEWINE

PUBLIC SAFETY SUPERVISOR

TIFFANY L. REHRIG-SCHAEFFER

ADMINISTRATIVE ASSISTANT OF
HUMAN RESOURCES
B.S., Cedar Crest College

DONNA M. WILLIAMS

DIRECTOR OF HUMAN RESOURCES/TITLE IX/
EQUITY COORDINATOR
A.A.S., Lehigh Carbon Community College
B.S., Albright College

Presidents Emeriti

JOHN G. BERRIER *

FOUNDING PRESIDENT 1966-1983
B.S., M.Ed., Ed.D., Temple University

ROBERT L. BARTHLOW

PRESIDENT 1982-1992
B.S., Kutztown University
M.A., Ball State University
Ed.D., Indiana University

JAMES R. DAVIS

PRESIDENT 1992-2000
A.B., M.Ed., Ed.D., University of Illinois

Faculty and Staff Emeriti

William T. Archibald
Barbara A. Balas
Brian Barton
Darrell C. Baus
Lona K. Beitler
Catherine Best *
George E. Blyler
Carol A. Bowen
Dr. Doris L. Branson
Dr. Ingrid A. Brunner *
Martin I. Byrer
Cecelia A. Connelly-Weida
Edward Davidheiser
Diana L. DiCosmo
Judith K. Ehniger
George W. Elison *
John H. Gauger
Joanne D. Gerken
Virginia H. Gersitz
Ronald J. Glass
Charles M. Glasser
Deborah A. Hock
Mary B. Hovik
Dr. Nils E. Hovik
Barbara A. Hoyle
Dr. Herbert G. Hullinger
Elizabeth M. Hummer *
Dr. Peter B. Karch
Terri K. Keefe
Ralph P. Kemmerer
M. Jane King
Wayne E. Kirker *
Dr. Barbara C. Kistler
Joseph M. Kuhet
Anthony Lepre
John E. Lezousky *
Paul G. Martin

Diane M. McDemus
Virginia P. Mihalik
Betty Miller *
Clifford F. Miller *
Sandra L. Mosser
David F. Moyer
Ruth A. Munilla
Dolores A. Newhard
Linda L. Novak *
Grace L. Parry
Adele Polzer
Kathryn D. Rau *
Edward A. Reimer
Cindy J. Rifenburg
Deborah A. Romig
Monro Roth *
Pauline R. Rowan
Barbara L. Saxton
Winona N. Schappell
Ned Schillow
Laura J. Segatti
Ralph W. Sell Jr.
Mary Karen Shoff
Gloria L. Serfass *
Steven C. Seyer *
Irene Lloyd Shinsec
Richard C. Shollenberger *
Virginia E. Shunk
R. Gregory Sutcliffe
Walter F. Sweedo
Marilyn K. Tate
Thomas K. Tate
Edward J. Troyan *
Ronald L. Virden
Melanie A. Wursta
Dr. Adelle W. Yeakel-Ziemer*

*deceased

Lehigh Carbon Community College Foundation

Board of Directors

Officers

JILL PALAZZO HEWES

Chairperson
MKSD Architects

ROBIN FLORES

Vice-Chairperson

RICHARD KERN

Treasurer

ELLEN MILLARD-KERN

Lehigh Valley Public Media

CHRISTOPHER JORDAN

Compliance Officer
ChildWay Pediatric Services

Directors

KIM CAPERS

Heritage Insurance Group

RICHARD FORGAY II

Business Leadership Mastery, LLC

CARLA HICKEY

Girl Scouts of Eastern Pennsylvania

DR. BARBARA KISTLER

LCCC Board of Trustees
College Trustees Appointee

BERNARD “BUDDY” LESAVOY, ESQ.

Lesavoy, Butz and Seitz, LLC

DAVID LOBACH

Embassy Bank

DENISE MAIATICO

MJ Hotels

TIMOTHY MULLIGAN

Communities In Schools of Eastern PA

STEFANIE E. NESTER

Vice President for Finance and Administrative Services,
LCCC
Presidential Appointee

VELIA ROTHROCK

Retired

HEIDI STAHL

RestoreCore

Emeriti

RONALD GLASS

DALE ROTH*

BETTY SMITH

WILLARD SNYDER

Honorary Board of Directors

TONY BOYLE*

RON NEIMEYER*

*deceased

Ex officio:

Dr. Ann D. Bieber, President, Lehigh Carbon Community College
Nicole Rodriguez, Interim Executive Director, LCCC Foundation

Index

A

Absence to Attend Jury Duty 37
Absence to Observe Religious Holiday 37
Academic Advising Services 47
Academic Alert 38
Academic Awards 42
Academic Calendar 3
Academic Debt Relief Policy 27
Academic Dismissal 39
Academic Load 35
Academic Passport 50
Academic Policies 38
Academic Probation 38
Academic Programs 53
Academic Progress Policy 29
Academic Record Review Committee 39
Academic Restart 39
Academic Review Committee 39
Academic Standing and Progress 38
Academic Suspension 38
Academic Year Definition 27
ACC 150
Accounting 150
Accounting A.A.S. (ACC) 58
Accounting Certificate (ACCC) 59, 81
Accounting Course Descriptions 150
Accreditations 8
Administrative Assistant Certificate (ADMC) 60
Administrative Office Technology Course Descriptions 152
Admission Policy 13
Advanced Placement 15
Advanced Standing 15
Alternative to Academic Suspension 39
American Sign Language 160
American Sign Language Course Descriptions 160
Annual Security Report and Disclosure of Crime Statistics 44
Applied Technical Studies A.A.S. (ATS) 61
Arabic 153
Arabic Course Descriptions 153
Art 153
Art Course Descriptions 153
Associate Degree Nursing 150
Associate Degree Nursing (ADN) 15
Associate Degree Nursing (ADN) Special Admission Program Requirements 15
Associate Degree Nursing Course Descriptions 150
Associate in Applied Science (A.A.S.) Degree 41
Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees 41

Astronomy Course Descriptions 160
Athletics 45
Attendance Policy 37
Auditing a Course 37
Aviation Lab Fees 26
Aviation Science 160
Aviation Science A.A.S. (AVS) 62
Aviation Science Course Descriptions 160

B

Basic General Technology Course Descriptions 160
Berrier Hall 47
Biological Sciences 160
Biology A.S. (BIOS) 63, 81
Biology Course Descriptions 160
Board of Trustees 218
Business Administration A.A. (BUAA) 64
Business Course Descriptions 162
Business Management A.A.S. (BMG) 65
Business Management Certificate (BMGC) 66

C

Career and Technology Education (CTE) – Articulation Credits 49
Career Development Center 49
Career Exploration 48
Certificate 42
Change in Course Registration 35
Change of Address 35
Change of Major 35
Chemical Technology A.A.S. (CHT) 67
Chemistry A.S. (CHMS) 68
Chemistry Course Descriptions 165
Chinese Course Descriptions 166
Cisco CCNA Diploma (CNAD) 69, 75
Class Cancellation 37
Clinical/Practicum 146
Code of Conduct 27
Collection Process 25
College Code 27
College Honors Program 21
Collegewide Student Learning Competencies 9
Commonwealth Secondary School Diploma 14
Communication A.A. (CMMMA) 70
Communication Course Descriptions 170
Computer Forensics and Digital Security A.S. (CFSS) 71
Computer Forensics Course Descriptions 164
Computer Game and Simulation Development – Digital Arts Track A.A. (CGSA) 72
Computer Game and Simulation Development – Programming Track A.S. (CGPS) 73, 75
Computer-Generated Animation and Digital Arts A.A.S. (CGA) 74
Computer Information Systems A.S. (CSIS) 75

Computer Science A.S. (CISS) 76
 Computer Specialist – Network Technology A.A.S. (CST) 77
 Computer Specialist – Network Technology and Security A.A.S. (CST) 77
 Computer Specialist – Programming Concentration A.A.S. (CSP) 78
 Computer Specialist – Web Design and Development A.A.S. (CSW) 79
 Construction Management A.A.S. (COM) 80
 Construction Management Course Descriptions 172
 Construction Technology A.A.S. (COT) 81
 Construction Technology Certificate (CONC) 82
 Construction Technology Course Descriptions 172
 Construction Technology/Management Course Descriptions 172
 Cooperative Education Course Descriptions 164
 Corequisite 146
 Corrections Certificate (CRRC) 83
 Cougar Payment Plan 27
 Course Codes 149
 Course Credit 145
 Course Fees 23
 Course Substitution 146
 Credit for Military Experience 15
 Criminal Justice Administration A.A. (CJAA) 84
 Criminal Justice Administration A.A.S. (CJA) 85, 86
 Criminal Justice Administration Course Descriptions 169
 Cross Institutional Studies Certificate (XISC) 86
 Culinary Arts Course Descriptions 172

D

Dean's List 38
 Degree, Certificate and Specialized Credit Diploma Requirements 41
 Dental Hygiene A.A.S. 87
 Dental Hygiene Special Admission Program Requirements 16
 Developmental Courses 146
 Digital Media Course Descriptions 173
 Digital Media Production Course Descriptions 173
 Directions to Community Locations 11
 Drafting and Design A.A.S. (DRF) 88, 114
 Drug-Free Campus Policy 44

E

Early Childhood Education A.A.S. (ECE) 89
 Early Childhood Education Course Descriptions 174, 175
 Early Childhood Education Director Specialized Credit Diploma (ECDD) 90
 Early Childhood Education Special Admission Program Requirements 16
 Early Childhood Intervention Course Descriptions 175
 Early Intervention Special Admission Program Requirements 16
 Economics Course Descriptions 175

Education A.A. (EDUA) 91, 92, 96
 Education Course Descriptions 175
 Education Special Admission Program Requirements 17
 Electives 54
 Electrical Engineering Technology A.A.S. (EET) 93
 Electrical Technology A.A.S. (ELT) 92, 94, 96
 Electrical Technology Certificate (ELTC) 95
 Electronics Certificate (ELEC) 97
 Electronics Course Descriptions 177
 Electronics Technology A.A.S. (ELE) 96
 Employment 31
 Engineering A.S. (EGRS) 98
 Engineering Course Descriptions 177
 English as a Second Language Course Descriptions 180
 English Course Descriptions 178
 Entrepreneurship and Small Business Specialized Credit Diploma (ENBD) 99
 Environmental Science A.S. (ENVS) 100
 Exercise Science A.S. (EXSS) 101, 105
 Exercise Science Course Descriptions 180

F

Faculty and Staff 219
 Family Educational Rights and Privacy Act (FERPA) 44
 Federal Pell Grant 31
 Federal Supplemental Educational Opportunity Grant (FSEOG) 31
 Federal Work-Study Program 31
 Fieldwork 146
 Final Grades 40
 Financial Aid 27
 Fine Arts/Studio Arts A.A. (ARTA) 102
 Foundation Board of Directors 228
 Foundation Scholarships 31
 Free Electives 54
 French Course Descriptions 181
 Full-Time Enrollment 35

G

General Education Electives 55
 General Education Philosophy 10
 General Studies A.A. (GSAA) 103
 Geographic Information System Course Descriptions 182
 Geography Course Descriptions 181
 German Course Descriptions 182
 Grade Point Average 40
 Grading 40
 Graduation 42
 Graduation Requirements 54
 Graduation with Academic Honors 42
 Grants 31
 Graphic Design A.A. (GRDA) 104

H

Health Care Office Coordinator A.A.S. (HCO) 105
 Health Care Office Coordinator Course Descriptions 184
 Health Course Description 187
 Health Information Technology A.A.S. (HIT) 106
 Health Information Technology Course Descriptions 185
 Health Science A.S. (HSCS) 107
 Heating, Air Conditioning, and Refrigeration (HVACR)
 Technology A.A.S. (HAC) 108
 Heating, Air Conditioning, and Refrigeration (HVACR)
 Technology Certificate (HACC) 109
 Heating, Air Conditioning and Refrigeration (HVACR)
 Technology Course Descriptions 182
 High School Equivalency Programming 14
 High School Students 13
 History Course Descriptions 184
 History of the College 217
 Histotechnician A.A.S. 110
 Honor Societies 46
 Honors Opportunities 21
 Honors Projects and Sections 56
 Honors Scholars Program 21
 Hotel Resort Management Course Description 187
 Human Resource Management A.A.S. (HMN) 111
 Human Resource Management Certificate (HMNC) 112,
 114
 Human Services A.A.S. (HUS) 113
 Human Services Course Descriptions 188
 Human Services Special Admission Program Requirements
 17

I

Incomplete Grade 40
 Independent / Individual Study Guidelines 21
 Independent Study 21
 Individual Study 21
 Industrial Automation A.A.S. (INR) 114
 Industrial Automation Certificate (INRC) 115
 Infant Toddler CDA Prep Special Admission Program Re-
 quirements 16
 Intercollegiate Athletics 45
 Interdisciplinary Studies Course Descriptions 189
 International Student Admission 14
 International Student Advisor 14
 Internship 146

K

Kappa Beta Delta 46
 Kappa Delta Pi 46
 Keystone Education Yields Success (KEYS) 48
 Kitchen and Bath Design A.A.S. (KBD) 116
 Kitchen and Bath Design Course Descriptions 190

L

Law Enforcement Certificate (LAWC) 117
 LCCC Allentown 11
 LCCC at LVIA 11
 LCCC Tamaqua 11
 Learning Communities 56
 Liberal Arts A.A. (LIBA) 118
 Loans 32
 LVIA 11

M

Main Campus 11
 Main Campus Facilities 10
 Mathematics A.S. (MATS) 119
 Mathematics Course Descriptions 191
 Maximum Length of Time 29
 Mechanical Engineering Technology A.A.S. (MEC) 120
 Mechanical Engineering Technology Course Descriptions
 194
 Mechanical Technology A.A.S. (MET) 121
 Mechanical Technology and Design Course Descriptions
 194
 Mechanical Technology Course Descriptions 160, 194
 Mechanical Technology Program Descriptions 194
 Medical Assistant Certificate (MEDC) 122, 124
 Medical Assistant Course Descriptions 193
 Medical Billing Specialist Certificate (MBSC) 123, 125
 Medical Laboratory Technician A.A.S. 124, 125
 Medical Laboratory Technician Special Admission Program
 Requirements 17, 18
 Military Veterans Information 36
 Mission of the College 9
 Music Course Descriptions 194
 Music/Sound Production A.A. (DAPA) 126, 140, 142

N

Nanofabrication Technology A.A.S. (NMT) 127
 Nanofabrication Technology Course Descriptions 210
 Networking Course Descriptions 195
 New Students 47
 Noncredit to Credit Career Pathways 48
 Nursing A.A.S. (ADN) 128

O

Office of the President 219
 Ombudsman 45
 Online Courses 56

P

Paralegal Studies A.A.S. (PLG) 129
 Paralegal Studies Certificate (PLGC) 130
 Paralegal Studies Certificate Special Admission Program
 Requirements 18
 Paralegal Studies Course Descriptions 200

Paraprofessional Special Admission Program Requirements 17
 Paraprofessional/Special Education A.A.S. (PAR) 83, 85, 89, 90, 91, 113, 115, 117, 134, 136, 137
 Part-Time Enrollment 35
 Payment Plan 27
 Pennsylvania Higher Education Assistance Agency (PHEAA) Grant 31
 Philosophy Course Descriptions 199
 Phi Theta Kappa 46
 Physical Education Course Descriptions 198
 Physical Therapist Assistant Course Descriptions 205
 Physics A.S. (PHYS) 131
 Physics Course Descriptions 202
 Practical Nursing Certificate (NURC) 132
 Practical Nursing Certificate Special Admission Program Requirements 19
 Practical Nursing Course Descriptions 198
 Prerequisite 146
 Professional Pilot A.A.S. (AVP) 133
 Professional Pilot Special Admission Program Requirements 19
 Program-to-Program Agreements 51
 Psi Beta 46
 Psychology A.S. (PSYS) 134
 Psychology Course Descriptions 203

Q

Quality Points 40

R

Reading and Skills Course Descriptions 207
 Reading and Study Skills Course Descriptions 207
 Real Estate Course Descriptions 207
 Refund Policy 27
 Registration 35
 Report of Grades 40
 Respiratory Care A.A.S. 135
 Respiratory Care Special Admission Program Requirements 20
 Returning Students in Good Standing 14
 Reverse Transfer Agreements 50
 Right to Appeal 29
 ROTC 37
 Rothrock Library 47

S

SALUTE 47
 Scholarships 31
 Science Course Descriptions 208
 SEED Course Descriptions 177
 Senior Citizen Enrollment 37
 Senior Citizen Tuition and Fees 23
 Smoke-Free Campus Policy 44
 Social Work A.A. (SOWA) 136

Sociology Course Descriptions 211
 Spanish Course Descriptions 213
 Special Admission Program Requirements 15
 Special Education A.A. (EDSA) 137, 141
 Special Education Course Descriptions 210
 Special Education Special Admission Program Requirements 17
 Specialized Credit Diploma 42
 Special Topics Course 146
 Sponsorship 10
 Sport Management Course Descriptions 212
 Sport Management A.S. (SPMS) 138
 Staff 219
 Standardized Examinations 15
 Student Conduct 44
 Student Development Services Course Descriptions 208
 Student Government Association (SGA) 45
 Student Identification 44
 Student Organizations 45
 Students Occupationally and Academically Ready (SOAR) – Articulation Credits 49
 Student Union 47
 Subsidized Loans 32

T

Tamaqua (Morgan Center) 11
 Testing and Placement 35
 Tool and Die Machinist Apprenticeship Certificate (TOLC) 139
 Transcripts 40
 Transfer Agreements 50
 Transfer Planning 50
 Transferring Credit to LCCC 15
 Tuition and Fees 23

U

Undecided Student 35
 Under 18 Years of Age and Not Enrolled in High School 13
 Unsubsidized Loans 32
 User IDs and Passwords 44

V

Value Statement 9
 Veteran Preference Course Scheduling Policy 36
 Veterinary Technician A.A.S. (VET) 141
 Veterinary Technician Course Descriptions 213
 Veterinary Technician Special Admission Program Requirements 20
 Visual Media A.A.S. (VSM) 142

W

Withdrawal from College 37
 Withdrawal from College for Active Military Duty 37
 Withdrawal Policy for Students Receiving Financial Aid 30



Designated by U.S. Department of Education as Hispanic-Serving Institution.

lccc.edu | 610.799.1575

Allentown • Schnecksville • Tamaqua • LV Airport

