



Pennsylvania Institute of Technology

Campus

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www.pit.edu



*“The College That
Empowers
Students to Succeed”*

COLLEGE CATALOG

2024-2025

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Revised June 20, 2023

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ACADEMIC CALENDAR 2024 - 2025

Winter 2025	
New Student Orientation	January 2, 2025
Start	January 13, 2025
Add/Drop	January 13 - 17, 2025
Martin Luther King, Jr. Holiday - College Closed	January 20, 2025
Mid-Term Examinations	February 10 - 14, 2025
Last Day for Course Withdrawal with a Grade of "W"	March 7, 2025
Classes End	March 21, 2025
Final Exams	March 24 - 28, 2025

Spring 2025	
New Student Orientation	April 2, 2025
Commencement	April 10, 2025
Start	April 14, 2025
Add/Drop	April 14 - 18, 2025
Mid-Term Examinations	May 12 - 16, 2025
Memorial Day Holiday - College Closed	May 26, 2025
Last Day for Course Withdrawal with a Grade of "W"	June 6, 2025
Juneteenth Holiday – College Closed	June 19, 2025
Classes End	June 20, 2025
Final Exams	June 23 - 27, 2025

***Dates subject to change**

The following holidays are observed by the College: New Year's Day, Martin Luther King, Jr. Observance, Good Friday (after 1 p.m.), Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Day before Christmas, Christmas Day.

ACCREDITATION AND APPROVALS

The Pennsylvania Institute of Technology (P.I.T.) is accredited by the Middle States Commission on Higher Education (MSCHE), 1001 North Orange St. 4th Floor, MB#166, Wilmington, DE 19801. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

P.I.T. is approved as a two-year and four-year College by the Pennsylvania Department of Education.

The P.I.T. Practical Nursing (PN) program is approved by the Pennsylvania State Board of Nursing.

Effective June 6, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 6, 2026.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326 (404) 975-5000

<http://www.acenursing.com/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.



Commission on Accreditation
of Allied Health Education Programs

The Diagnostic Medical Sonography – Obstetrics and Gynecology program and the Diagnostic Medical Sonography – Abdominal-Extended program at Pennsylvania Institute of Technology are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

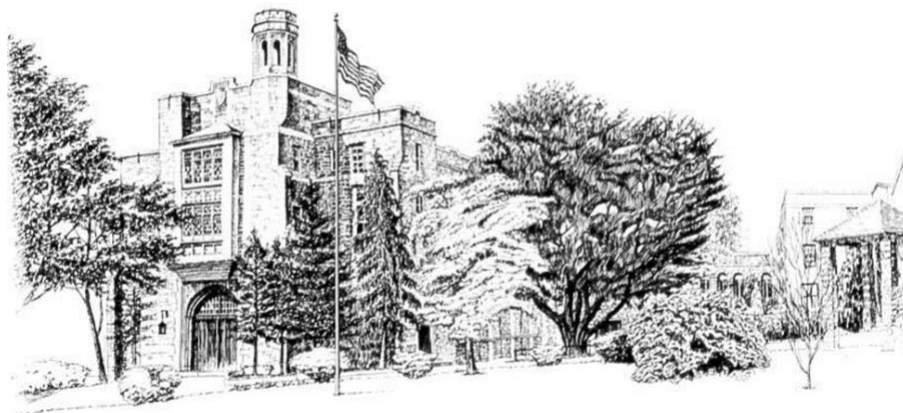
IMPORTANT NOTICE – Rights Reserved

This catalog supersedes previous catalogs. The information contained in this catalog is for information purposes only. It does not constitute a contract. P.I.T. (or “the College”) reserves the right to make changes in the policies, programs, calendar, academic schedule, course content, admissions, certificate, and associate degree requirements, tuition, fees, regulations, course offerings, other academic activities, and any other information contained in this catalog at any time without prior notice. However, an effort will be made to convey such changes. While P.I.T. has attempted to ensure accurate information at the time of printing, P.I.T. assumes no responsibility for editorial, clerical, and programming errors that may have occurred during the publication of this catalog.

The online version of *P.I.T. Catalog 2024 – 2025* is available at <http://www.pit.edu> and <http://my.pit.edu>. The online catalog is the official catalog of P.I.T.

P.I.T. reserves the right to deny the admission of, the continued enrollment of, or the readmission of any student when it has been deemed necessary by P.I.T. to do so in the interest of the student or of P.I.T. otherwise.

A BRIEF HISTORY OF P.I.T.



Pennsylvania Institute of Technology's history showcases a long-standing commitment to student success and meeting the changing educational needs of the Greater Philadelphia region that it serves.

P.I.T. was founded in April 1953 by Walter R. Garrison, a practicing engineer. Mr. Garrison recognized that many of the technical positions in the industry did not require a four-year engineering degree but rather a shorter, practical, "hands-on" technical curriculum. Shortly after, the first P.I.T. classes began in one classroom near the 69th Street Terminal in Upper Darby, Pennsylvania. A dozen students attended evening classes where they studied mathematics and technical subjects, such as aircraft stress analysis and engineering.

As enrollment grew, day classes were added, and the School relocated to increasingly larger locations in Upper Darby to accommodate the increase.

Key dates in P.I.T.'s history include:

1982: P.I.T. moved to its current 14-acre main campus at 800 Manchester Avenue in Media, Pennsylvania.

1983: The Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104 (267-284-5000), accredited Pennsylvania Institute of Technology. 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.

1995: The Pennsylvania Department of Education authorized P.I.T. to operate as a two-year college in the Commonwealth, thus becoming Pennsylvania's *first* private, non-profit, two-year Technology College!

2004: The College expanded service to our community by establishing the School of Professional Programs. This School offers career-focused certificate programs in the allied health field.

2006: P.I.T. received The College Board's Best Practices Award for its Academic Developmental Program, which helps remediate students in mathematics, reading comprehension, and critical thinking skills.

2007: The College held its first Practical Nursing Commencement and Pinning Ceremony. Today, P.I.T.'s Practical Nursing program represents the largest program in the academic portfolio.

2008: P.I.T. received the Leaders of Distinction Education Award of "The Foundation of the Delaware County Chamber."

2015: The Commission on Accreditation of Physical Therapy Education (CAPTE) accredited the College to offer an Associate of Science degree in Physical Therapist Assisting.

2019: P.I.T. broke ground by becoming the first regionally accredited college in the Nation to offer an undergraduate degree in the field of Cannabis by offering majors in Cannabis Business and Cannabis Health Therapies.

2020: P.I.T. received recognition for being among the Top 10 online colleges in Pennsylvania – the only two-year college in the State with this distinction. <https://www.onlinecollegeplan.com/best-online-colleges-pennsylvania/>

2021: The College was approved to offer its first bachelor's degree.

P.I.T. has been a committed and steadfast contributor to the community for 70 years, and we are just getting started! We look forward to serving our community for decades to come!



A MESSAGE FROM THE PRESIDENT

It is my great pleasure to welcome you to Pennsylvania Institute of Technology through the pages of our college catalog. As the President of this college, I am honored to introduce you to the vast opportunities that await.

At Pennsylvania Institute of Technology, we believe in the transformative power of education. Our commitment to excellence and innovation drives us to provide a comprehensive range of programs to equip you with the skills, knowledge, and mindset needed to achieve your desired success in a rapidly evolving world.

Inside these pages, you will discover an array of academic disciplines, ranging from cannabis studies to business and healthcare. Our curriculum is thoughtfully crafted to ensure a well-rounded education, blending theoretical knowledge with practical experiences that prepare you for future career challenges.

Our campus is equipped with modern laboratories, a beautiful library, and collaborative spaces that foster a conducive learning environment. Additionally, we offer various support services, including academic advising, career counseling, and student organizations, available on-campus and online to enhance your overall college experience.

We pride ourselves on creating an inclusive and diverse community. The Pennsylvania Institute of Technology welcomes students from all walks of life, and we celebrate each individual's unique perspectives and experiences. By engaging in a vibrant community, you will gain life-long friendships, expand your network, and absorb the knowledge that will truly impact your life.

I encourage you to take full advantage of your co-curricular activities and extracurricular opportunities. Engage in internships, participate in projects, join clubs and organizations, and embrace leadership roles. These experiences will complement your academic journey; the skills and memories will stay with you long after graduation.

As you navigate through this catalog, envision the possibilities that lie ahead. Whether you aspire to become an innovative entrepreneur, a compassionate healthcare professional, or eventually transfer into another area of study, Pennsylvania Institute of Technology supports and guides you every step of the way.

On behalf of the entire faculty and staff, I extend my warmest welcome to you. We are committed to your success and are excited to witness the remarkable achievements you will accomplish at the college.
Sincerely,

Matt Meyers, President

MISSION STATEMENT, VISION, AND VALUES

MISSION STATEMENT

Pennsylvania Institute of Technology's Mission is to empower students to achieve success by offering a personalized approach to learning that promotes career advancement, transfer opportunities, and individual growth. By fostering an inclusive environment, P.I.T. encourages, supports, and celebrates diversity.

VISION FOR THE FUTURE

Pennsylvania Institute of Technology is committed to growing our enrollment in classrooms and online by offering innovative and in-demand programs. The College strives to improve community recognition for our supportive academic environment and guide our students into lifelong stories of success.

CORE VALUES

EDUCATIONAL EXCELLENCE

P.I.T. is committed to innovation in our teaching and continuous self-improvement to achieve excellence in all our endeavors. The College's student-first approach, exceptional placement rates, and high graduation rates meet workforce demands.

COLLABORATIVE APPROACH

Using a student-first approach, P.I.T. uses a team approach to support the students. Intradepartmental committees meet to identify and resolve issues preventing students from being successful. Through external partnerships, the College strives to improve the quality of education and the quality of life for all students.

DIVERSITY AND INCLUSION

The College's commitment to creating a culture of inclusion that supports diverse voices has grown our population significantly. The College has created a safe environment for all students by embracing and honoring differences.

MUTUAL RESPECT

The College encourages and values positive relationships among colleagues, students, and the community. This is done by promoting an educational response to counter discrimination and violence by strengthening the foundations of mutual tolerance and cultivating respect for all people, regardless of color, gender, class, sexual orientation, national, ethnic, or religious orientation/identity.

PROFESSIONAL AND INTELLECTUAL INTEGRITY

The College is committed to being honest, setting realistic outcomes, and presenting ourselves accurately to internal and external stakeholders. Decisions depend not only on data but also on the College's mission, vision, and values.

SOCIAL RESPONSIBILITY AND COMMUNITY ENGAGEMENT

The College has an imperative not only to educate its students but also to support the revitalization and sustainability of their communities. Encouraging and demonstrating community support will equip students to contribute to the community.

THE COLLEGE SEAL



The P.I.T. Seal is the official academic signature of the college. Its use is restricted to formal college documents such as diplomas, certificates, awards, and publications.

The seal represents the life-changing benefits and enduring value of a P.I.T. education and the dedication of the Board of Trustees, administration, faculty, and staff to our students and the community.

The college seal is comprised of the following elements:

Circular Border: contains the name and founding date of the college.

Colors: P.I.T. colors are blue and gold. In heraldry, blue symbolizes truth, and gold symbolizes light.

Shield: the shield symbolically protects the college's mission and goals.

Lamp of Learning: is an ancient symbol of scholarship. The lamp signifies the opportunity for a P.I.T. education. It also represents the illumination that comes through technical and lifelong learning.

Laurel: symbolizes excellence and achievement. In ancient times, a laurel wreath was conferred for excellence and honor. Today, Nobel laureates are figuratively crowned with a laurel wreath for outstanding achievements in various fields.

Blazing Torch: represents the many academic and student support services that P.I.T. faculty and staff provide to our students to help them succeed in college and life.

Atom: the nucleus of the atom signifies the technical and allied health programs offered at P.I.T.

Scroll: is emblazoned with the College's motto, "Scholarship, Service, Strength." Faculty, students, staff, and administrators strive to exemplify these ideals.

PIT: the short version of the College's name, which is pronounced like the letters "P," "I," and "T."

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

Accredited by:

The Middle States Commission on Higher Education (MSCHE)
1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801
MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Approved by:

Department of Education, Commonwealth of Pennsylvania as a Four-Year College

Pennsylvania State Board of Nursing for the Practical Nursing Program

A Member of:

Access Pennsylvania
Affordable Learning PA (ALPA)
American Registry of Radiologic Technologists (ARRT)
Association of Fundraising Professionals
Association of Independent Colleges and Universities of Pennsylvania (AICUP)
The College Board
Council for Advancement and Support of Education (CASE)
Council for Opportunity in Education
Delaware County Chamber of Commerce
International Accreditation Council for Business Education (IACBE)
National Council for State Authorization Reciprocity Agreements (NC-SARA)
National Healthcareer Association
OCLC (Online Computer Library Center)
Pennsylvania Association of Nonprofit Organizations (PANO)
Pennsylvania Association of Practical Nursing Administrators
Phi Theta Kappa International Honor Society
Rotary Club of Media
Society of Diagnostic Medical Sonography (SDMS)
Tuition Exchange

AUTHORIZED TRAINING AND TESTING SITES

American Red Cross

P.I.T. serves as an American Red Cross-authorized provider for the following certification examinations on campus:

- Cardiopulmonary Resuscitation (CPR)
- First Aid

BOARD OF TRUSTEES

Mary Kay Burke

Retired
Whitehorse Village (CEO)

Steven Buchanan

Career Consultant
LHH

James Capolupo, Ed.D

Retired
Springfield School District
(Superintendent)

Richard H. Doyle, B.A., CPA

Partner
Doyle and McDonnell PC

William Dougherty, ABD

Assistant Superintendent
Rose Tree Media School District

Susan K. Garrison

Owner
Garrison Law

Kathy Hinson, LPN

Lead Outpatient Nurse
Whitehorse Village

Geralyn Swindell, BSN

Professor, Practical Nursing
Pennsylvania Institute of
Technology

Robert M. Madonna

Managing Partner Diversified
Services, LLC

Elizabeth Menschner, DNP

Vice President of Patient Care
Service
Riddle Hospital

Atinuke (Tinu) Moss, J.D.

Judge
AMoss Law
Delaware County Court of Common
Pleas

H. Matthew Meyers

President/Chief Executive Officer
Pennsylvania Institute of Technology

William E. Schmidt, MBA

President, Partner
Ergo-IT Solutions Inc.

Paul H. Woodruff, P.E.

Retired
Environmental Resource
Management (President and
Founder)

COLLEGE PERSONNEL

As of July 1, 2024

OFFICE OF THE PRESIDENT

H. Matthew Meyers

President and CEO
BS, Muhlenberg College
MBA, Western Governors University

Kamira Evans

Vice President of Student Engagement and
Chief of Staff
BS, Drexel University
MPA, Villanova University

EXECUTIVE LEADERSHIP TEAM

Jeannette Barr

Director of Development
BA, Immaculata University
MS, Eastern University

Laura A. Blomgren

Vice President of Enrollment
Management
BS, Goldey-Beacom College
MBA, Goldey-Beacom College

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Vice President and Chief Financial Officer
BS, West Chester University
CPA, Commonwealth of Pennsylvania

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Director of Facilities

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Director of Assessment
B.S., Pennsylvania State University
M.Ed., Pennsylvania State University
M.Ed., Widener University
Ed.D., University of Pennsylvania

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M.Ed., Bloomsburg University

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Vice President of Data & Technology
BS, Drexel University
MA, Temple University

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Director of Marketing
BS, Temple University

Dr. Heather Pfleger

Vice President of Academic Affairs, Chief
Academic Officer, and Academic Liaison Officer
BA, Rutgers University
MBA, Fairleigh Dickenson
University
Ed.D., St. John's University

Michael Testa

Director of Information Technology
A.A.S. RETS Institute of Technology

ACADEMIC AFFAIRS LEADERSHIP

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Vice President of Academic Affairs, Chief Academic Officer, and Academic Liaison Officer
BA, Rutgers University/Douglass
MBA, Fairleigh Dickinson University
Ed.D., St. John's University

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Director of the Library
BA, Chaminade University of Honolulu
MLIS, Simmons University

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Director, General Education
BA, Pennsylvania State University

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Director, Diagnostic Medical Sonography
Ultrasonography Certification, Albert Einstein Medical College
AS, Hahnemann University
BS, Hahnemann University
MS, St. Francis University

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Director of Practical Nursing
PN, Ogeechee Technical College
ADN, Morgan Community College
BA, Georgia Southern University
BSN, Western Governors University
MSN, Western Governors University

Lou Giannotti, RPH

Director of Cannabis Studies
BS, Northeastern University
Certified Provider -- Pennsylvania Medical Marijuana Program

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Director of Business Administration
BA, Volgograd State University
MBA, Volgograd State University
Ph.D., Volgograd State University

Robyn Tarpley

Director of Medical Sciences
BS, West Chester University
MS, West Chester University

Kelly Thompson

Director of Academic Operations and Health Science
PTA, Central Penn College
ATC, West Chester University
MHA, St. Joseph's University

Terri Walklett

Executive Assistant to the Vice President of Academic Affairs
BA, Widener University
MA, Widener University

FULL-TIME FACULTY

Megan Jones

Faculty—Nursing
BSN, University of Scranton
MSN, Drexel University

Shirley Kelly

Faculty—Nursing
BSN, Neumann University

Stephen Miller

Faculty—Cannabis Studies
Master Gardener Certification, Colorado State
University

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Assistant Director of Nursing for
Collaborative Partnerships - Nursing
RN, Delaware County Community College
BA, Indiana University of Pennsylvania
BSN, Wilmington University
MSN, Wilmington University

Kathleen Prendergast

Assistant Director of Nursing for Clinical and
Lab Experiences - Nursing
RN, Ohio Valley General Hospital School of
Nursing
BSN, Allegheny University of the Health
Sciences
MSN, Drexel University

Donna Rust, CRNP, CNS, NPD-BC

Faculty—Nursing
BSN, Villanova University
MSN, University of Delaware

Laurie Rohrman, RDMS, RVT

Faculty—DMS
AAS, Gloucester County College
BS, Adventist University
MS, Concordia University

Geralyn Swindell

Faculty--Nursing
BSN, Thomas Jefferson University

Larissa Smollar

Faculty & Sim Ops Coordinator--Nursing
BSN, Penn State
MSN, Fairfield University

STUDENT AFFAIRS

Marquise Isaac-Rivers

Director of Student Affairs and TRIO- Student Support Services Program
BS, Mansfield University of Pennsylvania
M.Ed., Bloomsburg University

Teresa Flemming

Student Success Coach
BA, Neumann College

Marcia Garbutt

Parenting Student Success Coach
B.A., Arcadia University
M.S., Drexel University

Garrison Lockley

Student Success Coach/Academic Support Coach
Tutorial and Supplemental Instruction Coordinator
BA, Widener University
M.Ed., Widener University

Roswitha Marcher

Student Success Coach/Academic Support Coach
BA, Widener University
MJ, Widener University School of Law

Brook Shah

Career and Transfer Coach
BS, West Chester University
MA, Rosemont College

Dominique Wilkerson

TRIO-SSS Academic Support Coach
B.A., University of Milwaukee-Wisconsin
M.A., University of Pennsylvania

IMPORTANT COLLEGE NUMBERS

General Information - (610) 892-1500; FAX: (610) 892-1533

Security- 610-892-1547

Academic Affairs - (610) 892-1562; FAX: (610) 892-1577

Academic Records - (610) 892-1526; FAX: (610) 892-1522

Admissions - (610) 892-1500; FAX: (610) 892-1533

Business Office -

Student Accounts: (610) 892-1517 or (610) 892-1596; FAX: (610) 565-6768

Library - (610) 892-1524; FAX: (610) 892-1523; email: library@pit.edu

Practical Nursing Program – (610) 892-1568

Innovation Center – (610) 892-1560

Student Affairs - (610) 892-1513

Weather Emergency Communications

During extreme weather conditions, P.I.T. may be closed, have a delayed opening, or experience an early closing. Students, staff, and faculty who have provided contact information to the P.I.T. Emergency Message System (E.M.S.) will be automatically notified via voice messages and/or emails. To update your contact information in the EMS, go to <https://my.pit.edu/EMS/EmsEdit.aspx>.

Other sources of accurate information about P.I.T. closings are:

- visit the P.I.T. web site at www.pit.edu for closing information,
- call 610-892-1500 for closing information.

DIRECTIONS TO P.I.T.

The P.I.T. Campus is conveniently located at 800 Manchester Avenue in Media, Pennsylvania, approximately ½ mile from Baltimore Pike.

By Car:

- **From Philadelphia, PA, and Camden, NJ:**
From either Benjamin Franklin or Walt Whitman Bridges
I-95 South to I-476 North (Blue Route) towards Plymouth Meeting
I-476 North to Exit 3 (SWARTHMORE-MEDIA)
*Turn left at the end of the exit ramp towards Media on Baltimore Pike
Proceed to the 5th traffic light
Turn left onto Manchester Avenue (Dunkin' Donuts on the left)
P.I.T. is approximately ½ mile on the right
- **From the Pennsylvania Turnpike (I-276):**
PA Turnpike (I-276) to I-476 South (Blue Route) towards Chester
I-476 South to Exit 3 (SWARTHMORE-MEDIA)
**Turn right at the end of the exit ramp towards Media on Baltimore Pike.
Proceed to the 4th traffic light
Turn left onto Manchester Avenue (Dunkin' Donuts on the left)
P.I.T. is approximately ½ mile on the right
- **From the Schuylkill Expressway (I-76):**
Schuylkill Expressway to I-476 South (Blue Route) towards Chester
I-476 South to Exit 3 (SWARTHMORE-MEDIA)
**Follow directions for Pennsylvania Turnpike (I-276) above
- **From Delaware:**
I-95 North to I-476 North (Blue Route) towards Plymouth Meeting
I-476 North to Exit 3 (SWARTHMORE-MEDIA)
*Follow directions from Philadelphia, PA, and Camden, NJ, above
- **From Southern New Jersey (Gloucester and Salem Counties):**
From the Commodore Barry Bridge, take I-95 North to I-476 North (Blue Route) towards Plymouth Meeting
I-476 North to Exit 3 (SWARTHMORE-MEDIA)
*Follow directions from Philadelphia, PA, and Camden, NJ, above

By Train:

SEPTA Media-Elwyn Line: P.I.T. is adjacent to the Moylan-Rose Valley station of the SEPTA Media- Elwyn Regional Rail Line.

By Trolley:

SEPTA 101 Trolley: There are two (2) stops relatively close to P.I.T.:

- The Providence Road-Bowling Green Station (Corner of Providence Road and State Street).
- The P.I.T. Shuttle Service makes scheduled stops between the College Campus and the Providence Road-Bowling Green stop.
- The SEPTA 101 Trolley also stops at the corner of Manchester Avenue and State Street.

By Bus:

SEPTA 118: P.I.T. is across the street from the Wallingford-Vernon stop of the SEPTA 118 Bus.

SEPTA 110: P.I.T. is several blocks from the Baltimore Avenue and Manchester Avenue stop of the SEPTA 110 Bus.

DEGREES AND CERTIFICATES AWARDED

Bachelor Degrees

P.I.T. is approved by the Pennsylvania Department of Education and the State Board of Education to confer bachelor's degrees.

The bachelor's degree is awarded to students who have graduated from the following major:

- Bachelor of Science in Business Administration
- Bachelor of Science in Health Science

Associate Degrees

P.I.T. is approved by the Pennsylvania Department of Education and the State Board of Education to confer the Associate in Science (A.S.) degree.

The associate of science degree is awarded to students who have graduated from the following majors:

- Allied Health – Clinical Medical Assistant
- Allied Health – Practical Nursing
- Allied Health – Pre-Nursing
- Allied Health
- Business Administration
- Cannabis Studies – Business
- Cannabis Studies – Health Studies
- Cannabis Studies – Horticulture
- Diagnostic Medical Sonography
- General Studies
- Health Care Management
- Health Science
- Psychology and Behavioral Health

Certificates

Practical Nursing Certificate:

The *Practical Nursing* program is a four-term curriculum that prepares graduates to sit for the Practical Nursing (NCLEX-PN®) examination. After passing the exam, graduates are qualified for entry-level positions requiring LPN licensure. Practical Nursing graduates may further their education at P.I.T. by completing additional required courses for an A.S. in AHT-PN degree.

Autopsy Technician Certificate:

The program prepares students for a position working alongside pathologists or medical examiners, or work with morticians. They help take care of deceased bodies to prepare them for burial or cremation. They also assist in performing many tests and examinations to determine the cause of death or for evidence in criminal cases.

Clinical Medical Assistant

This three-term program prepares graduates to sit for industry certification examinations through the National Health-career Association. Graduates of this certificate program may further their education at P.I.T. by completing additional required courses for an A.S. in AHT-CMA.

ADMISSIONS

P.I.T. is an open admissions college for most of our programs. Some programs have additional requirements to qualify for, such as Diagnostic Medical Sonography, Physical Therapist Assistant, or Practical Nursing.

Although enrollment is open to high school graduates or those with a General Education Diploma (G.E.D.), all new students must meet minimum academic skill levels. Prospective students are encouraged to apply early to ensure space availability in their desired major.

- Applications for admission are accepted throughout the year.
- Practical Nursing (PN) program applications are accepted throughout the year for the 12-month, full-time day program that starts twice per year, every year - January and July.
- Diagnostic Medical Sonography (DMS) program applications are accepted throughout the year, and it is a 15-month, full-time day program. DMS starts in October of every year.

Admissions Policy

Admissions criteria vary according to majors. At a minimum, applicants must be a graduate of an accredited high school, hold a diploma issued by the PDOE, or have a recognized equivalent, such as a passing score on the General Educational Development (GED) Test. Applicants who graduated from a foreign country must have their diploma evaluated to ensure it is equivalent to the United States High School Diploma.

We accept all high schools that are accredited by the Department of Education in the state your school is physically located.

Steps for Admission

Application Form

Complete a college application, available online at www.pit.edu or in paper form from the Office of Admissions.

800 Manchester Avenue
Media, PA 19063
Telephone: (610) 892-1500
Fax: (610) 892-1533
Email: info@pit.edu

Generally, the College is open to meet with prospective students at these times:

- Monday through Friday: 8:00 am to 3:00 pm
- Hours may be modified in the summer on Fridays.

Transcripts

Provide official transcripts from high school or copies of verification paperwork and test scores for a GED certification. Also, provide official transcripts from any post-secondary school attended, such as colleges, universities, and career and technical schools, for possible evaluation of transfer credits.

Placement Assessment

Placement tests are designed to provide information about individual English, math, and/or science skills to place students in the courses appropriate to their level of preparation.

u may be waived from placement testing if you have earned college credits from another institution in English, math, or anatomy and physiology, and your Admissions Representative can confirm that after prior college transcripts are evaluated.

Skill Enrichment Education:

All entering students must demonstrate requisite English, mathematics, anatomy, and physiology (for DMS, PN, and PTA) skills necessary for their program of study. Students who have not demonstrated these skills in the placement assessment must successfully complete skill-enhancing coursework.

Additional Admission Requirements

Admissions criteria vary according to the program of study. Some programs are restricted to applicants with specific placement scores and other prerequisites.

Selective Admission Requirements

Admission into the PN, DMS, and PTA programs is highly competitive, and meeting the minimum admissions requirements does not guarantee acceptance into the program. The specific admission criteria are referenced under the PN, DMS, and PTA programs of study.

Acceptance into a Program of Study

Acceptance is finalized when applicants have met all criteria for their program of study, and the College indicates there are sufficient student applicants to justify offering the program of study. The College reserves the right to deny acceptance into a major or recommend another major if the applicant does not meet the program-specific criteria. The Office of Admissions issues an official acceptance letter to those applicants who have satisfied their admission requirements. Acceptance is offered on a rolling basis throughout the year.

Registration

First-time applicants meet with an Admissions Specialist to select and enroll in courses based on their chosen program of study and placement assessment results.

Advanced Academic Credit

Students may obtain transfer credit and/or advanced placement credit and be exempted from taking specific courses at the College in several ways:

Advanced Placement Credit

There are two opportunities for students to earn Advanced Placement at P.I.T. Advanced Placement (AP) credit is college credit students earn before they officially enter P.I.T. and may be applied toward the degree requirements. To be eligible to receive AP credit, first-time freshmen must take the AP exam before matriculation at P.I.T.

Advanced placement credit is also awarded to students for prior academic learning and/or work experience. Credits are determined using standardized examinations such as the College Level Examination Program (CLEP), through in-house challenge examinations, or by assessment of the student's work. Students may petition the Associate Dean of Academic Affairs for advanced placement credit. There is an in-house challenge examination fee equal to the cost of one college credit at P.I.T.

Transfer Credit for College Coursework

Students who have attended another institution of higher education and who wish to transfer to P.I.T. must submit an Application for Admission and official transcripts of all

d to submit catalogs, including course descriptions, to evaluate credits and develop an appropriate schedule of courses.

Generally, courses considered for transfer to P.I.T. are those earned at institutions that are CHEA recognized accrediting agencies. The College reserves the right to accept only post-secondary credits for **science courses** earned within five years from the date of application. Only earned credits are transferred; grades and GPAs are not transferred. It is the policy of P.I.T. to transfer credits for those courses in which the student has earned a grade of "C" or higher.

Credits in Residence Requirements

A minimum of 50% of the total term credits of any certificate or degree program must be completed at P.I.T. A maximum of 50% of the total term credits required for a degree or certificate may be earned by transfer credit and/or Advanced Placement Examinations.

When transfer credits or advanced placement credits are awarded, students receive the credits on their academic record, but grades are not transferred. Therefore, the student's P.I.T. GPA is not affected.

The Practical Nursing and Physical Therapist Assistant programs have other restrictions on advanced placement credits. Please consult their student handbooks for detailed information.

Students with questions about transfer credits should seek assistance from the Associate Dean of Academic Affairs or the Office of Admissions.

Experiential Learning Credit

Experiential Learning Credit is earned based on work experience. Examples of a student's work may include computer programs, work projects, drafting plates, portfolios, and other completed projects. Students may petition the Associate Dean of Academic Affairs for experiential learning credit. There is an Assessment of Experiential Learning Fee of \$150 plus \$25 per credit. This information is also available under Tuition and Fees.

Articulation Agreements with Four-Year Colleges and Universities

Graduates of P.I.T. regularly transfer into four-year colleges and universities. Articulation agreements have been implemented with many four-year colleges and universities, including Bloomsburg University, Jefferson University, Immaculata University, Rosemont College, Wilmington University, Pierce College, and many others. Through these agreements, students can maximize credits earned at P.I.T. and often transfer with Junior status at the partnering school.

Students who anticipate transferring after completing an associate degree at P.I.T. are advised to become familiar with the academic requirements of the transfer institution. Please contact the College's Career and Transfer Counselor for more information about P.I.T.'s articulation agreements.

TUITION, FEES, AND OTHER EXPENSES

The P.I.T. Board of Trustees establishes tuition and fees. The Trustees reserve the right to change tuition and fees at any time and without notice.

To view current tuition, fees, and other expenses, please visit: <https://www.pit.edu/financial-aid/tuition-and-fees/>

At the Pennsylvania Institute of Technology, we are committed to offering an outstanding and affordable education. As part of our mission, we offer low tuition, enabling our students to graduate and be employed with minimal college debt.

TUITION AND FEES PAYMENT POLICY

Billing

Full payment of tuition and fees is expected before each term begins. Students must pay the balance due in full or be approved for a College-acceptable payment plan. Students will not be allowed in class until satisfactory financial arrangements have been completed. Failure to pay on time may result in a student being administratively withdrawn from P.I.T.

Forms of Payment

P.I.T. accepts *Visa*, *MasterCard*, *American Express*, *Discover Card*, debit cards, personal checks, money orders, funds certified as collectible from an approved government, and scholarship organizations by the College Financial Aid Office or the College Business Office, and agency or sponsor funding.

How to Make a Lump Sum Payment or Pay a One-time Fee

Students may choose to make a payment of the entire balance before starting classes by paying through the student portal or contacting P.I.T.'s Student Account Administrator. Students may also be required to make one-time fees, such as graduation and transcript fees.

P.I.T. does not mail Student Account Summaries because this information is available online. Registered students may view their student account information and Form 1098T at <http://students.pit.edu>

- Registered students may make a payment online at <http://students.pit.edu>.
- Students may mail payments to the Student Accounts Administrator at the Business Office.
- Students may pay their bill over the phone to the Student Accounts Administrator in the Business Office by calling (610) 892-1585.

For additional information, contact student accounts at (610) 892-1518 or (610) 892-1585.

WITHDRAWAL AND ADJUSTMENT OF CHARGES

This Withdrawal and Adjustment of Charges Policy applies to all students. **Students receiving financial aid are strongly encouraged to contact the Financial Aid Office before they withdraw from a course or withdraw from the College to determine the impact on current financial aid awards and the eligibility for receiving future financial aid.**

Total Withdrawal and Adjustment of Charges

No refund of tuition and fees that is greater than 100% of the tuition and fees charged less any required deposits will be issued. Depending on the student's financial aid status, the College will apply the College's Withdrawal and Adjustment of Charges Policy and issue appropriate refunds according to the State or Federal Regulations for students receiving Title IV funding and other government funding.

The full-time or part-time status of the student is determined at the end of the Add-Drop Period. No adjustment of tuition or fees will be granted based on a status change after the Add-Drop Period.

College Total Withdrawal Tuition and Fee Adjustment Policy for All Terms

The College policy for the tuition and fee adjustment for the proper student-initiated Total Withdrawal from all courses for all students is as follows:

- 100% adjustment (all charges) prior to the first day of the semester and up to the end of the 5th day of classes
- 75% adjustment (tuition only) upon commencing the 6th through the 12th day of classes.
- 60% adjustment (tuition only) upon commencing the 13th through the 19th day of classes.
- 50% adjustment (tuition only) upon commencing the 20th through the 26th day of classes.
- 25% adjustment (tuition only) upon commencing the 27th through the 33rd day of classes.
- 0% adjustment on day 34 or after

Total Withdrawal and Adjustment for Students on Federal/State Financial Aid

The College participates with the federal government in the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Direct Loan Program, and the Federal Work-Study Program.

Students must contact the Financial Aid Office if withdrawing from the College and that all withdrawal procedures mandated by these programs be followed. All tuition and fee adjustments are based on the withdrawal date.

Official Total Withdrawal

Students must contact their College Financial Aid Advisor, especially if considering a total withdrawal. A total withdrawal can significantly affect future financial aid options.

All Tuition and Fee Adjustments are based on the date that the Academic Records Office (ARO) or the Student Affairs Department receives a student-requested Official Total Withdrawal Form or an email or phone call from the student containing all the requested information on the Official Total Withdrawal Form, thus indicating total withdrawal from all courses. The student can obtain an Official Total Withdrawal Form (Form 159A) by logging on to the P.I.T. Student Resource Website and accessing the Policy Portal.

FINANCIAL AID AND STUDENT LOAN INFORMATION

The primary purpose of P.I.T.'s financial aid and scholarship programs is to provide financial assistance so qualified students can reach their educational and career goals. Financial aid is available to those who qualify.

A student's and parents' expected contribution to educational expenses is determined by a financial need analysis from filling out the Free Application for Federal Student Aid (FAFSA). This analysis considers such criteria as income, household size, the number of family members in college, and investments and savings. Exceptional circumstances such as loss of wages, divorce, and the death of a spouse or parent may also affect the student's financial aid.

The Financial Aid Office is available to assist students and their parents in completing the required forms.

Types of Financial Aid

The basic types of financial aid are grants, loans, and federal work-study. Each program has its criteria and guidelines for awarding funds. The College also offers scholarships to students who qualify.

Applying for Financial Aid

To be considered for financial aid, students must:

1. Gather the following information to complete the FAFSA:
 - Your Social Security number (can be found on your Social Security card)
 - Your driver's license (if any)
 - Your W-2 Forms from two years prior and other records of money earned
 - Your Federal Income Tax Return from two years prior
 - Your parent's Federal Income Tax Return from two years prior (if you are a dependent student)
 - Your most recent year's untaxed income records (Social Security, Temporary Assistance to Needy Families, public assistance, or veterans' benefits records)
 - Your most recent bank statements
 - Your most recent business and investment mortgage information, business and farm records, stock, bond, and other investment records
 - Your alien registration number or permanent residence card (if you are not a US citizen)
2. **Apply for a Username and Password at <https://studentaid.gov/fsa-id/create-account/launch> before completing the FAFSA if you do not have one already.** With a Username and Password, you can electronically sign your application, make corrections to your submitted application, complete your entrance counseling, and master promissory note.
3. Apply for Financial Aid online at <https://studentaid.gov/h/apply-for-aid/fafsa>
4. Enter P.I.T.'s federal school code of 010998 on the FAFSA.
5. Sign the FAFSA electronically by using your Username and Password.
6. Complete your entrance counseling requirements (if you are not a first-time borrower) at: <https://studentaid.gov/entrance-counseling/>
7. Complete your Master Promissory Note to sign for your loans at: <https://studentaid.gov/mpn/>

Student Aid Report

When you file a FAFSA electronically, it generally takes one (1) to three (3) days to receive a *Student Aid Report* (SAR), which contains your FAFSA application results. The results are sent electronically or mailed to the student. The Financial Aid Office receives an Institutional Student Information Record (ISIR), allowing the Financial Aid Advisor to determine award eligibility.

Awards are credited to the student's account if all financial aid requirements are met as early as 10 days prior to the start of the term.

Verification

Verification is the process the U.S. Department of Education uses to check the accuracy and validity of a student's information when applying for Federal Student Aid. Verification covers the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and Federal Direct Loan Programs.

The Central Processing Center for the U.S. Department of Education completes the selection of an applicant for verification. It does not indicate that P.I.T. believes the information you provided is incorrect. Your application is subjected to a multiple audit screening process. Listed below are some of the common scenarios for selecting applications for verification:

- Random sample based on the review of information.
- Data checked for consistency and logic based upon the common edits for each item on the FAFSA.
- Verification from the Social Security Administration or Immigration and Naturalization Services
- Prior FAFSA submissions to the U.S. Department of Education.

The Verification process is required by Federal Regulations. P.I.T. must adhere to these regulations and procedures to offer and disburse Federal Student Aid to our students.

******* Until the verification process is completed on any student whose application has been selected for verification, Federal Student Aid funds may not be disbursed. Any student who fails to complete the verification process will lose their Federal Student Aid award. *******

Financial Aid Adjustments

If you have been awarded additional financial assistance, such as a private scholarship or employer tuition reimbursement, you must notify the Financial Aid Office of the awards. Students who add, drop, or withdraw from a course or courses must notify the Financial Aid Office of any changes that may affect financial aid eligibility.

Changes to Contact Information

Students must notify the Financial Aid Office and Academic Records Office of any changes to their personal information, such as address, telephone number, and marital status.

Grants

A *Grant* is an aid awarded to a student based on financial need or other criteria defined by the funding source. Grant funding generally does not have to be repaid unless the student withdraws from school and owes a refund. Students must be U.S. citizens or eligible non-citizens to receive federal and state grant aid.

The following are summaries of federal and state grants. The information is subject to change. For additional information, contact a P.I.T. Financial Aid Advisor.

Federal Supplemental Educational Opportunity Grant (FSEOG): This is a federal, campus-based program for full- and part-time students who demonstrate financial need. Students must be a Federal Pell Grant recipient. The amount of each award depends on the student's financial need, the availability of funds, and other financial aid awarded to the student.

Pennsylvania Higher Education Assistance Agency (PHEAA) Grant: Pennsylvania distributes grants from a fund appropriated annually by the State legislature from State revenues. Students must be

Pennsylvania residents for one year prior to applying to P.I.T., have demonstrated financial need, be enrolled at least half-time in a major at least two (2) full years in length, and not have earned a bachelor's degree. Students must also complete a FAFSA application.

Students must file their FAFSA prior to May 1. For more information, visit PHEAA's website at www.pheaa.org.

Grant Programs from Other States: Most states have grant programs and eligibility criteria. If a reciprocal agreement exists between Pennsylvania and the student's home state, students may use the grant in the home state. Delaware and Pennsylvania have a reciprocity agreement, but New Jersey and Pennsylvania do not. For more information, students should contact their state agencies.

STUDENT LOANS

A *loan* is borrowed money that needs to be repaid, along with interest and fees.

The Financial Aid staff abides by the *P.I.T. Student Loan Code of Conduct*. P.I.T. does not refer students and their parents to any private lenders.

Federal Student Loans: Funds are borrowed from the federal government and are delivered to P.I.T. on behalf of the student. The U.S. Department of Education ensures these low-interest loans. Repayment of these loans to the Department of Education begins six (6) months after the last date of attendance or the date upon which the student enrolls less than half-time. The student must complete a Master Promissory Note and entrance counseling for first-time borrowers.

Subsidized Direct Loan: Students must demonstrate sufficient financial need to qualify for this federal interest subsidy loan. Independent and dependent undergraduate students may borrow up to \$3,500 for their first year and up to \$4,500 for their second year. This loan is the student's responsibility; neither P.I.T. nor the student's parent must co-sign. The government pays the interest during the student's school period, the six-month grace period after that, and during a deferment period. Repayment begins six (6) months after the student graduates, withdraws from P.I.T., or is enrolled less than half-time.

Unsubsidized Direct Loan: Students who do not demonstrate sufficient need to qualify for grants or subsidized loans may receive this loan. Dependent undergraduate students may borrow up to \$2,000 in their first year and up to \$2,000 for their second year. Independent undergraduate students and dependent students whose parents were denied a PLUS loan may borrow up to \$6,000 for their first year and up to \$6,000 for their second year. It has the same terms as a Subsidized Loan with one (1) exception: students are also responsible for payment of interest during the in-school and grace periods. Students may elect to defer the interest payments until repayment begins. However, interest will continue to accrue.

Direct PLUS (Parent Loans for Undergraduate Dependent Students) Loan: This loan program is designed to assist parents in paying educational expenses. Financial need is not required. Parents may borrow up to the cost of attendance minus all other financial assistance. The borrower is responsible for paying the interest. To be eligible to receive a PLUS Loan, the parent is required to pass a credit check. The parent may complete a Master Promissory Note at www.studentloans.gov. If a parent is denied a PLUS loan, a dependent student is eligible for an additional unsubsidized loan of up to \$4,000 per academic year.

How Much Can You Borrow?

The table below shows the maximum amount you, the student, can borrow each year and in total, based on your dependency status and grade level. A Financial Aid Advisor can tell you your dependency status. The amount you are eligible to borrow may be less than the amounts shown below and are based on factors determined by the College.

These bullet points of information are also summarized in the tables below:

- A dependent student cannot receive more than \$31,000 of Stafford Loans (subsidized plus unsubsidized), including outstanding loans at other schools. The maximum amount of subsidized Stafford Loans for dependent students is \$23,000. Dependent students whose parents cannot borrow a PLUS Loan can borrow at the independent student level.
- An independent student cannot receive more than \$23,000 of subsidized Stafford Loans and a total of \$57,500, for unsubsidized and subsidized Stafford Loans, including amounts outstanding for loans at other schools overall.
- **Subsidized loans** are awarded based on financial need. You won't be charged any interest before you repay the loan because the federal government subsidizes the interest during this time.

Annual Loan Limits for Direct Subsidized Loans and Direct Unsubsidized Loans for Undergraduate Students

	Dependent Undergraduate Students	Dependent Undergraduate Students with a Parent Plus Loan denial	Independent Undergraduate Students
First Year (freshman)	\$5,500 (maximum \$3,500 subsidized)	\$9,500 (maximum \$3,500 subsidized)	\$9,500 (maximum \$3,500 subsidized)
Second Year (sophomore)	\$6,500 (maximum \$4,500 subsidized)	\$10,500 (maximum \$4,500 subsidized)	\$10,500 (maximum \$4,500 subsidized)
Third, Fourth, and Five Years	\$7,500 (maximum \$5,500 subsidized)	\$12,500 (maximum \$5,500 subsidized)	\$12,500 (maximum \$5,500 subsidized)

Obtaining a Loan

To get a Direct Loan, you must complete a Master Promissory Note (MPN). The MPN is a legally binding agreement stating that you agree you will repay your loan to the government. Your MPN contains the terms and conditions of the loan and how and when it must be repaid. You should always keep your MPN and any other loan documents in a safe place for future reference. All first-time borrowers must complete entrance counseling.

Repaying Your Loan

For customized **ESTIMATED** repayment amounts, please visit studentaid.ed.gov.

Private Loans

When federal loans and other aid do not cover your cost of education, private or alternative educational loans are available. Private educational loan programs vary by lender. P.I.T. uses ElmSelect to allow students to compare all their private lender options in one spot. Visit the website to view and apply:

<https://www.elmselect.com/v4/school/716/program/1/program-detail>

Please contact specific lenders to find out about applicable terms and conditions.

Federal Work-Study (FWS)

The Federal Work-Study (FWS) program is designed to provide financial assistance through student employment during the academic year. Stop by the front desk to fill out an application for more information. If any positions are open, someone will call you for an interview.

COLLEGE AND FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal regulations require P.I.T. to establish and apply standards of financial aid satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. SAP is a federal student aid (FSA) eligibility requirement administered by P.I.T. in addition to the academic standards of performance required under the P.I.T. Academic Progress Policy. The SAP policy is reviewed annually by the P.I.T. Financial Aid department. Furthermore, the College has additional requirements for academic progress that apply to all students regardless of financial aid status.

Students are evaluated at the end of each term (Fall, Winter, Spring, and Summer) for financial aid SAP once they have attempted at least 5 credit hours. All students are evaluated on grade point average (qualitative measure), credit hour completion ratio (quantitative measure), and maximum timeframe. To maintain eligibility under SAP in “Good Standing,” students must meet all three standards.

Attempted credits are defined as all hours, including remedial course work, for which the student enrolls at P.I.T. Completed credits are defined as all hours in which the student receives the grade of A, B, C, D, or P. Attempted but not completed credits are those in which the student receives the grade of F, FA, I, or W.

In addition, all students are evaluated each semester or term for general academic progress, as described below.

Standard 1: Grade Point Average (Qualitative Measure)

Students must maintain a minimum qualitative measure of progress defined as the cumulative grade point average (GPA). The cumulative GPA includes all the P.I.T. credit hours the student has attempted. The requirements are listed below:

- Students in a certificate or associate degree program who have attempted 5 credit hours or more must maintain a minimum of a 2.0 cumulative GPA to continue receiving financial aid.

In addition, the College requires all students, regardless of financial aid status, to maintain requisite cumulative and term grade point averages. Students who do not maintain a cumulative grade point average of 2.0 for any term are placed on Academic Warning. Students placed on Academic Warning must meet with their Academic Support Coach to review their academic standing. Students with Academic Warning status may be advised to consider registering for fewer courses until they attain the required academic standing.

Students who meet the criteria for Academic Warning status for one term and do not bring their cumulative GPA up to a 2.0 in their next enrolled term will be placed on Academic Probation. Students placed on Academic Probation must consult with their Academic Support Counselor to create an academic plan as part of the SAP Appeal.

Standard 2: Credit Hour Completion Ratio (Quantitative Measure)

Students receiving financial aid (either full-time or part-time) must maintain a minimum incremental progress by completing a percentage of all credit hours attempted, including repeated courses, withdrawals, failures, and incompletes. All students must successfully complete 67 percent of all cumulative credit hours attempted. As the example chart demonstrates below, once students attempt 12 credit hours, they must earn a minimum of 8 credit hours to meet the completion ratio.

Other than the above requirements for those receiving financial aid, the College does not have a credit hour completion ratio. The college may also use standard rounding rules to round up to 67%

CUM HOURS ATTEMPTED	CUM HOURS EARNED	CUM HOURS ATTEMPTED	CUM HOURS EARNED
12	8	60	40
24	16	75	50
36	24	90	60
48	32	120	80

Standard 3: Maximum Timeframe

Students receiving financial aid must complete their degree program within 150 percent of the credit hour requirements for the degree. For example, if a certificate program at P.I.T. requires 36 credits for completion under the 150 percent standard, students are only eligible to receive financial aid for a maximum of 54 attempted credits. If an associate degree program at P.I.T. requires 63 credits for completion, under the 150 percent standard, students are only eligible to receive financial aid for a maximum of 94 attempted credits. Students who cannot complete their certificate or associate degree program within the timeframe limitation will be suspended from FSA program eligibility. P.I.T. may reevaluate the maximum timeframe limit on a case-by-case basis. Director of Financial Aid if there are program changes that can eliminate prior courses that do not apply toward the current degree program.

NON-COMPLIANCE OF SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Academic Forgiveness

A student receiving financial aid who qualifies for the D and F Forgiveness Rule for replacing the original grade with a new grade will have all earned grades counted in the quantitative measure, qualitative, and the maximum timeframe measure. All credits attempted will be used to determine SAP for financial aid purposes.

SAP Notification

Students are notified of the SAP policy in the P.I.T. catalog and website. All enrollment periods at P.I.T. are calculated in SAP, including periods during which a student did not receive federal student aid. Cumulative GPAs are calculated using grades earned at P.I.T. Students receiving federal student aid who do not meet minimum SAP requirements will be notified by the Office of Financial Aid and Student Services if on SAP Warning or SAP Probation.

Remedial

Students may receive federal student aid for remedial coursework for up to 30 credit hours. Credits for remedial courses are not counted toward the total credits in the student's maximum allowable timeframe for aid eligibility.

Repeated Courses

Students required to repeat a course due to an F grade may retake the course and include the credit hours when determining the student's enrollment status for Title IV purposes (i.e., Title IV funds may

pay for the repeated course). Students repeating a passed class (D, C, B, A) may use Title IV funds the first time only (i.e., one repetition per passed class to count towards enrollment status). Repeated courses will count toward the qualitative and quantitative progress requirement of SAP. They will also count towards the maximum time frame for eligibility.

Incomplete or Missing Grades

Students receiving federal student aid may receive incomplete or missing grades, as allowed under P.I.T. academic policy. Incomplete and missing grades will count toward SAP's quantitative and maximum timeframe elements. As provided by P.I.T. academic policy, students who do not complete course requirements after an incomplete grade is assigned will receive a course grade based on the assignments completed, with zeros being assigned for non-completed assignments. Incomplete grades and missing grades will be counted as an F until an earned grade is assigned for financial aid SAP determination. The SAP determination will be re-evaluated if a grade of D or better is assigned.

Financial Aid Warning

Students who do not maintain SAP under this policy will initially be placed on Financial Aid Warning and notified of their warning status. While on Financial Aid Warning, they will be eligible to receive federal student aid for their term (at least 5 credit hours). Students on Financial Aid Warnings will be reviewed at the end of each term. At the end of the Warning period, if they do not meet all conditions of SAP for Good Standing, they will have their federal student aid eligibility suspended.

Financial Aid Probation

Suppose a student is suspended from financial aid. In that case, they must meet with their Academic Support Counselor to develop an approved academic plan to enable the student to reach Good Standing within one term. The student must also get one letter of recommendation from their teacher and can only receive Financial Aid if granted an appeal (see SAP Appeal Petition below).

At the end of their probationary period, if students do not meet all conditions of SAP for Good Standing, they will have their federal student aid eligibility suspended.

Suspension of Federal Student Aid

By statute, students on Financial Aid Probation who do not meet SAP requirements after the probationary period are ineligible for federal student aid program funding for one calendar year. Students who do not maintain SAP or fail to meet their Financial Aid Probation conditions will be notified by P.I.T.

SAP Appeal Petition

Students may appeal suspensions by completing the SAP appeal petition. Requests for reinstatement of eligibility must be made to the P.I.T. Office of Student Services no later than the end of the drop/add period the student desires to enroll. Students may appeal their suspension under SAP if they were unable to maintain SAP as a direct result of hardship or exceptional circumstances, as provided by federal regulations. Personal situations, such as the death of a student's relative, an injury or illness of the student, or other exceptional circumstances, may prevent a student from achieving satisfactory academic progress. The Academic Support Counselor will submit completed SAP appeal petitions for review to the Director of Financial Aid. Suppose the Office of Financial Aid approves the appeal. In that case, a student will have a probationary period during their next term of at least 5 attempted credit hours, during which they will receive federal student aid and reestablish eligibility under SAP. The Director of Financial Aid will finalize all appeal petitions and forward all decisions to the Academic Support Counselor to notify students of their appeal results. Students may be asked to submit additional documentation to support their request. Students may also resubmit a new appeal with additional documentation for consideration.

Reinstatement of Federal Student Aid

A student may be reinstated for federal student aid by paying for tuition and fees without Title IV funds and successfully meeting all of the conditions of the financial aid SAP policy for Good Standing or may be reinstated after they have successfully regained eligibility through the appeal process, or by coming back to P.I.T. in one calendar year. Students who are granted an appeal will be reinstated on probation.

SCHOLARSHIPS

A *scholarship* is a type of financial aid that must not be repaid. Each scholarship has its eligibility criteria, such as financial need, academic achievement, the program of study, or a particular skill. Recipients are chosen through an application process based on the criteria.

P.I.T. Scholarship Information

P.I.T. is committed to the success of our students. We know how difficult it is for students to fund their education while working and maintaining their personal lives. The scholarships, grants, and loans shown below are available for those in need of funding. This is just part of the way we can help students achieve their goals.

Applicants for participation in a ***P.I.T. Scholarship Program*** must file a FAFSA application so that eligibility for federal and/or state grant programs can be determined. The amount of a P.I.T. Scholarship award may be reduced by federal and/or state grants for which a student is determined to be eligible.

[P.I.T. Scholarships](#)

Below is a list of scholarships currently available to P.I.T. students:

- ✓ Presidential Scholarship
- ✓ New Student Scholarship
- ✓ Committed Learner Scholarship
- ✓ Mascot Scholarship
- ✓ Practical Nursing Academic Excellence Scholarship
- ✓ Certificate Scholarship
- ✓ The Madonna Family Scholarship
- ✓ W.W. Smith Scholars Program
- ✓ Next Step (Transfer) Scholarship
- ✓ Return to Learn Scholarship
- ✓ Out-of-State Scholarship

External Scholarship Information:

Numerous private scholarships are funded by foundations, corporations, unions, fraternities, sororities, employers, religious and civic organizations. Interested students may obtain further information on these scholarships from their high school guidance counselors, public library, and the Internet.

Websites include:

[Fastweb](#)

[FinAid](#)

[Scholarships.com](#)

[Big Future by the College Board](#)

[UNIGO](#)

VETERANS EDUCATION BENEFITS

Most Programs at P.I.T. are approved for VA benefits, and standard admissions procedures apply to all veterans. New students should bring their Certificate of Eligibility or Notice of Basic Eligibility (NOBE). Veterans attending college for the first time must obtain an Application for VA Education Benefits (VA Form 22-1990) from either a P.I.T. Financial Aid Advisor or the VA website (<http://www.gibill.va.gov/apply-for-benefits/application>). Before starting classes, this form and a Certificate of Eligibility should be presented to your Financial Aid Advisor as soon as possible. After registration, a P.I.T. Financial Aid Advisor will certify the student's enrollment electronically and keep a copy of the forms on file. Any changes in enrollment status (i.e., drops, adds, withdrawals, change of major) must be reported to the VA as soon as they occur, so you must notify the Financial Aid office of any changes. For additional information regarding veterans' benefits, refer to the Veterans Administration website: <http://www.va.gov>.

Any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits are entitled to the following:

- To be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - The date on which payment from the VA is made to the institution.
 - 90 days after the date the institution certified tuition and fees after receiving the certificate of eligibility.
- Not being charged any penalties, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

For additional information about using your VA benefits at P.I.T., the Financial Aid Director, Laura Blomgren, at (610)-892- 1536 or lblomgren@pit.edu.

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

EMPLOYER TUITION REIMBURSEMENT PLANS

Numerous companies offer full or partial tuition reimbursement programs designed to assist employees in advancing their careers through higher education. Students pay their tuition and then receive a full or partial refund from their employer. Students should ask their employers for further information.

STUDENT AFFAIRS INFORMATION

P.I.T. is proud of its emphasis on assisting students to succeed in college. The Student Affairs Department provides academic support, transfer and career coaching, and peer and professional tutoring.

Student Affairs also administers the federal TRIO Student Support Services Program (SSS), the Student Lounge, the Student Success Center, and the Tutoring and Writing Center, in addition to engagement opportunities, such as Student Ambassadors.

The Student Success Center

The Student Success Center serves as P.I.T.'s primary location for students to receive assistance in improving and advancing their academic skills and course completion. The Success Center houses the College's Tutoring and Writing Center. The Success Center is also an open lab area that provides resource materials and equipment to assist students in all phases of their education.

The Center is open from 8:00 AM to 5:00 PM, Monday-Thursday, and 8:00 AM to 4:30 PM on Fridays. Holiday or summer hours may vary due to changes in the schedule.

Academic Support

Student Affairs Coaches are trained and experienced professionals available to all students to provide educational counseling, coaching, and resources for personal development, including a clear understanding of the SAP policy and assisting students in attaining academic success. Students are encouraged to contact their Student Affairs Coach for any reason!

Tutoring Services:

Tutoring Services are provided in the Student Success Center by a peer, associate, or professional tutor. Professional tutors must have a minimum of a bachelor's degree; peer tutors are referred by faculty. Tutoring services are provided either by appointment or on a drop-in basis. Students may attend tutoring sessions as often as necessary. Appointments are facilitated through the Tutorial Coordinator's office in the Innovation Center.

TRANSFER AND CAREER ASSISTANCE

We are here to assist you with your goals after graduation. Whether you want to pursue a career or transfer to complete your bachelor's degree, the Student Affairs Department is committed to helping you realize those goals.

Career Search Assistance: We provide various cutting-edge career-related assistance, including career counseling, job search workshops and coaching, career library resources, resume and cover letter writing assistance, interview preparation, and practice interviews.

The College's role in the graduate's job search effort is to provide job search assistance for each student approaching graduation. Who is newly graduated, and the graduate's role is to make substantial, good-faith efforts to find employment. While the service is provided to assist in the job search, the graduate is still responsible for seeking job openings, sending resumes, preparing for job interviews, and doing all those things suggested by their Placement Advisor customarily done to obtain employment aggressively. Students are advised that the goal of the College's Career Services Program is only to assist, not obtain jobs for the graduate, as only the graduate can adequately prepare their resume, conduct a job search, attend a job interview, impress the prospective employer, and accept or decline an offer. The College's role is to assist the graduate in accomplishing these activities.

As with anyone entering a new career field, graduates can generally expect entry-level positions; however, the level of employment obtained and the likelihood of obtaining employment heavily depend on the student's job search efforts and the record the student achieves while in school.

Students are advised that future employers may request their transcripts.

Transfer Assistance

On-Campus College Transfer Events: Business and industry representatives, employers, and technical recruiters can participate in Career Fairs held annually during the fall or spring terms. In addition, a college transfer fair is held every fall term. These are designed to assist our graduates by providing opportunities for continuing their education and meeting employers to network for career opportunities.

Career and Job Placement Services for All Students: The College takes pride in offering our graduates services and resources that give them an advantage in a competitive job market and the global economy. Our students benefit directly from the College's ever-growing relationships with local employers and the knowledge of job search techniques that the College staff has developed. Despite those advantages, no reputable college or other postsecondary institution can or would guarantee the success of any graduate or that the graduate will achieve their specific career, financial, or other goals. This is because no educational institution can guarantee a student's future! **A student's career success will depend mainly on that student's attitude, determination, and effort put into schoolwork, the job search, and the job. Therefore, the college strictly prohibits its employees from making promises regarding the student's success. In the end, only the student can guarantee their success.** The individual graduate is responsible for and should receive full credit for their job and career success.

Upon graduation, students who are not employed and want a job are responsible for continuing their job search, on a full-time basis, by contacting potential employers, searching out job leads, applying for available job openings, etc. Students/graduates are also expected to contact the Coordinator for Job Placement and College Transfer at least monthly for suggestions and updates to receive available job leads. They are expected to conduct a thorough job search to find the graduate's desired job.

The College reviews job leads it receives and attempts to "fit" available Degree and/or Certificate graduates to specific job leads. In these cases, the College will determine which graduate's strengths and weaknesses most closely approximate the requirements of a specific job lead and then provide that lead to those graduates or (students about to graduate). It is the graduate's responsibility to contact and/or respond to the employer, use the skills learned working with their Job Placement advisor, schedule a job interview and ultimately accept or decline the job offer. The College reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught or are not making a dedicated job search effort. The career placement assistance described above is available to students in their final term at P.I.T. and Alumni. As Degree students prepare to graduate in their last term, they must meet with the Coordinator for Job Placement and College Transfer and begin their job search on a part-time basis. The Coordinator for Job Placement and College Transfer will review job search readiness and give suggestions as the student begins the job search.

Transferring to Four-Year Institutions to Achieve Higher Education:

The Coordinator for Job Placement and College Transfer can also assist students looking to further their education and transfer into a four-year college or university. Students need to schedule an initial one-on-one meeting at least one year before graduation, especially if they are unsure where to transfer, to meet all four-year institutions' application deadlines.

Degree Job Placement and Transfer to Four-Year Institutions

Lifelong placement services are available to each graduate upon completing their degree program. Many prominent Delaware Valley companies such as Boeing, Exelon Energy, State Farm Insurance, PennDOT, Crozier Chester Medical Center, Elwyn Institute, and Southco, as well as many others, have

employed P.I.T. graduates.

Students and alums are encouraged to use the resources and reference materials in the Job Placement and College Transfer Services Office and the P.I.T. Library. Computer terminals for viewing job postings are in the Library and the Student Resource Center.

Career Planning for Degree Students

Career planning is a process through which students learn to evaluate their interests, values, and skills to determine how these relate to an occupational choice. Students uncertain about their career direction are encouraged to make an initial one-on-one career planning appointment with the Coordinator for Job Placement and College Transfer. Before completion of the student's third term, all students should make a one-on-one appointment to assess what the student will need to accomplish before graduating to reach their career goals.

Students and alums are encouraged to use the resources and reference materials in the Job Placement and College Transfer Services Office and the P.I.T. Library. Computer terminals for viewing job postings are in the Library and the Student Resource Center.

Degree Job Placement

The Office of Job Placement and College Transfer Services supports every student's goal of launching a satisfying career upon graduation or transferring to a four-year institution. **All students who complete their Associate Degree have lifetime placement assistance.** Career planning sessions with the Coordinator for Job Placement and College Transfer are available by appointment for prospective graduates to utilize career placement services such as resume writing, cover letter writing, interviewing skills, and dressing for success.

On-Campus Degree Placement and College Transfer Events

Business and industry representatives, employers, and technical recruiters can participate in Career Fairs annually during the fall or spring term. In addition, a college transfer fair is held every fall term. These are designed to assist our graduates by providing opportunities for continuing their education and meeting employers to network for career opportunities.

Career and Job Placement Services for All Students

The College takes pride in offering our graduates services and resources that give them an advantage in a competitive job market and global economy. Our students benefit directly from the College's ever-growing relationships with local employers and the knowledge of job search techniques developed by the College staff. Despite those advantages, no reputable college or other postsecondary institution can or would guarantee the success of any graduate or that the graduate will achieve their specific career, financial, or other goals. This is because no educational institution can guarantee a student's future! **A student's career success will depend mainly on that student's attitude, determination, and effort put into schoolwork, the job search, and the job. Therefore, the college strictly prohibits its employees from making promises regarding the student's success. In the end, only the student can guarantee their success.** The individual graduate is responsible for and should receive full credit for their job and career success.

Upon graduation, students who are not employed and want a job are responsible for continuing their job search, on a full-time basis, by contacting potential employers, searching out job leads, applying for available job openings, etc. Students/graduates are also expected to contact the Coordinator for Job Placement and College Transfer at least monthly for suggestions and updates to receive available job leads. They are expected to conduct a thorough job search to find the graduate's desired job.

The College reviews job leads it receives and attempts to "fit" available Degree and/or Certificate

graduates to specific job leads. In these cases, the College will determine which graduate's strengths and weaknesses most closely approximate the requirements of a specific job lead and then provide that lead to those graduates or (students about to graduate). It is the graduate's responsibility to contact and/or respond to the employer, use the skills learned working with their Job Placement advisor, schedule a job interview and ultimately accept or decline the job offer. The College reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught or are not making a dedicated job search effort. The career placement assistance described above is available to students in their final term at P.I.T. and Alumni. As Degree students prepare to graduate in their last term, they must meet with the Coordinator for Job Placement and College Transfer and begin their job search part-time. The Coordinator for Job Placement and College Transfer will review job search readiness and give suggestions as the student begins the job search.

Transferring to Four-Year Institutions to Achieve Higher Education

The Coordinator for Job Placement and College Transfer can also assist students looking to further their education and transfer into a four-year college or university. Students need to schedule an initial one-on-one meeting at least one year before graduation, especially if they are unsure where to transfer, to meet all four-year institutions' application deadlines.

Certificate Job Placement

Students are welcome to schedule an appointment with the Job Placement Coordinator at any point during their certificate schooling at P.I.T. to create a resume, practice interviewing, and begin learning about the job search and the job market related to their field. Near the end of their program, students may sign on to begin receiving field-related job leads the Job Placement Coordinator sends out weekly via email.

Students may waive the assistance of the Job Placement Coordinator by signing a waiver form. The Job Placement Coordinator continues to be available to certificate graduates to assist with the job search and document the student's employment once they obtain a position.

ADDITIONAL STUDENT SUPPORT

Student Activities

P.I.T. encourages its students to be active in student organizations and activities. PIT students are encouraged to apply as peer tutors or student ambassadors. We also encourage our Veterans to participate in the SVO (Student Veteran's Organization) or student government.

Student Ambassador Program

In the Student Ambassador Program, students act as Student Liaisons for potential incoming students during Open Houses. This group supports the Admissions Office by giving tours to potential students or other visitors and assisting at various college events.

This position also allows you to be a Student Representative to increase student governance and leadership engagement. As Representatives, you are a liaison between the student body and the college administration as both strive to promote, encourage, and facilitate student success.

Honor Society

Students who meet the eligibility requirements will be invited to join the College's sponsored honor society: Phi Theta Kappa – Alpha Psi Mu Chapter. Students who accept the membership invitation are encouraged to participate in the societies' activities.

Student Success Center/Computer Access

The Student Success Center and the Library provide computer access. The Library offers recreational

reading and resources to support the College curricula.

Student Lounge

The College provides a Student Lounge located by the PIT café. Students are encouraged to use the lounge and assist in the care of the space.

Professional Organization Memberships

The College may sponsor local chapters of professional organizations in areas related to students' majors if student interest justifies it. If a student is interested in establishing a student organization that is not available on campus, the student should provide a written request to the Director of Student Affairs. If enough student interest exists, the College will review the request.

Extracurricular Activities

The College may sponsor extracurricular activities in accordance with student interests. Student suggestions for activities should be provided to the Director of Student Affairs. Being a team player is an essential aspect of the work environment in today's economy.

Student Photo Identification

P.I.T. provides one official Photo Identification at no cost to the student. Replacement IDs are available for \$20. Students must present their card when authorized teaching, administrative, or security personnel request it.

Shuttle Service

In Media, P.I.T. Shuttle Service between the Campus and the Providence Road (Bowling Green) stop of the SEPTA 101 trolley is available at designated times Monday through Friday. For specific times, please see the P.I.T. receptionist.

GRANTS SUPPORTING STUDENT AFFAIRS

Student Support Services (SSS)

Student Support Services (SSS) is a federally funded support program that provides various services, including basic skills instruction, tutoring, and academic support counseling. This program is available to all students who take basic skills courses and meet federally established guidelines. The program also provides transfer counseling services to students who, upon graduation, are interested in continuing their education at four-year colleges or universities.

COLLEGE POLICIES

Please review the Student Handbook for the most up-to-date information on College Policies.

Attendance Policy

Students are expected to attend every class and laboratory for which they have registered. The College takes and records attendance for all classes, including online classes and clinical classes.

Computer Use Policy:

P.I.T. encourages students to effectively and efficiently use communication and learning tools, such as e-mail and Internet connectivity. P.I.T. will allow the use of these tools for personal activities, providing that this use has no adverse effects on the productivity and work environment of others and does not violate the guidelines established as policy by P.I.T. (see the *Student Handbook*).

In all cases, the usage of P.I.T. communication and learning resources is subject to the discretion of the Board of Trustees or their designees. Students should direct questions to their instructors, Academic Support Coaches, the Librarian, or the Director of Information Technology.

Drug-Free Campus Policy:

In compliance with The Drug-Free Schools and Communities Act Amendments of 1989, which is designed to provide an environment for learning free from the effects of alcohol and/or other performance-impairing substances, P.I.T. strictly forbids and will impose appropriate disciplinary action up to and including dismissal from the College for the use, sale, or possession of a controlled substance, a drug not medically authorized, or any other substance that may impair performance or may pose a hazard to the safety and welfare of the students or other members of the academic community, on the property of P.I.T. or as any part of P.I.T. activities.

Identification Checks:

College policy requires that persons on campus be enrolled as students, employed by the College, or have other legitimate business on the campus. Students and employees may be requested to produce their official College ID. College IDs are available from Enrollment Services.

Inclement Weather Notification:

During extreme weather conditions, P.I.T. may be closed, have a delayed opening, or an early closing. The following methods are available for students, faculty, and staff to receive information regarding class cancellations or closing of the College (prioritized in order of reliability):

1. Students, faculty, and staff may navigate to the [http://www.pit.edu%20] www.pit.edu or my.pit.edu/ website, or social media platforms to read cancellation and closing information posted there.
2. Students, faculty, and staff may call the main number of either P.I.T location and listen to the greeting.
3. Students, faculty, and staff who have current contact information in their Emergency Messaging System file will receive cancellation and closing information sent directly to the e-mail, text, and telephone number(s) they provided. To update your contact information in the E.M.S., go to the <https://my.pit.edu/ems/>
4. Students, faculty, and staff may watch 6ABC, NBC10, FOX29, and CBS3 for any information scrolling across the bottom of the screen during weather events for Delaware County.

Non-Discrimination Policy:

It is the policy of P.I.T. not to discriminate based on sex, disability, race, age, color, religion, national origin, veteran status, sexual orientation, or any other characteristic protected by applicable law in its educational programs, admissions policies, employment practices, financial aid, or other school-

administered programs. This policy is consistent with various state and federal laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990.

For any claims of sex discrimination, sexual harassment, or sexual violence, please contact the College's Title IX Coordinator, Kamira Evans. Ms. Evans' contact information is Director of Student Affairs, P.I.T. 800 Manchester Avenue, Media, PA 19063. Voice: (610) 892-1504; e-mail – kevans@pit.edu.

For any other claims under this policy or to request information about services and resources (including reasonable accommodations) for disabled students, please contact the Director of Student Affairs, P.I.T. 800 Manchester Avenue, Media, PA 19063. Voice: (610) 892-1513; e-mail – marquise.isaacrivers@pit.edu.

Parking Policy:

P.I.T. students, faculty, and staff must display a valid parking permit in the College parking lot.

Parking permits are available at all student orientations. If you do not purchase your parking permit at orientation, permits can be purchased from the Business Office. Each student parking permit costs a one-time fee of \$25.00. All P.I.T. parking permits must be hung from the rear-view mirror with the decal facing out so that the P.I.T. seal is visible to any official checking your car.

All students must complete the parking permit form before purchasing a parking permit.

Students, faculty, and staff may not park in spots designated as "Visitor" parking, "Authorized Use Only," or in the spots marked as "Reserved" parking. The laws of the Commonwealth of Pennsylvania govern handicapped space usage.

The Facilities Department and the Director of Student Affairs enforce parking rules and regulations. Persons who obtain several parking violation notices in an academic term may be subject to the loss of parking privileges or the vehicle's towing at the owner's expense.

NOTICE: The College assumes no liability for loss or damage to vehicles or contents on P.I.T. properties. All questions, concerns, or comments should be directed to the Director of Student Affairs at (610) 892-1504.

P.I.T. Student Code of Conduct:

Student conduct at P.I.T. should reflect favorably on the student and the College. Regulations concerning appropriate conduct on the part of students are published in the *P.I.T. Student Handbook*. The policies require that student behavior contribute positively to student welfare and safety to enhance the quality of the campus environment and to develop respect for the rights of others. These principles and regulations are designed to advance the goals and objectives of the individual and P.I.T.

P.I.T. reserves the right to deny admission or the continued enrollment of any student. Additional information and a description of due process procedures are explained in the *Student Handbook*.

Satisfactory Academic Progress (SAP) Policy:

See the FINANCIAL AID and [SCHOLARSHIP PROGRAMS](#) section of this Catalog.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records. These rights include:

- 1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day P.I.T. receives your access request.** You should submit any such request to the Registrar's Office in writing, identifying the records you wish to inspect. The Registrar's Office will make access arrangements and notify you of the time and place where the records may be inspected. Records customarily open for student inspection will be accessible without a written request.
- 2. The right to request the amendment of your education records if you believe them inaccurate.** You should submit any such request to the Registrar's Office in writing, clearly identifying the records you want to have amended and specifying why you believe them to be inaccurate. The Registrar's Office will notify you of its decision or any further action you should take before P.I.T. can issue a decision. If the decision is unfavorable, you will be notified of your right to a hearing regarding your request for an amendment. Additional information regarding the hearing procedures will be provided to you at that time.
- 3. The right to consent to disclosures of personally identifiable information in your education records, except that FERPA authorizes disclosure without consent.** One such exception permits disclosure to "school officials" with "legitimate educational interests." A "school official" is any person employed by P.I.T. in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom P.I.T. has contracted to provide a service to or on behalf of P.I.T. (such as an attorney, auditor, or collection agent); any person serving on P.I.T.'s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a "legitimate educational interest" if the official needs to review an education record to fulfill the official's professional responsibility.

Another exception permits P.I.T. to disclose your "directory information," consisting of your name; address; major field of study; enrollment status; dates of attendance; anticipated degree; degrees, honors, and awards received. Students who wish to have their directory information withheld must notify the Registrar's Office in writing. (Please note that such notification will prevent P.I.T. from providing your directory information to your parents, prospective employers, and others with whom you may wish us to share such information, so make your decision carefully.) You may give such notification anytime, but it will be effective only after P.I.T. is notified.

Upon request, P.I.T. also discloses education records without consent in accordance with applicable law. Information on other such exceptions is available through the Registrar's Office.

Students can file a "Student Academic Information Release Form" available through the ARO. By signing and returning this form to the Registrar's Office, you may authorize P.I.T. to release your grades and other information from your education records to your parents or other individuals. This consent remains in effect until changed in writing with the Registrar's Office. Continuing students who did not fill out the form in their first year may do so at any subsequent time. If you choose not to file the form, you are urged to inform your parents of your decision.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by P.I.T. to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Student Responsibility:

Students in doubt about the meaning of any P.I.T. regulation should seek advice from the Director of Student Affairs, an Academic Support Coach, or the appropriate P.I.T. office.

Each student is personally responsible for all regulations in this Catalog that may affect academic progress, financial obligations, relationships with P.I.T. authorities, transfer of credits, and eligibility for graduation.

Student Right-to-Know and Campus Security Act

The Student Right to Know Act requires an institution that participates in any student financial assistance program under Title IV of the Higher Education Act of 1965 (as amended) to disclose information about graduation rates to current and prospective students. In addition to the graduation rates, P.I.T. complies with the crime statistics reporting requirements of the Student Right to Know and Campus Security Act. The following information is reported through the College departments listed below:

- Campus Crime Statistics – Academic Records Office and on the P.I.T. Website: Consumer Disclosures
- Graduation Rates: Academic Records Office and on the P.I.T. Website: Consumer Disclosures

GRADING SYSTEM

A system of letter grades and cumulative quality points measures the quality of a student's work. The grading system is included in each course syllabus. The meaning of each grade to its quality point value is as follows:

Letter Grade	Grade Points	Definition
A	4.00	Distinctive Achievement
A-	3.67	Distinctive Achievement
B+	3.33	Excellent Achievement
B	3.00	Excellent Achievement
B-	2.67	Excellent Achievement
C+	2.33	Satisfactory Achievement
C	2.00	Satisfactory Achievement
C-	1.67	Satisfactory Achievement
D+	1.33	Minimal Achievement
D	1.00	Minimal Achievement
D-	0.67	Minimal Achievement
F	0.00	Insufficient Achievement
FA	0.00	Insufficient Achievement*
I	0.00	Incomplete*
W	0.00	Withdrawal
AU	0.00	Audited course

The **final grade of "FA"** is assigned to students who failed to participate in course activities through the end of the term. This grade is used when, in the instructor's opinion, completed assignments or course activities, or both were insufficient to make a regular evaluation of academic performance possible.

Incomplete ("I") is a temporary grade. Students are required to petition for this grade by completing the Verification of Incomplete Grade Form. This form must be approved in advance by the instructor and the Vice President of Academic Affairs or the Director of Academic Operations. It is the sole responsibility of the student to complete the required work no later than 60 calendar days from the last class session or by an earlier date assigned by the instructor.

Please note that PN and DMS students will have different grading tables based on the program requirements.

GPA

A student's term or cumulative GPA is determined by dividing the total quality points earned by the total number of term credits of study attempted at P.I.T. The total quality points earned in each course are equal to the grade point value of the grade earned by the student multiplied by the number of credits assigned to the given course.

Honors - Associate Degree Students

P.I.T. has two (2) types of term honors to recognize the academic achievement of associate degree students:

- *Dean's List* (3.5-4.0 GPA).
- *Academic Honors* (3.0-3.49 GPA).

At the end of each term, the Registrar prepares a list of students with GPAs between 3.0-4.0 and meeting the below criteria. To be eligible for the *Dean's List* or *Academic Honors*, a student must be:

- A full-time matriculated associate degree student.

- A part-time matriculated associate degree student who has successfully completed 9 or more credits at P.I.T. and is enrolled for 6 to 11 credits.

Grade Reports

Grade reports for each term are available on the student portal within two (2) business days of the end of the final exam period (as listed on the Academic Calendar).

Grade Appeals

Students with questions about incorrect or unjustified grades must contact their instructor first. If the student is not satisfied with the resolution of the issue after a discussion, they may appeal to the appropriate Program Director. If students desire, the decision by the faculty member and Program Director may be appealed to the Vice President of Academic Affairs or their designee. The decision by the Vice President of Academic Affairs is final. The form is available on my.pit.edu.

Academic Standing

To be in satisfactory academic standing, P.I.T. requires that a student have a cumulative GPA of 2.0 on a 4.0 scale.

Academic Warning or Probation

Students who do not maintain the required GPA or whose GPA is less than 1.0 for any term session are placed on Academic Warning status. Students placed on Academic Warning must meet with their Academic Support Coach to review their academic standing. Students with Academic Warning status may be advised to consider registering for fewer courses until they attain the required academic standing.

Students who meet the criteria for Academic Warning status for two (2) terms or whose cumulative GPA is 1.0 or below in any single term will be placed on Academic Probation. Students placed on Academic Probation must consult with their faculty advisor to plan a course of action.

Academic Dismissal

Students meeting the Academic Warning or Probation criteria are referred to the Vice President of Academic Affairs, who will then make a final determination. The decision of the Vice President of Academic Affairs is final.

Readmission:

- **Degree Students:** P.I.T. students who have been enrolled continuously for less than one (1) academic year may apply for readmission by contacting the ARO. Once readmitted, the student will be enrolled under the current academic catalog. Students who return after more than one (1) academic year absence are considered a new student instead of readmission.
- **Certificate Students:** Students wishing to readmit to the College must email readmit@pit.edu to begin the readmission process. Once completed, the Program Director determines which courses the student must complete and when the student may return. The student must then meet with the Program Director and a Financial Aid Advisor for a re-entry appointment to learn the available financial aid options.

After a one-term dismissal, students may apply for reinstatement by submitting a written request to an Associate Dean of Academic Affairs. Before reinstatement, the student must schedule a re-entry interview with an Associate Dean of Academic Affairs and the Director of Student Affairs. If the application for reinstatement is approved, the student must apply for readmission to the Admissions Office.

GRADUATION

P.I.T. hosts the graduate commencement ceremonies during the spring and fall terms.

Degree Programs:

To graduate with a degree, a student must:

- Earn the required number of term credits in a specific degree program or the equivalency thereof, of which at least 50% of all required credits must be earned at P.I.T.
- Have a minimum cumulative GPA of 2.0 on a 4.0 scale.
- Complete the approved curriculum satisfactorily.

A student planning to graduate in a specific term needs to:

- Submit a Petition to Graduate form to the ARO no later than two (2) months prior to the proposed graduation date.
- Pay a \$100 Graduation Fee to the Business Office.
- Submit a Cap and Gown request to the ARO no later than two (2) months before the proposed graduation date. The student owns the cap and gown upon graduation.

The Program Director or Director of Academic Programs conducts a Graduation Audit to ensure that a candidate has met all requirements for the degree.

Students who petitioned in a previous term and did not graduate must complete a second petition in the term they anticipate graduating.

Dual Degrees

A P.I.T. student may qualify for dual degrees. To qualify for a second major, a student must:

- Matriculate in the second major immediately after completing the requirements for the first degree.
- Meet all requirements for the second major.
- Complete at least six (6) courses (18 credits) at P.I.T. after completing the requirements for a degree in the first major.
- Obtain written approval from the appropriate Program Director(s) and the Dean of Academic Affairs for both majors.
- Have no outstanding financial obligations to P.I.T.
- Complete requirements for both majors while at the same time maintaining a cumulative GPA of at least 2.0 on a 4.0 scale in each of the major programs.

Commencement Ceremony

Students who will complete requirements during the term following commencement will be allowed to march with their class if they:

- Possess a minimum cumulative GPA of 2.0.
- As confirmed by the Registrar, no more than two (2) outstanding courses (6 credits) to complete their degrees.
- Registered for the outstanding course(s) during the previous term.
- Submit a *Petition to Graduate* form to the ARO.
- Pay a Graduation Fee to the Business Office.
- Submit a *Cap and Gown* request to the ARO no later than two (2) months before the proposed graduation date.

Graduates who are Phi Theta Kappa members in good standing are permitted to wear the Phi Theta Kappa honors stole and cords.

Graduation Honors

Students with outstanding academic records receive graduation honors. Students with the following cumulative GPAs, calculated on all coursework completed at P.I.T., graduate with distinction:

- *Summa cum laude* (with the highest honor): 3.90-4.0 cumulative GPA.
- *Magna cum laude* (with high honor): 3.70-3.89 cumulative GPA.
- *Cum laude* (with honor): 3.50-3.69 cumulative GPA.

The distinctions are noted on the diploma and in the commencement program.

Commencement Awards

The following awards for Associate Degree and Bachelor's Degree graduates, which recognize student achievement, are presented at commencement. P.I.T. officials select the awardees:

Valedictorian: The Valedictorian Award is presented to the graduate with the highest cumulative GPA.

Salutatorian: The Salutatorian Award is presented to the graduate with the second-highest cumulative GPA.

Founder's Award: The Founder's Award is presented to the graduate who exemplifies the College's Mission to help deserving students help themselves through a technical education as selected by the staff and faculty of P.I.T.

President's Award: The President's Award is presented to the graduate chosen by the President for meritorious service to the College and academic excellence.

Distinguished Alumnus Award: The Distinguished Alumnus Award recognizes the alumnus who is an accomplished professional and humanitarian.

Dean's Award for Outstanding Service to P.I.T.: Presented to the graduate who has demonstrated academic excellence and has significantly contributed time, energy, ideas, service, and support functions, activities, organizations, groups, faculty, and staff (presented at the discretion of the Vice President of Academic Affairs).

Program of Study Awards:

(Presented to the graduate(s) with the highest GPA at the discretion of the college faculty)

- *Allied Health*
- *Business Administration*
- *Cannabis Studies*
- *Clinical Medical Assistant*
- *Diagnostic Medical Sonography*
- *Health Science*
- *Practical Nursing*
- *Psychology and Behavioral Health*

Faculty Awards (presented at the discretion of the college faculty)

Student Persistence Award: Awarded to a student who has demonstrated exceptional determination in the educational process.

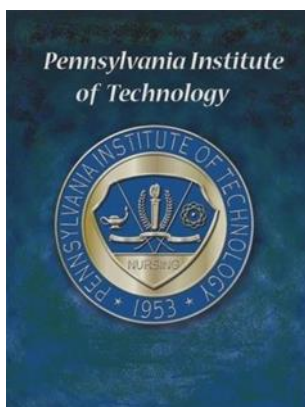
Clinician Award: Presented to the practical nursing graduate whose nursing practice, in any clinical setting, reflected the highest clinical standards and sensitivity to the needs of the patients and their families.

Nightingale Award: Recognizes the practical nursing graduate who consistently demonstrated empathy, kindness, and concern with clients and their families.

Pinning Ceremony for Practical Nursing

The Pinning Ceremony is a rite of passage for students who have completed the PN program. The newly graduated nurses are “pinned” by the Nursing Faculty as a symbol of welcome to the nursing profession. The pin also identifies the nursing school from which the nurse graduated.

The P.I.T. PN Pin replicates the P.I.T. seal, which signifies scholarship, service, and strength. The nursing pinning ceremony originated in the 1860s at the Nightingale School of Nursing at St. Thomas Hospital in London, England.



The Commencement Ceremony also recognizes graduating members of the Phi Theta Kappa Honor Society for their academic achievement, graduating Peer Tutors for their academic support, graduating Student Ambassadors for their service to P.I.T., and graduating nominees to Who's Who Among Students in American Colleges and Universities for their academic achievement and/or service to P.I.T.

Issuance of Certificate and Diplomas

The Academic Records Office (ARO) issues certificates and diplomas to students who complete their requirements in a program of study and have filed an Application for Graduation with the ARO.

The Application for Graduation starts the degree evaluation process. During the degree evaluation process, a potential graduate's requirements are evaluated for completeness and approved by the Program Director, Vice President of Academic Affairs, and Vice President of Data and Technology. Degree evaluations are completed at the end of each term after grades have been submitted.

Students who have successfully completed the requirements for a degree or certificate will have their award printed and be notified by the ARO that it is ready for pickup. Certificates and diplomas are printed every month, typically, during the third week, with the required completion date.

Students may pick up their diplomas at the ARO. The office will not release diplomas to students with outstanding financial obligations to P.I.T.

ACADEMIC INFORMATION

STUDENT SUCCESS PROGRAMS

The Academic Affairs Department provides comprehensive student success programs designed to help students start college confidently, successfully meet college life's challenges, and achieve their educational goals. All programs are provided at no additional cost to eligible, registered P.I.T. students.

Academic Advising:

Program Directors and faculty provide curriculum guidance to students from their first term through graduation. Individual advising appointments are available to assist students with course selection, questions about course placement, prerequisites and co-requisites, and meeting degree requirements for graduation.

Academic Enrichment Program (AEP)

This award-winning program is an innovative approach to strengthening students' skill levels with individualized learning in Reading, Sentence Structure, Writing, and Arithmetic required by four-year colleges, universities, and employers.

AEP uses an alternative educational approach enabling students to immediately enroll in a program of study without delay while strengthening these critical skills. AEP sessions engage students in the learning process through interactive learning approaches. Each AEP course textbook is enhanced with web-integrated lecture series and videos, chapter test preparation video CDs, and companion resource websites, which include online homework and tutorials. AEP instructors also incorporate career-oriented skills into each course and reinforce these skills with various exercises.

Students identified for skill strengthening through the placement exams will attend AEP instructional sessions. Based upon an individualized *Student Enrichment Plan*, instructors will track each student's performance when entering, during, and exiting the program. Students who have successfully completed the AEP consistently demonstrated excellent academic outcomes.

Library Services:

P.I.T.'s Library provides resources and services to P.I.T. students, faculty, staff, and alums that support their educational and lifelong learning goals while providing a gateway to the world of knowledge and information.

Library resources include print volumes, eBooks, audiovisual materials, and full-text databases. The Special Collections include the Founder's Collection (covering numerous subjects), the Hinderliter Collection (covering archaeology and architecture), and the Honeywell Collection (covering engineering).

Library services include reference assistance, information literacy instruction, interlibrary loan, the online catalog **PITCat** (<https://piot.tlcdelivers.com>), and Internet access. Information Literacy workshops are offered to classes and individuals. Desktop computers are available to students and staff. Students are welcome to visit the campus to use print volumes and audiovisual materials.

Alums have limited lifetime privileges to Library resources and services.

Library Location—the P.I.T. Library is located on the first floor of the College adjacent to the Admissions Department. *Hours:* 9:00 AM to 5:00 PM, Monday-Friday. Holiday or summer hours may vary due to changes in the schedule.

New Student Orientation

Orientation is designed for students enrolling for the first time at P.I.T. The on-campus program eases a student's transition into college life. Students learn about faculty expectations, college policies, academic and student support services, important dates to remember, and how to succeed. Students learn the location of various classrooms and offices and how to access their P.I.T. email and student accounts. Faculty and staff are available to answer questions students may have.

New Student Orientations are provided before the beginning of the fall, winter, spring, & summer terms. Participation is strongly recommended.

Tutoring – Degree Program

For information regarding tutoring services available to degree students, please refer to this catalog under STUDENT AFFAIRS: Tutoring Services on page 40.

Tutoring - PN Program

PN faculty provides individualized and group tutoring in nursing subjects throughout the Academic Year.

Tutoring - Certificate Courses

The certificate faculty provides individualized and group tutoring in CMA throughout the Academic Year.

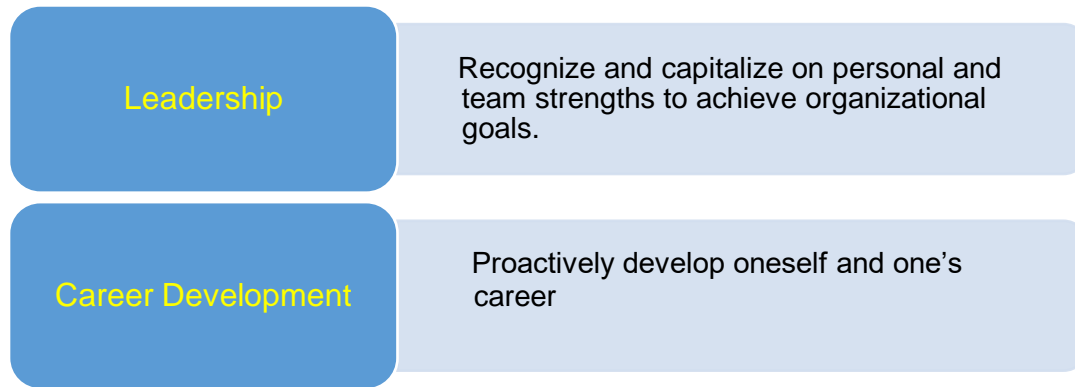
COLLEGE COMPETENCIES

P.I.T. has specific objectives for each course and student learning outcomes for each Associate Degree and Certificate program graduate. The course objectives are listed in the syllabus for each course. The student learning outcomes are listed in the description of each program in the "Programs of Study" section of the Catalog.

The College has defined eight competencies that enhance degree and certificate programs and general education learning outcomes. The general education courses and degree requirements will help students develop and improve their skills in these critical areas. While it's impossible for one course to cover all the competencies successfully, lessons will be embedded in the course objectives of many different courses at different levels of the curricula. This will allow students to learn and demonstrate mastery of these competencies.

Students who complete a program of study and graduate from P.I.T. will demonstrate the following:

Professional Competence	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
Collaboration	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
Communication	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
Ethical Use of Technology	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals..
Analytical Thinking	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
Respect for Diversity	Demonstrate awareness, knowledge, and skills required to equitably engage people from different local and global cultures. Engage in anti-racist practices that challenge the systems, structures, and policies of racism.



REGISTRATION AND COURSE CREDITS

Registration and Class Scheduling

Baccalaureate and Associate Degree Programs

Day classes are held Monday through Friday, typically starting at 8:30 AM and ending by late afternoon. Students may arrange their class schedules with their Academic Support Coach's approval to accommodate cooperative work experiences, employment, and personal needs. Evening classes are held virtually Monday through Thursday, typically from 6:00 PM to 9:00 PM or 10:00 PM.

In addition to traditional on-campus courses, the College also provides online and hybrid class sessions. Hybrid classes allow students to maintain face-to-face contact once weekly while completing the course online. Online classes are asynchronous and can be completed at any time of the day.

Pre-registration for the next term for current students is scheduled after mid-term grades are submitted. Students who intend to return are encouraged to pre-register to ensure an optimum class schedule and to be reasonably sure of obtaining the desired classes.

Registration for new students is scheduled several weeks before the beginning of classes and is also conducted in conjunction with New Student Orientation. New students receive a letter from the College's Admissions Department informing them of the date and time for orientation and registration. New students must attend the orientation and registration session.

Registration for each term includes:

- Consult with an Admissions Specialist (for new students) or your Academic Support Coach (for continuing students) to confirm appropriate courses for the forthcoming term.
- Consult with the Financial Aid Office each term to finalize financial aid and support eligibility.
- Pay tuition and fees via the P.I.T. Student Portal or to the Business Office.
- Obtain an official class schedule from your Academic Support Coach.
- Purchase required textbooks and supplies.

PN Program

The 12-month, Full-Time Day Program classes are scheduled Monday through Friday from 8:30 AM - 4:00 PM, with clinical days beginning at 6:45 AM - 3:00 PM. The possibility of clinical evening and weekend rotation exists.

DMS Program

The 15-month, full-time day program classes are generally scheduled Monday through Friday from 8 AM – 4:30 PM. During the last two terms, full-time clinical rotations occur (40 hours per week); these clinical days typically run from 8 AM - 4:30 PM; however, there is a possibility of day, evening or weekend hours during clinical rotations.

CMA Program

Day classes typically meet Monday through Friday from 8:30 AM - 4:30 PM. During the last term, students are expected to participate in an externship requiring full-time availability.

Academic Information

An officially registered student has been:

- Approved, either electronically or manually, by all the following:
 - An Admissions Specialist (for new students) or a Program Director (for continuing students).
 - Financial Aid Office.
 - Business Office.
- Approved for scheduling by the ARO.

Students are permitted to attend only those classes they have been officially registered and financially cleared.

Change of Name and/or Address

Students are required to inform the ARO concerning any change of identification, such as a change of name, home address, email address, and telephone number. It is the student's responsibility to keep the College informed of all demographic changes.

Transcript Request

Students and alums may request transcripts from the ARO. An official transcript request form may be completed in the ARO, or a letter requesting the transcript can be mailed or faxed to the ARO at (610) 892-1522. The letter should include the following information: name, home address, home telephone number, approximate dates of attendance, social security number, and the address to which the transcript will be sent. The request letter requires the student's signature. There is no charge for the first two (2) P.I.T. transcripts requested by a student. Any additional transcripts are subject to a nominal charge.

Student Academic Load:

- **Baccalaureate and Associate Degree Programs:** A degree-seeking student is considered full-time when registered for a minimum of 9 term credits.
- **Certificate Programs:** A certificate student is considered full-time when registered for a minimum of 9 term credits.

Course Overload

A degree-seeking student may apply for an overload of courses, 15 credits or more, provided they have maintained a cumulative GPA of 3.0. Written approval by the student's Program Director and an Associate Dean of Academic Affairs is required.

Formation of Sections and Cancellation of Courses

The formation and continuation of class sections and courses of instruction are subject to adequate enrollment. The College administration reserves the right to cancel a course or section, change the

meeting time, subdivide a section, or combine two (2) or more sections as circumstances require.

Every effort is made to minimize the impact of such changes on the students. Students involved in a change of schedule may seek assistance from an Admissions Specialist (for new students), their Academic Support Coach (for continuing students), or the ARO.

Transfer of Credit

Students who have attended another institution of higher education and who wish to transfer to P.I.T. must submit an Application for Admission and official transcripts of all post-secondary education credits.

Transfer Credit for College Coursework

Students who have attended another institution of higher education and who wish to transfer to P.I.T. must submit an Application for Admission and **official** transcripts of all post-secondary education credits. Transfer applicants may be asked to submit catalogs, including course descriptions, to evaluate credits and develop an appropriate schedule of courses.

Generally, courses considered for transfer to P.I.T. are those earned accredited at institutions. The College reserves the right to accept only post-secondary credits for **science courses** earned within **five years** from the date of application. The Practical Nursing and Diagnostic Medical Sonography programs have other restrictions on transfer credits.

Only earned credits are transferred; grades and GPAs are not transferred. It is the policy of P.I.T. to transfer credits for those courses in which the student has earned a grade of "C" or higher.

Students with questions about transfer credits should seek assistance from an Associate Dean of Academic Affairs or the Office of Admissions.

Advanced Placement Credit

There are two opportunities for students to earn Advanced Placement at P.I.T. Advanced Placement (AP) credit is college credit students earn before they officially enter P.I.T. and may be applied toward the degree requirements. To be eligible to receive AP credit, first-time freshmen must take the AP exam before matriculation at P.I.T.

Advanced placement credit is also awarded to students for prior academic learning and/or work experience. Credits are determined using standardized examinations such as the College Level Examination Program (CLEP), through in-house challenge examinations, or by assessment of the student's work. Students may petition the Assistant Dean of Academic Affairs for advanced placement credit. There is an in-house challenge examination fee equal to the cost of one college credit at P.I.T.

Credits in Residence Requirements

A minimum of 50% of the total term credits of any certificate or degree program must be completed at P.I.T. A maximum of 50% of the total term credits required for a degree or certificate may be earned by transfer credit and/or Advanced Placement Examinations.

When transfer credits or advanced placement credits are awarded, students receive the credits on their academic record, but grades are not transferred. Therefore, the student's P.I.T. GPA is not affected.

The Practical Nursing and Diagnostic Medical Sonography programs have other restrictions on advanced placement credits. Please consult their student handbooks for detailed information. Students with questions about transfer credits should seek assistance from the Director of Academic Operations or the Office of Admissions.

Experiential Learning Credit

Experiential Learning Credit is earned based on work experience. Examples of a student's work may include computer programs, work projects, drafting plates, portfolios, and other completed projects. Students may petition the Associate Dean of Academic Affairs for experiential learning credit. An Assessment of Experiential Learning Fee is \$150 per class plus \$25 for each credit.

Coursework Outside the Classroom

College success requires students to be independent learners supported by an instructor who is proficient and knowledgeable in the course material. As a result, students are expected to spend 2-4 hours in class, and they are required to spend as long as it takes outside of class to master the content of the course.

The average student can expect to spend approximately 24 to 26 hours studying each week in addition to class time. Lecture and lab-based courses require a combination of reading, writing, studying, and lab/project work. Online courses can add 10 to 15 hours a week per class session because there is no in-class component.

Course Substitution

P.I.T. is authorized to make course substitutions for enrolled students when warranted, subject to the Credits in Residence Requirements (above).

Students who receive a transfer of credit or advanced placement credit may utilize some of those credits toward their degree at P.I.T. To accomplish this, the student must apply for course substitution approval as follows:

- Students may request their Program Director to make substitutions within their curriculum with other courses at P.I.T. or other accredited institutions. Substitute courses from other institutions must be included in the total of transferred credits.
- Students must obtain a Course Substitution Form from the ARO and then meet with their Program Director to approve the change.
- If the Program Director approves the substitution, the student must bring the petition to an Associate Dean of Academic Affairs for approval.
- The completed form is returned to the ARO if the substitution is approved.

Course Audits

If students wish to take a course for enrichment, they may choose to audit it. They may attend lectures, take part in discussions, and in every other way participate in the learning activity; they are not required to complete assignments or take examinations. Students register to audit a course in the same way and at the same time as they register for credit courses. An audited course is listed on the student's transcript with the code "AU," which indicates no grade or credit for the course. The tuition charge for an audited course is the equivalent of one credit. Students may not change from audit to credit or vice versa after the end of the Add-Drop Period.

Special Topics Courses

Some programs at P.I.T. offer "Special Topics" courses. These courses allow students to explore aspects of a program beyond what is offered in the Recommended Course Sequence. Such courses require significant initiative on the part of students. They are open only to students who have completed at least one term of study and who have the written approval of the instructor and the Program Director. Objectives, time commitments, and credits awarded are determined through consultation with the instructor, subject to the approval of the Vice President of Academic Affairs.

Directed Study Courses

Occasionally, because of scheduling conflicts, graduation deadlines, or course cancellations, a required course may not be available when a student needs it. As a result, it may be necessary for the student to request to enroll in a class as a Directed Study course.

Such courses will be arranged with the individual instructor and must be approved by the Assistant Dean of Academic Affairs. Courses offered through directed study must meet the requirements of the regular course. The objectives and competencies listed in the course syllabus are presented as they would be in the normal course, and the same procedures determine the grade for the course.

Students who wish to take a course through directed study must have a cumulative GPA of 2.5 or higher, complete the required form from the Academic Records Office, and obtain the written approvals of the instructor, the Program Director, and the Assistant Dean of Academic Affairs.

Change of Program (Curriculum)

Students must obtain a Change of Program Form and a copy of their degree evaluation from the ARO to change from one academic program to another. After receiving the approval and signature of their original Program Director, a student must obtain the approval and signature of the new Program Director and the Assistant Dean of Academic Affairs. The Academic Support Coaches can also assist students with the process.

Students are notified by their new Program Director concerning the procedures involved in scheduling classes for the new program at the time of acceptance into the new program. Students who change programs retain their previous academic records and must meet all requirements for graduation in their new program.

Students receiving financial aid must consult with the Financial Aid Office before they finalize the program change to determine the possible consequences of a Change of Program on their financial aid and other financial obligations to P.I.T.

Schedule Changes – Add-Drop Courses

Degree Programs, CMA, and Practical Nursing:

To drop a course during the 5-class day Add-Drop Period of the term, the student must obtain an *Add-Drop Form* from their Academic Support Coach. Courses dropped during the Add-Drop Period do not appear on a student's academic record. Courses may be added within the posted Add-Drop Period of the term. Students should see their Academic Support Coach to assist with the process.

Students need to confer with the Financial Aid Office to determine and understand how adding or dropping courses will affect their financial aid status.

Diagnostic Medical Sonography Program:

To drop a course during the 5-class day Add-Drop Period of the term, the student must obtain an Add-Drop Form from their Academic Support Coach. Courses dropped during the Add-Drop Period do not appear on a student's academic record. Students should see their Academic Support Coach to assist with the process.

Students need to confer with the Financial Aid Office to determine and understand how adding or dropping courses will affect their financial aid status.

Effect on Grades of Withdrawal from Course(s)

If a student drops a course after the Add-Drop Period of the term and before the end of the 8th week of the term, they receive a Withdrawal ("W") grade in the course. A grade of "W" does not affect the student's cumulative GPA. A course dropped or not attended during the last two weeks of a term may be recorded by the faculty members as a Failure ("F") or Failure because of excessive absenteeism ("FA") grade. Under certain circumstances, an Incomplete ("I") grade is given.

Students must be aware that withdrawal may impact their financial aid status. Full-time or part-time status is determined by the end of the Add-Drop Period. No adjustment of charges will be granted based on a status change after the Add-Drop Period. For further information, contact the Financial Aid Office.

Repetition of Courses

A course may be repeated regardless of the earned grade or transferred credit either to effect a change in the student's GPA or to review the content of a course previously taken. When a course is repeated, the higher earned grade calculates the cumulative GPA. The lower earned grade for the course remains on the transcript but is not used in calculating the student's cumulative GPA.

PROGRAMS OF STUDY

The Academic Programs of P.I.T. are organized by Bachelor's Degree, Associate Degree, and Certificate options. The degree options are for students who wish to develop skills for entry-level employment and those who want to complete their bachelor's degree. The certificate option is designed for students who want to develop skills for entry-level employment. The certificate programs consist of courses that can be applied as part of the A.S. degree programs.

Bachelor Degrees

The College offers four-year bachelor's degrees to accommodate students seeking a degree but requiring maximum flexibility. These programs are a B.S. in Business Administration and Health Science.

Associate Degrees

P.I.T. offers two-year associate degrees in *Allied Health - Clinical Medical Assistant, Allied Health – Practical Nursing, Cannabis Studies, Business Administration, Diagnostic Medical Sonography, General Studies, Health Care Management, Health Sciences, Psychology, and Psychology & Behavioral Health.*

Certificates

Practical Nursing Certificate

- The *Practical Nursing* program is a four-term curriculum that prepares graduates to sit for the Practical Nursing (NCLEX-PN®) examination. After passing the exam, graduates are qualified for entry-level positions requiring LPN licensure.
- Practical Nursing graduates may further their education at P.I.T. by completing additional required courses for an A.S. in Allied Health with a Practical Nursing certificate.

Clinical Medical Assistant Certificate:

- Clinical Medical Assistant is a three-term program that prepares graduates to sit for industry certification examinations.
- Graduates of these Allied Health certificates may further their education at P.I.T. by completing additional required courses for the respective A.S. in AHT degrees.

General Education (Gen Ed) Requirements – Required in Degree Programs:

The Gen Ed program is required of students who expect to graduate with a degree. The Gen Ed component is designed to assist students to:

- Apply values and ethics in decision making
- Evaluate cultural and global aspects in a sensitive way
- Examine context to analyze situations
- Analyze and synthesize information using scientific reasoning
- Write satisfactory academic documents
- Demonstrate mathematical proficiency/quantitative analysis.

Each Gen Ed course carries three (3) credits. Degree students must earn a minimum of 21 credits in Gen Ed requirements:

- Two (2) courses in English (6 credits)
- Two (2) courses in Mathematics (6 credits), AND

- Two (2) courses in the Humanities and Social Sciences (6 credits).
- One (1) course in Information/Technology Literacy (3 credits).

English Competencies – Required: 6 credits

ENG 108 English Composition	ENG 215 Analytical Writing
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Mathematics/Quantitative Analysis Competencies – Required: 6 credits

Allied Health

MTH 130 Mathematics for Health Care Professionals	MTH207 Statistics
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Business

MTH 145 College Algebra & Trigonometry	MTH207 Statistics
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Cannabis Studies: Business

MTH 145 College Algebra & Trigonometry	MTH207 Statistics
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Cannabis Studies: Health

MTH 130 Mathematics for Health Care Professionals	MTH207 Statistics
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Cannabis Studies: Horticulture

MTH 130 Mathematics for Health Care Professionals	MTH207 Statistics
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Diagnostic Medical Sonography

MTH 145 College Algebra & Trigonometry	PHS260 Physics for Sonography
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General Studies

MTH 145 College Algebra & Trigonometry	MTH207 Statistics
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Health Care Management

MTH 130 Mathematics for Health Care Professionals	MTH207 Statistics
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Health Science

MTH 130 Mathematics for Health Care Professionals	MTH 145 College Algebra & Trigonometry
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Psychology and Human Services

MTH 130 Mathematics for Health Care Professionals	MTH207 Statistics
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Humanities and Social Science Competencies - Required: 9 credits

Humanities and social sciences provide insight into the human experience. These courses offer insight into the following:

- History of humans
- How humans interact
- Human cultures around the world
- Human societies around the world
- How cultures and societies develop

Humanistic writings and social science research provide a solid foundation for exploring and understanding how cultures and individuals interact.

BEH 101 Introduction to Behavioral Health	HUM 140 Critical Thinking in the Modern Age
CAT109 The Politics, History, and Ethics of the Cannabis Industry	HUM 299 An Interdisciplinary Approach to Humanities
COM 108 Communications and Social Interaction	MOT 115 Health Care in a Transcultural Environment
CRJ 101 Introduction to Criminal Justice	PLS 150 American Federal Government
CSC 239 Cyber Law & Ethics	PLS 160 Introduction to Global Studies
ENG 160 Introduction to Literature	PSY 105 Introduction to Psychology
ENG 170 American Literature	PSY 109 Human Growth and Development
HCM219 Health Care Law and Ethics	PSY 204 Psychology of Gender and Culture
HIS 150 Western Civilization	PSY 215 Abnormal Psychology
HIS 160 Culture and Technology	PSY 265 Criminal Psychology
HIS 180 History of Religion	SOC 103 Introduction to Sociology

Information/Technology Literacy – Required: 3 Credits

CIS 110: Computer Information Systems	DMS 231: Sonography of High-risk Obstetrics
NUR 140: Nursing Fundamentals	

Bachelor Degrees

Business Administration (BUS)

Bachelor of Science

Format: Online

Scheduling: Full-Time, Part-Time

The B.S. in Business Administration is a 121-credit-hour program. It is a flexible degree option that allows students to pursue a baccalaureate degree or take components of the degree as certificates to enhance professional development and workforce readiness/career advancement.

The degree program consists of a general education core, a business core, and stand-alone stackable certificates in Supply Chain and Operations Management paired with Applied Project Management; Digital Marketing paired with Innovation and Entrepreneurship. A fifth concentration, Healthcare Administration, allows students to complete a business administration degree program with a healthcare emphasis—expanding their employability into the healthcare industry. This concentration can be paired with several of the other concentrations.

Program Learning Outcomes

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

1. Demonstrate increased leadership skills.
2. Develop a strong knowledge of core business concepts.
3. Apply foundational concepts to business scenarios.
4. Demonstrate enhanced collaboration and team-building skills.
5. Analyze case studies and create rational courses of action.

Business Administration

Bachelor of Science (B.S.) Recommended Course Sequence

TERM 1

	Lecture	Lab	Credits
MTH 145 College Algebra and Trigonometry	3	0	3
ENG 108 Composition	3	0	3
BUS 131 Business Management	3	0	3
TERM TOTAL	9	0	9

TERM 2

	Lecture	Lab	Credits
BUS 226 Principles of Marketing	3	0	3
SOC 103 Introduction to Sociology	3	0	3
CIS 110 Computer Information Systems	3	0	3
TERM TOTAL	9	0	9

TERM 3

	Lecture	Lab	Credits
MTH 207 Statistics	3	0	3
PSY 105 Introduction to Psychology	3	0	3
BUS 247 Principles of Macro-Economics	3	0	3
TERM TOTAL	9	0	9

TERM 4

	Lecture	Lab	Credits
BUS 211 Financial Accounting	3	0	3
HIS 160 Culture and Technology	3	0	3
COM 108 Communications and Social Interaction	3	0	3
TERM TOTAL	9	0	9

TERM 5

	Lecture	Lab	Credits
ENG 215 Analytical Writing	3	0	3
HUM 140 Critical Thinking in the Modern Age	3	0	3
BUS 231 Business Law	3	0	3
TERM TOTAL	9	0	9

TERM 6

	Lecture	Lab	Credits
HUM 130 Society and Finance	3	0	3
BUS 239 Principles of Finance	3	0	3
BUS 219 Team Building and Conflict Resolution	3	0	3
TERM TOTAL	9	0	9

TERM 7

	Lecture	Lab	Credits
BUS 116 Introduction to HR	3	0	3
BUS 280 Business Strategy	3	0	3
_____ Humanities Elective	3	0	3
TERM TOTAL	9	0	9

TERM 8

	Lecture	Lab	Credits
BUS 205 Organizational Behavior	3	0	3
HIS 150 Western Civilization	3	0	3
BUS 214 Strategic Management Concepts	3	0	3
TERM TOTAL	9	0	9

TERM 9

	Lecture	Lab	Credits
BIO 105/6 General Biology and Lab	3	1	4
BUS 300 Data Analytics	3	0	3
CERTCRS1 Certificate Course 1	3	0	3
TERM TOTAL	9	1	10

TERM 10

	Lecture	Lab	Credits
PLS 160 Introduction to Global Studies	3	0	3
CERTCRS2 Certificate Course 2	3	0	3
CERTCRS3 Certificate Course 3	3	0	3
TERM TOTAL	9	0	9

TERM 11

	Lecture	Lab	Credits
_____ Free Elective 1	3	0	3
CERTCRS4 Certificate Course 4	3	0	3
CERTCRS5 Certificate Course 5	3	0	3
TERM TOTAL	9	0	9

TERM 12

	Lecture	Lab	Credits
_____ Free Elective 2	3	0	3
CERTCRS6 Certificate Course 6	3	0	3
CERTCRS7 Certificate Course 7	3	0	3
TERM TOTAL	9	0	9

TERM 13

	Lecture	Lab	Credits
CERTCRS8 Certificate Course 8	3	0	3
CERTCRS9 Certificate Course 9	3	0	3
CERTCRS10 Certificate Course 10	3	0	3
TERM TOTAL	9	0	9

TERM 14

		Credits
BUS 400 Internship or BUS 305 Business Plan Prep	180 hours (3 Credits)	
TERM TOTAL	0	180 intern hours 3

PROGRAM TOTAL	117	1	3	121
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Health Science (HSC)

Bachelor of Science

Format: Online, Hybrid

Scheduling: Full-Time, Part-Time

The Bachelor of Health Science (BHS) is a versatile and comprehensive undergraduate program designed to cater to the diverse interests and career aspirations of students within the expansive field of health sciences. This degree offers multiple pathways, allowing students to tailor their educational journey based on their specific interests and professional goals, whether in pre-physical therapy (pre-PT), healthcare management, or nutrition.

The health science bachelor's degree program integrates rigorous coursework with practical experiences to equip students with the knowledge, skills, and competencies required for a variety of healthcare careers or advanced graduate study. The curriculum is structured to provide a robust foundation in the health sciences while offering specialized pathways that enable students to delve deeply into their areas of interest.

Bachelor of Health Science

1. Students will demonstrate a comprehensive understanding of the structure, function, and organization of healthcare systems, including public health agencies, hospitals, clinics, and other healthcare settings.
2. Students will acquire a solid foundation in the basic sciences relevant to health, including biology, chemistry, anatomy, physiology, and nutrition.
3. Students will demonstrate the knowledge and skills to promote health and prevent disease within individuals, communities, and populations.
4. Students will demonstrate culturally competency and able to provide healthcare services that are respectful of and responsive to the cultural and linguistic needs of diverse populations.
5. Students will demonstrate professionalism, ethical behavior, and adherence to legal and regulatory standards in all aspects of their professional practice.

Bachelor of Health Science - Nutrition

1. Students will demonstrate a comprehensive understanding of the principles of nutrition science, including macronutrients, micronutrients, metabolism, and the role of nutrition in human health and disease prevention.
2. Students will be able to assess the nutritional status of individuals and populations using appropriate methods and tools, such as dietary assessment, anthropometric measurements, and biochemical tests.

Bachelor of Health Science - Pre Physical Therapy

1. Students will demonstrate a solid understanding of basic sciences such as anatomy, physiology, biology, chemistry, and physics, with a specific focus on how these disciplines relate to human movement and rehabilitation.
2. Students will demonstrate a deep understanding of human movement biomechanics, musculoskeletal anatomy, and the principles of kinesiology, which are fundamental to the practice of physical therapy.

Bachelor of Health Science - Healthcare Administration

1. Students will demonstrate a comprehensive understanding of the structure, function, and organization of healthcare systems, including the delivery of healthcare services, healthcare financing, policy and regulation, and healthcare reform initiatives.
2. Students will develop leadership and management skills necessary to effectively lead healthcare teams and organizations, including strategic planning, organizational behavior, human resource management, and quality improvement.

Health Science

Bachelor of Science (B.S.) Recommended Course Sequence November 6, 2024

TERM 1

		Lecture	Lab	Credits
ENG 108	Composition	3	0	3
BIO 118	Medical Terminology	3	0	3
BIO 119	Clinical Applications of Medical Terminology	0	1	1
CIS 110	Computer Information Systems	3	0	3
TERM TOTAL		9	1	10

TERM 2

		Lecture	Lab	Credits
BIO 105	General Biology	3	0	3
BIO 106	General Biology Lab	0	1	1
ENG 215	Analytical Writing	3	0	3
MOT 115	Healthcare in a Transcultural Environment	3	0	3
TERM TOTAL		9	1	10

TERM 3

		Lecture	Lab	Credits
BIO 205	General Biology II	3	0	3
BIO 206	General Biology II Lab	0	1	1
CERTCRS1	Certificate Course 1	3	0	3
SOC103	Introduction to Sociology	3	0	3
TERM TOTAL		9	1	10

TERM 4

		Lecture	Lab	Credits
CHM 105	General Chemistry	3	0	3
CHM 106	General Chemistry Lab	0	1	1
HUM 140	Critical Thinking in the Modern Age	3	0	3
MTH 145	College Algebra and Trigonometry	3	0	3
TERM TOTAL		9	1	10

TERM 5

		Lecture	Lab	Credits
CHM 230	General Chemistry II	3	0	3
CHM 231	General Chemistry II Lab	0	1	1
PSY 109	Human Growth and Development	3	0	3
ENG 160	Introduction to Literature	3	0	3
TERM TOTAL		9	1	10

TERM 6

		Lecture	Lab	Credits
PSY 105	Introduction to Psychology	3	0	3
CERTCRS2	Certificate Course 2	3	0	3
PLS 150	American Federal Government	3	0	3
TERM TOTAL		9	0	9

TERM 7

		Lecture	Lab	Credits
BIO 135	Anatomy and Physiology I	3	1	4
CERTCRS3	Certificate Course 3	3	0	3
HIS 180	History of Religion	3	0	3
TERM TOTAL		9	1	10

TERM 8

		Lecture	Lab	Credits
BIO 136	Anatomy and Physiology II	3	1	4
CERTCRS4	Certificate Course 4	3	0	3
MTH 207	Statistics	3	0	3
TERM TOTAL		9	1	10

TERM 9

		Lecture	Lab	Credits
CERTCRS5	Certificate Course 5	3	0	3
COM 108	Communications and Social Interaction	3	0	3
HCM 117	Healthcare Informatics	3	0	3
— —	Behavioral Health/Psych Elective	3	0	3
TERM TOTAL		12	0	12

TERM 10

		Lecture	Lab	Credits
CERTCRS6	Certificate Course 6	3	0	3
BUS 219	Teambuilding and Conflict Resolution	3	0	3
— —	Humanities Elective	3	0	3
— —	Free Elective	3	0	3
TERM TOTAL		12	0	12

TERM 11

		Lecture	Lab	Credits
HCM 219	Health Care Law and Ethics	3	0	3
BIO 250	Basic Pharmacology	3	0	3
CERTCRS7	Certificate Course 7	3	0	3
TERM TOTAL		9	0	9

TERM 12

		Lecture	Lab	Credits
HUM 304	Bioethics	3	0	3
CERTCRS6	Certificate Course 8	3	0	3
CERTCRS7	Certificate Course 9	3	0	3
TERM TOTAL		9	0	9

PROGRAM TOTAL	114	7	121
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Health Science Tracks

Pre-PT	Nutrition	Healthcare Administration
PHS210 Introduction to Physics (3 cr)	HSC210 General Nutrition (3 cr)	HCM107 Intro to Healthcare Mgmt (3 cr)
PHS310 Modern Physics (3 cr)	HSC220 Applied Performance Nutrition & Weight Mgmt (3 cr)	BUS206 Organizational Behavior (3 cr)
BIO240 Intro to Physical Therapy (3 cr)	COM240 Health Coaching (3 cr)	BUS209 Operations Management (3 cr)
BIO145 Intro to PT Kines (4 cr)	HSC310 The Culture of Nutrition (3 cr)	HCM130 Medical Office Administrative Services (3 cr)
HSC210 General Nutrition (3 cr)	HCM227 Emerging Trends in Healthcare (3 cr)	HCM227 Emerging Trends in Healthcare (3 cr)
BIO230 Biomechanics (3 cr)	HSC320 Nutrition through the Life Cycle (3 cr)	HCM231 Financial Management of Health Care Organizations (3 cr)
HSC401 Public Health Policy (3 cr)	PSY114 Educational Psych (3 cr)	HSC401 Public Health Policy (3 cr)
HSC405 Princ of Epidemiology (3 cr)	HSC405 Princ of Epidemiology (3 cr)	HSC405 Princ of Epidemiology (3 cr)
MTH225 Calculus (4 cr)	PSY210 Research Methods (3 cr)	BUS214 Strategic Mgmt (3 cr)

A student who chooses to pick a variety of classes across the different tracks can graduate with a B.S. in Health Science (no specific track).

Associate Degrees

ALLIED HEALTH (AHT)

Associate in Science (A.S.)

Clinical Medical Assisting:

Format: Traditional, Hybrid, Online

Scheduling: Full-Time, Part-Time

Pre-Nursing:

Format: Traditional, Hybrid, Online

Scheduling: Full-Time, Part-Time

Practical Nursing:

Format: Traditional

Semester Scheduling:

Full-Time

Students pursuing an A.S. Degree in AHT can expect maximum opportunities for healthcare professionals in Clinical Medical Assisting or Practical Nursing by continuing their collegiate education. The A.S. in AHT Degree provides students with additional knowledge, skills, attitudes, and values to enhance their career mobility in health care. Students interested in a broad understanding of Allied Health can major without a concentration. This degree also prepares students to pursue further education at the bachelor's degree level.

Programmatic Learning Outcomes:

The primary objectives of an A.S. Degree in AHT are as follows:

1. Identify the anatomical structure and functions of the human body,
2. Skillfully perform and document routine procedures according to current protocols.
3. Maintain industry standards of quality control and safety in the workplace.
4. Uphold legal and ethical standards and confidentiality for patient privacy.
5. Effectively apply verbal, nonverbal, and written communication principles and skills in the workplace.
6. Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.

A.S. Allied Health Degrees

- Clinical Medical Assistant
- Practical Nursing
- Pre-Nursing

Flexibility Achieving an A.S. in AHT Degree

When pursuing an A.S. in AHT Degree, students may choose to complete the Certificate or General Education courses first; students then complete the remaining requirements of the program. Students should consult the AHT Program Director to design an appropriate educational plan.

ALLIED HEALTH (AHT) - CLINICAL MEDICAL ASSISTANT (CMA)

Effective October 2024

**Associate in Science (A.S.)
Recommended Course Sequence**

Format: Online, Hybrid, Traditional

TERM 1

		Lecture	Lab	Credits
BIO 105	General Biology	3	0	3
BIO 106	General Biology Laboratory	0	1	1
ENG 108	Composition	3	0	3
CIS 110	Computer Information Systems	3	0	3

TERM TOTAL		9	1	10
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TERM 2

		Lecture	Lab	Credits
HUM 140	Critical Thinking in the Modern Age	3	0	3
ENG 215	Analytical Writing	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3

TERM TOTAL		9	0	9
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TERM 3

		Lecture	Lab	Credits
MTH 207	Statistics	3	0	3
PSY 105	Introduction to Psychology	3	0	3
MOT 115	Healthcare in a Transcultural Environment	3	0	3

TERM TOTAL		9	0	9
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TERM 4

		Lecture	Lab	Credits
CHM 105	General Chemistry	3	0	3
CHM 106	General Chemistry Laboratory	0	1	1
PSY 109	Human Growth and Development	3	0	3

TERM TOTAL		6	1	7
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TERM 5

	Lecture	Lab	Credits
CMA 109 Clinical Medical Assistant	2	1	3
CMA 115 Immunology and Pharmacology	2	1	3
CMA 153 Medical Terminology & Human Body Systems	4	0	4
TERM TOTAL	8	2	10

TERM 6

	Lecture	Lab	Credits
CMA 209 EKG and Cardiovascular System	2	1	3
CMA 212 Clinical Procedures and the Urinary System	2	2	4
CMA 217 Phlebotomy	2	1	3
TERM TOTAL	6	4	10

TERM 7

	Lecture	Clinical	Credits
CMA 250 Clinical Medical Assistant Externship	1	3	4
CMA 248 Health Coaching and Communication	3	0	3
TERM TOTAL	4	3	7

PROGRAM TOTAL	50	12	62
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ALLIED HEALTH (AHT) WITH PRACTICAL NURSING CERTIFICATE

Associate in Science (A.S.)
Recommended Course Sequence
Format: Online, Hybrid, Traditional
Scheduling: Full-Time and Part-Time

TERM 1

		Lecture	Hours Lab	Credits
BIO 120	Human Body Systems for Health Sciences	5	1	6
ENG 108	Composition	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3
TERM TOTAL		11	1	12

TERM 2

		Lecture	Hours Lab	Credits
ENG 215	Analytical Writing	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
BIO 105	General Biology	3	0	3
BIO 106	General Biology Laboratory	0	1	1
TERM TOTAL		9	1	10

TERM 3

		Lecture	Hours Lab	Credits
CHM 105	General Chemistry	3	0	3
CHM 106	General Chemistry Laboratory	0	1	1
COM 108	Communications and Social Interaction	3	0	3
TERM TOTAL		6	1	7

TERM 4

		Lecture	Hours Lab	Credits
MTH 207	Statistics	3	0	3
BIO 118	Medical Terminology	3	0	3
TERM TOTAL		6	0	6

TERM 5

		Lecture	Hours Lab	Hours Clinical	Credits
NUR 140	Nursing Fundamentals	75	120	120	11
NUR 145	Role Development of the Practical Nurse I	15	0	0	1
TERM TOTAL		90	120	120	12

TERM 6

		Lecture	Hours Lab	Hours Clinical	Credits
NUR 152	Nursing Care of Adults	90	0	240	10
NUR 155	Principles of Pharmacology	15	30	0	2
TERM TOTAL		105	30	240	12

TERM 7

		Hours Lecture	Hours Lab	Clinical	Credits
NUR 162	Intravenous Therapy	15	15	0	1.5
NUR 165	Nursing Practice Specialties	45	45	240	8.5
NUR 167	Clinical Concepts of Pharmacology	15	30	0	2

TERM TOTAL		75	90	240	12
<u>TERM 8</u>		Hours Lecture	Hours Lab	Clinical	Credits
NUR 170	Acute and Complex Care of Adults	105	0	240	11
NUR 175	Practical Nursing Capstone	45	0	0	3
TERM TOTAL		150	0	240	14
PN PROGRAM TOTAL		420	240	840	50
A.S. + PN PROGRAM TOTAL		60	11	14	85

Business Administration (BUS)

Associate in Science (A.S.)

Format: Traditional, Hybrid, Online

Scheduling: Full-Time, Part-Time

The A.S. in Business Administration is a 63-credit-hour program designed to equip students with essential business skills and knowledge. This flexible program provides a solid foundation in business administration, covering key areas such as management, marketing, economics, accounting, finance, and team dynamics. The curriculum is tailored to support career readiness, allowing graduates to enter the workforce confidently or seamlessly transition to PIT's Bachelor of Science in Business Administration program for further academic advancement.

Program Learning Outcomes

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

1. Demonstrate increased leadership skills.
2. Develop a strong knowledge of core business concepts.
3. Apply foundational concepts to business scenarios.
4. Demonstrate enhanced collaboration and team-building skills.
5. Analyze case studies and create rational courses of action.

Business Administration

Associate in Science (A.S.) Recommended Course Sequence

TERM 1

		Lecture	Lab	Credits
ENG 108	Composition	3	0	3
MTH 145	College Algebra & Trig.	3	0	3
BUS 131	Business Mgmt.	3	0	3
Term Total		9	0	9

TERM 2

		Lecture	Lab	Credits
CIS 110	Computer Info Sys.	3	0	3
SOC 103	Intro to Sociology	3	0	3
BUS 226	Principles of Marketing	3	0	3
Term Total		9	0	9

TERM 3

		Lecture	Lab	Credits
MTH 207	Statistics	3	0	3
BUS 247	Macroeconomics	3	0	3
PSY 105	Intro to Psych	3	0	3
Term Total		9	0	9

TERM 4

		Lecture	Lab	Credits
BUS 211	Financial Accounting	3	0	3
COM 108	Comm. & Social Int.	3	0	3
HIS 160	Culture and Technology	3	0	3
Term Total		9	0	9

TERM 5

		Lecture	Lab	Credits
HUM 140	Critical Thinking Mod Age	3	0	3
BUS 231	Business Law	3	0	3
ENG 215	Analytical Writing	3	0	3
Term Total		9	0	9

TERM 6

		Lecture	Lab	Credits
HUM 130	Society and Finance	3	0	3
BUS 219	Team Building & Conflict Res.	3	0	3
BUS 239	Principles of Finance	3	0	3
Term Total		9	0	9

TERM 7

		Lecture	Lab	Credits
BUS 116	Intro to H.R.	3	0	3
Elective	Humanities Elective	3	0	3
BUS 280	Business Strategy	3	0	3
Term Total		9	0	9

AS Program Total	63	0	63
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Cannabis Studies: Business (CAB)

Associate of Science Degree

Format: Traditional, Hybrid, Online

Scheduling: Full-Time and Part-Time

This program aims to provide committed learners with quality, collegiate, and career-enhancing Cannabis-based business education in a supportive environment that promotes personal growth and prepares graduates for successful careers and/or college transfer opportunities.

As medicinal and recreational cannabis business opportunities continue to expand, employment opportunities are emerging and growing by leaps and bounds. This program prepares graduates to start businesses, work for a dispensary or grow operations, or transfer credits to a university to earn a bachelor's degree!

Legal cannabis is currently the greatest job-creation machine in America. The cannabis workforce increased by over 27% over the past five years.

Students will focus on a combination of pathways to determine the most favorable career path. Through a careful examination of the science, botany, marketing, and accounting aspects of a cannabis business, students will be exposed to all levels of vertically integrated and small business models.

Programmatic Learning Outcomes

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

1. Interpret the history of medical cannabis in the USA and recognize the implications of medical legalization and its impact on healthcare.
2. Differentiate the benefits of medical marijuana for different health issues.
3. Explore and understand the legal challenges of working in the cannabis industry or consuming cannabis-based health products.
4. Analyze and assess the research on the medicinal effects of marijuana products.
5. Compare and contrast other alternative health treatments that can be used with medical marijuana.
6. Evaluate the commercial hemp market for potential business opportunities.
7. Recognize and apply the tenets of professional, ethical responsibility.
8. Analyze marketing techniques to determine the most appropriate strategies.
9. Employ accounting software and reports within the context of a cannabis business environment.
10. Develop a clear understanding of the horticulture and botany associated with cannabis.

CANNABIS STUDIES: BUSINESS

Associate in Science (A.S.) Recommended Course Sequence

TERM 1

		Lecture	Lab	Credits
CAT 109	The Politics, History, and Ethics of the Cannabis Industry	3	0	3
ENG 108	Composition	3	0	3
BUS 113	Introduction to Business	3	0	3
TERM TOTAL		9	0	9

TERM 2

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
CAT 108	The Science of Medical Cannabis	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3
TERM TOTAL		9	0	9

TERM 3

		Lecture	Lab	Credits
CAT 141	Cannabis Health Therapies I	3	0	3
CAT 131	Legal Aspects of Alternative Health Therapies	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
TERM TOTAL		9	0	9

TERM 4

		Lecture	Lab	Credits
CAT 146	Cannabis Health Therapies II	3	0	3
CAT 200	Alternative Therapeutic Health Horticulture I	3	0	3
BUS 211	Financial Accounting	3	0	3
TERM TOTAL		9	0	9

TERM 5

		Lecture	Lab	Credits
CIS 110	Computer Information Systems	3	0	3
CAT 210	Alternative Therapeutic Health Horticulture II	3	0	3
CAT 180	Managing Retail Services & Dispensaries	3	0	3
TERM TOTAL		9	0	9

TERM 6

		Lecture	Lab	Credits
CAT 225	Marketing Alternative Health Therapies	3	0	3
CAT 213	Introduction to Agribusiness	3	0	3
CAT 218	Food & Agricultural Laws & Policies	3	0	3

TERM TOTAL**9 0 9****TERM 7**

		Lecture	Lab	Credits
COM 108	Communications and Social Interaction	3	0	3
BUS 290	Entrepreneurship and New Ventures	3	0	3
MTH 207	Statistics	3	0	3

TERM TOTAL**9 0 9****PROGRAM TOTAL****63 0 63**

Cannabis Studies: Health Therapy (CAT)

Associate of Science Degree

Format: Traditional, Hybrid, Online
Scheduling: Full-Time and Part-Time

This program aims to provide committed learners with a quality collegiate and career-enhancing Cannabis-based health education in a supportive environment that promotes personal growth and prepares graduates for successful careers and/or college transfer opportunities.

Medical cannabis has been demonstrated to provide palliative relief for various illnesses. In the state of Pennsylvania, there are currently 20 diagnoses that allow patients to enter the medical cannabis program. The active chemicals in medical marijuana are called Cannabinoids, like chemicals the body makes naturally that affect appetite, memory, movement, and pain. These cannabinoids bind to receptors in the Endocannabinoid System.

The Endocannabinoid (EC) System impacts how a person feels, moves, reacts, and their receptors are found in the brain, organs, connective tissue, glands, and immune cells – throughout the entire body. The primary purpose of the EC system is to maintain a stable internal environment, despite changes in the external environment.

As medicinal and recreational cannabis business opportunities continue to expand, employment opportunities are emerging and growing by leaps and bounds. Students who successfully complete P.I.T.'s Cannabis Healthcare will earn an associate degree and qualify for either placement into the medical cannabis field or transfer to complete their four-year degree in healthcare, allied health, or botany.

Programmatic Learning Outcomes

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

1. Interpret the history of medical cannabis **in the USA** as well as recognize the implications of medical legalization and its impact on healthcare
2. Differentiate the benefits of medical marijuana for different health issues
3. Explore and understand the legal challenges of working in the cannabis industry or consuming cannabis-based health products.
4. Analyze and assess the research on the medicinal effects of marijuana products.
5. Compare and contrast other alternative health treatments that can be used with medical marijuana.
6. Evaluate the commercial hemp market for potential business opportunities
7. Recognize and apply the tenets of professional, ethical responsibility
8. Analyze marketing techniques to determine the most appropriate strategies.
9. Describe how the Endocannabinoid System is impacted by the introduction of cannabis to the body.
10. Develop a clear understanding of the horticulture and botany associated with cannabis.

Cannabis Studies: Health Therapy Track

Associate in Science (A.S.) Recommended Course Sequence

TERM 1

	Lecture	Lab	Credits
CAT 109 The Politics, History, and Ethics of the Cannabis Industry	3	0	3
ENG 108 Composition	3	0	3
HUM 140 Critical Thinking in the Modern Age	3	0	3

TERM TOTAL	9	0	9
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TERM 2

	Lecture	Lab	Credits
ENG 215 Analytical Writing	3	0	3
CAT 108 The Science of Medical Cannabis	3	0	3
CAT 206 Principles of Psychedelic Therapies	3	0	3

TERM TOTAL	9	0	9
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TERM 3

	Lecture	Lab	Credits
CAT 141 Cannabis Health Therapies I	3	0	3
CAT 131 Legal Aspects of Alternative Health Therapies	3	0	3
BUS 113 Introduction to Business	3	0	3

TERM TOTAL	9	0	9
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TERM 4

	Lecture	Lab	Credits
CAT 146 Cannabis Health Therapies II	3	0	3
CAT 200 Alternative Therapeutic Health Horticulture I	3	0	3
CAT 225 Marketing Alternative Health Therapies	3	0	3

TERM TOTAL	9	0	9
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TERM 5

	Lecture	Lab	Credits
BIO 118 Medical Terminology	3	0	3
BIO 119 Clinical Applications of Medical Terminology	0	1	1
CAT 218 Food and Agricultural Law & Policies	3	0	3
CAT 180 Managing Retail Services and Dispensaries	3	0	3

TERM TOTAL	9	1	10
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TERM 6

	Lecture	Lab	Credits
CHM 105 General Chemistry	3	0	3
CHM 106 General Chemistry Lab	0	1	1
MTH 130 Mathematics for Health Care Professionals	3	0	3
TERM TOTAL	6	1	7

TERM 7

	Lecture	Lab	Credits
COM 108 Communications and Social Interaction	3	0	3
MTH 207 Statistics	3	0	3
PSY 105 Introduction to Psychology	3	0	3
TERM TOTAL	9	0	9

PROGRAM TOTAL	60	2	62
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Cannabis Studies: Horticulture (CAH)

Associate of Science Degree

Format: Traditional, Hybrid, Online

Scheduling: Full-Time and Part-Time

This program aims to provide committed learners with quality, collegiate, and career-enhancing Cannabis-based horticulture education in a supportive environment that promotes personal growth and prepares graduates for successful careers and/or college transfer opportunities.

As medicinal and adult-use cannabis business opportunities continue to expand, employment opportunities are emerging and growing by leaps and bounds. This program prepares graduates to start a business, work for a dispensary or grow/extraction operation, or transfer credits to a university to earn a bachelor's degree!

Job growth in the cannabis industry continues to grow, averaging a 27% increase in career opportunities over the past five years.

Through a careful examination of the botany, growing, harvesting, and extraction aspects of a cannabis agribusiness, students will be exposed to all levels of a grow operation.

Programmatic Learning Outcomes

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

1. Interpret the history and legal issues of **cannabis in the USA** as well as recognize the implications of medical legalization and its impact on healthcare.
2. Differentiate the benefits of medical marijuana and its applications to qualifying medical conditions.
3. Explore and understand the legal requirements of working in the cannabis industry or consuming cannabis-based health products.
4. Analyze and assess the research on the medicinal effects of marijuana products.
5. Compare and contrast various cannabis growing methods and irrigation systems.
6. Identify opportunities in hemp-based agriculture.
7. Recognize and apply the tenets of professional, ethical responsibility
8. Analyze planting techniques to determine the most appropriate strategies specific to the cannabis strain.
9. Develop a clear understanding of the horticulture and botany associated with cannabis.
10. Discuss how the laws and policies related to cannabis agriculture have evolved during the 20th and 21st centuries.

Cannabis Studies: Horticulture (CAH)

Associate in Science (A.S.) Recommended Course Sequence

TERM 1

		Lecture	Lab	Credits
CAT 109	The Politics, History, and Ethics of the Cannabis Industry	3	0	3
ENG 108	Composition	3	0	3
BIO 105	General Biology	3	0	3
BIO 106	General Biology Lab	0	1	1
TERM TOTAL		9	1	10

TERM 2

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
CAT 108	The Science of Medical Cannabis	3	0	3
CAT 164	Principles of Botany	3	0	3
TERM TOTAL		9	0	9

TERM 3

		Lecture	Lab	Credits
CAT 178	Soil Fertility & Growing Mediums	3	0	3
CAT 188	Irrigation Principles and Practices	3	0	3
CAT 131	Legal Aspects of Alternative Health Therapies	3	0	3
TERM TOTAL		9	0	9

TERM 4

		Lecture	Lab	Credits
CAT 208	Plant Genetics and Breeding	3	0	3
CAT 200	Alternative Therapeutic Health Horticulture I	3	0	3
MTH 130	Mathematics for Healthcare Professionals	3	0	3
TERM TOTAL		9	0	9

TERM 5

		Lecture	Lab	Credits
CAT 210	Alternative Therapeutic Health Horticulture II	3	0	3
CIS 110	Computer Information Systems	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
TERM TOTAL		9	0	9

TERM 6

		Lecture	Lab	Credits
CAT 206	Principles of Psychedelic Therapies	3	0	3
CAT 213	Introduction to Agribusiness	3	0	3
CAT 228	Plant Harvest and Extraction	3	0	3
TERM TOTAL		9	0	9

TERM 7

		Lecture	Lab	Credits
COM 108	Communications and Social Interaction	3	0	3
MTH 207	Statistics	3	0	3
CAT 218	Food and Agricultural Laws and Policies	3	0	3
TERM TOTAL		9	0	9

PROGRAM TOTAL	63	1	64
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Diagnostic Medical Sonography (DMS)

Associate in Science (A.S.)

Recommended Course Sequence

Format: Traditional

Scheduling: Full-Time

Program Outcomes

The philosophy of this program is to educate and develop skilled sonographers in the field of Diagnostic Medical Sonography and to assist them in understanding the importance of their role on the allied health care team as they contribute to total patient care.

The following specific outcomes have been adopted by the Pennsylvania Institute of Technology Diagnostic Medical Sonography Program for its twenty-four-month program leading to an associate in science degree:

1. Demonstration of practical application in the professional and technical aspects of patient care related to medical sonography. Skills in demonstrating respect for interpersonal relationships, including moral and ethical responsibilities to increase effective communication and empathy for the diverse patient population with an awareness of cultural diversity within the community.
2. An understanding of disease entities and their influence on sonographic techniques, enabling the student to produce optimum diagnostic sonograms and ensure effective care for the patient.

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate in Science (A.S.) DEGREE PROGRAM Recommended Course Sequence

TERM 1 - HEALTH SCIENCE			Lecture	Lab	Clin. Hrs	Credits
BIO	118/119	Medical Terminology/Lab	3	1	0	4
ENG	108	Composition I	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
MTH	145	College Algebra and Trigonometry	3	0	0	3
TERM TOTAL			12	1	0	13
TERM 2 – HEALTH SCIENCE						
BIO	135	Anatomy & Physiology I	3	1	0	4
ENG	215	Analytical Writing	3	0	0	3
MOT	115	Healthcare in a Transcultural Environment	3	0	0	3
PSY	109	Human Growth & Development	3	0	0	3
TERM TOTAL			12	1	0	13
TERM 3 – HEALTH SCIENCE						
PHS	130	Physics	3	0	0	3
BIO	136	Anatomy & Physiology II	3	1	0	4
COM	108	Social Interactions and Communication	3	0	0	3
TERM TOTAL			9	1	0	10
TERM 1 - DMS						
DMS	101	Introduction to Sonography	2	.5	0	2.5
DMS	103	Basic Ultrasound Physics	3	0	0	3
DMS	104	Abdominopelvic Sonography I	3	1.5	0	4.5
DMS	110	Sonography Clinical I	0	0	60 (1cr)	1
TERM TOTAL			8	2	1	11
TERM 2 – DMS						
DMS	203	Advanced Physics	3	0	0	3
DMS	224	Introduction of Vascular Sonography	2	1	0	3
DMS	206	High Resolution Sonography	2	1	0	3
DMS	210	Sonography Clinical 2	0	0	75(1.25cr)	1.25
TERM TOTAL			7	2	1.25	10.25
TERM 3 – DMS						
DMS	204	Sonography of Obstetrics/Gynecology	3	1	0	4
DMS	225	Abdominopelvic Pathophysiology	3	.5	0	3.5
DMS	251	Sonography Clinical 3	0	0	150(2.5cr)	2.5
TERM TOTAL			6	1.5	2.5	10
TERM 4 – DMS						
DMS	285	Sonography Clinical 4	0	0	345(5.75cr)	5.75
DMS	231	Sonography of High-Risk Obstetrics	3	.5	0	3.5
TERM TOTAL			3	.5	5.75	9.25

TERM 5 - DMS						
DMS	289	Sonography Clinical 5	0	0	360(6cr)	6
DMS	290	Advanced Ultrasound and Review	3	0	0	3
TERM TOTAL			3	0	6	9
PROGRAM TOTAL			60	9	990(16.5 cr)	85.5

GENERAL STUDIES (GEN)

Associate in Science (A.S.)

Format: Online

Scheduling: Full-Time and Part-Time

Students seeking a broad, multi-disciplinary learning experience can benefit significantly from the General Studies program. General Studies allow students to learn about various fields while building their critical thinking skills and analytical techniques.

Many career and transfer opportunities exist for people pursuing a General Studies degree. Students can move into multidisciplinary fields like website management or technical writing. By combining business, communication, and computer science classes, students can build a program that works exclusively for them. This program is also beneficial for students who are unsure of what major they want to pursue. Students can take a wide selection of classes their first or second term, and then realizing where their interest lies, can change majors to pursue a specific major.

Employment Opportunities: Graduates of this program are often employed in entry-level positions in a range of different fields, including banking, customer service specialist, administration, public relations, and marketing, as well as many web-based jobs that require multiple skills.

Bachelor's Degree: Graduates in this program of study may choose to further their education by pursuing a bachelor's degree at accredited universities.

Student Learning Outcomes:

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

1. Identify, analyze, and integrate information as part of appropriate tasks,
2. Evaluate principles of critical thinking in the process of developing solutions,
3. Communicate effectively and efficiently in a variety of methods, including written, oral, persuasive, and process-oriented formats,
4. Analyze cultural and social issues within a national and global context,
5. Demonstrate effective use of technology appropriate to the task,
6. Demonstrate the ability to locate sources, evaluate the validity, and ensure appropriateness,
7. Use and document sources and evidence in an ethical manner,
8. Apply mathematical techniques to the analysis of quantitative problems, and
9. Describe how the scientific method is used to generate new knowledge.

GENERAL STUDIES (GEN)**Associate in Science (A.S.)
Recommended Course Sequence****TERM 1**

		Lecture	Lab	Credits
COM 108	Communications and Social Interaction	3	0	3
ENG 108	Composition	3	0	3
CIS 110	Computer Information Systems	3	0	3
TERM TOTAL		9	0	9

TERM 2

		Lecture	Lab	Credits
BUS 113	Introduction to Business	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		9	0	9

TERM 3

		Lecture	Lab	Credits
BUS 226	Principles of Marketing	3	0	3
PSY 105	Introduction to Psychology	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		9	0	9

TERM 4

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
MTH 145	College Algebra and Trigonometry	3	0	3
PSY 109	Human Growth and Development	3	0	3
TERM TOTAL		9	0	9

TERM 5

		Lecture	Lab	Credits
BUS 231	Business Law	3	0	3
_____	Free Elective	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		9	0	9

TERM 6

		Lecture	Lab	Credits
BUS 131	Business Management	3	0	3
MTH 207	Statistics	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		9	0	9

TERM 7

		Lecture	Lab	Credits
BIO 105	General Biology	3	0	3
BIO 106	General Biology Laboratory	0	1	1
_____	Free Elective	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		9	1	10

PROGRAM TOTAL	63	1	64
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HEALTH CARE MANAGEMENT (HCM) WITH CODING ACADEMY

Associate in Science (A.S.)

Format: Online

Scheduling: Full-Time and Part-Time

The new A.S. Health Care Management, including a Medical Billing and Coding Academy, has been designed to meet healthcare providers' innovative and ever-changing needs.

Medical Billing and Coding is one of the fastest-growing fields in the healthcare industry. As the retirement population increases, the demand for healthcare professionals who can process crucial data grows daily. According to the Bureau of Labor Statistics, the medical billing and coding field is expected to grow by over 21% in the next few years, and there will be a 40% increase in job openings in the next 7 years. The U.S. Bureau of Labor Statistics also predicts that the need for Health Care Managers or Administrators will grow 20% from 2016 through 2026.

Employment Opportunities

Today's health care providers have expanded to include hospitals, clinics, urgent care centers, rehabilitative, physicians' practices, palliative care centers, and assisted living facilities, to name a few.

Bachelor's Degree

Program graduates who choose to further their education may transfer to a baccalaureate degree program.

Student Learning Outcomes

Health Care Management graduates should be able to:

1. Provide graduates the opportunity to gain the added expertise needed to expand their professional roles in the health care system
2. Comprehend the breadth and scope of healthcare management
3. Understand the fundamentals of anatomy and physiology
4. Apply critical thinking skills to courses in the program of study
5. Demonstrate competency in basic office software applications
6. Effectively communicate orally and in writing
7. Demonstrate competency in mathematics commonly used in the healthcare profession
8. Understand the basic classification of diseases and apply the applicable codes for reimbursement to these diseases
9. Demonstrate an understanding of the cultural differences relevant to the delivery of healthcare services
10. Understand the importance of healthcare laws and ethical behavior
11. Apply the fundamentals of sound management practices
12. Develop and provide the leadership of important projects
13. Understand financial statements and the principles of economic sustainability
14. Apply the principles of strategic management in healthcare

HEALTH CARE MANAGEMENT (HCM) with CODING ACADEMY

Associate in Science (A.S.)
Recommended Course Sequence
Format: Hybrid

TERM 1 Coding Academy

		Lecture	Lab	Credits
BIO 118	Medical Terminology	3	0	3
BIO 119	Clinical Applications of Med. Terminology	0	1	1
HCM 107	Introduction to Health Care Management	3	0	3
HCM 120	ICD-10 Coding	3	0	3
TERM TOTAL		9	1	10

TERM 2 Coding Academy

		Lecture	Lab	Credits
BIO 135	Anatomy & Physiology I	3	1	4
CIS 110	Computer Information Systems	3	0	3
HCM 125	CPT-4 Coding	2	1	3
TERM TOTAL		8	2	10

TERM 3 Coding Academy

		Lecture	Lab	Credits
HCM 130	Medical Office Administrative Services	2	1	3
HCM 140	Health Insurance Claims	2	1	3
HCM 219	Health Care Law and Ethics	3	0	3
TERM TOTAL		7	2	9

TERM 4

		Lecture	Lab	Credits
ENG 108	Composition	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
TERM TOTAL		9	0	9

TERM 5

		Lecture	Lab	Credits
COM 108	Communications & Social Interaction	3	0	3
HCM 117	Introduction to Health Care Informatics	3	0	3
ENG 215	Analytical Writing	3	0	3
TERM TOTAL		9	0	9

TERM 6

		Lecture	Lab	Credits
HCM 231	Financial Management of Health Care Organizations	3	0	3
MOT 115	Health Care in a Transcultural Environment	3	0	3

MTH 207	Statistics	3	0	3
TERM TOTAL		9	0	9

TERM 7

		Lecture	Lab	Credits
HCM 227	Emerging Issues in Health Care Management	3	0	3
HCM 235	Strategic Management of Health Care Organizations	3	0	3
_____	Business Elective	3	0	3
TERM TOTAL		9	0	9

A.S. PROGRAM TOTAL		60	5	65
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HEALTH SCIENCE (HSC)

Associate in Science (A.S.)

Format: Traditional, Hybrid, Online
Scheduling: Full-Time and Part-Time

The Health Science program prepares students for admission to the physical therapist assistant programs and other highly competitive medically related programs. Top grades in this program prove to colleges and universities that students have the stamina, perseverance, drive, and academic skills to succeed in rigorous clinical patient care programs. In many instances, there are only a limited number of vacancies – only the top candidates are accepted.

Graduates of the Health Science program are also qualified for many non-clinical positions with healthcare providers, including health specialists, health and wellness counselors, addiction counselors, community relations specialists, and health services coordinators, to name a few.

The Pennsylvania Institute of Technology has transfer agreements with many colleges and universities in the Philadelphia area. These educational institutions will accept the credits earned in P.I.T.'s A.S. Health Science program. Students will be able to earn bachelor's degrees in health care administration, health care counseling, managed care, and other similar programs.

Employment Opportunities: Graduates of this program of study are frequently employed in entry-level, clinical, and non-clinical positions for healthcare employers, including hospitals, specialty care facilities, clinics, private practices, insurance companies, and pharmaceutical manufacturers.

Bachelor's Degree: Graduates in this program of study may choose to further their education by pursuing a bachelor's degree at many universities.

Student Learning Outcomes

Upon the successful completion of this program of study, graduates should be able to:

1. Demonstrate a strong foundation in health-related sciences, applied mathematics, English, humanities, and social sciences that are required in healthcare professions,
2. Identify the anatomical structure and functions of the human body,
3. Demonstrate an understanding of the fundamental molecular, cellular, and genetic principles characterizing plants and animals,
4. Identify the properties of matter, atomic structure, molecular geometry, periodic table arrangements, chemical bonding, and ionization,
5. Understand the functional anatomy of the human body and associated kinesiology,
6. Gain an appreciation for delivering health care in an environment of continuously changing vulnerable, racial, ethnic, and cultural demographics.
7. Demonstrate the principles of critical thinking in the process of problem resolution.

Health Science (A.S.)

Associate in Science (A.S.) Recommended Course Sequence

TERM 1

		Lecture	Lab	Credits
BIO 118	Medical Terminology	3	0	3
BIO 119	Clinical Application of Med. Term.	0	1	1
ENG 108	Composition	3	0	3
MOT 115	Healthcare in a Transcultural Environment	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3

TERM TOTAL		12	1	13
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TERM 2

		Lecture	Lab	Credits
BIO 135	Anatomy and Physiology I	3	1	4
PSY 105	Introduction to Psychology	3	0	3
MTH 145	College Algebra and Trigonometry	3	0	3

TERM TOTAL		9	1	10
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TERM 3

		Lecture	Lab	Credits
BIO 136	Anatomy and Physiology II	3	1	4
BIO 145	Introduction to Physical Therapy Kinesiology	3	1	4
PSY 109	Human Growth & Development	3	0	3
ENG 215	Analytical Writing	3	0	3

TERM TOTAL		12	2	14
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TERM 4

		Lecture	Lab	Credits
HCM 107	Introduction to Health Care Management	3	0	3
SIT 203	Basic Office Software Applications	2	1	3
MTH 207	Statistics	3	0	3

TERM TOTAL		8	1	9
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TERM 5

		Lecture	Lab	Credits
CHM 105	General Chemistry	3	0	3
CHM 106	General Chemistry Lab	0	1	1
COM 108	Communications and Social Interaction	3	0	3
PHS 130	Physics	3	0	3

TERM TOTAL		9	1	10
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TERM 6

		Lecture	Lab	Credits
HCM 117	Introduction to Health Care Informatics	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
BIO 105	General Biology	3	0	3
BIO 106	General Biology Lab	0	1	1

TERM TOTAL		9	1	10
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PROGRAM TOTAL		60	6	66
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Psychology and Behavioral Health

Associate in Science (A.S.)

Format: Hybrid, Online

Scheduling: Full-Time and Part-Time

The Psychology and Behavioral Health program provides students with a comprehensive understanding of how a person's mental health evolves and affects their behavior and self-image. The theoretical side of psychology is blended with real-world applications, often using case studies, so the student is prepared to enter the workforce as a mental health professional, such as an addictions counselor.

Graduates of the Psychology and Behavioral Health program are also qualified for many non-clinical positions with health care providers, including health specialists, health and wellness counselors, psychiatric aides, community relations specialists, and group home coordinators, to name a few.

The Pennsylvania Institute of Technology has transfer agreements with many colleges and universities in the Philadelphia area.

Employment Opportunities: Graduates of this program of study are frequently employed in entry-level, non-clinical positions for healthcare employers, including psychiatric technicians, youth counselors, case technicians, human service assistants, home care aides, and addiction rehabilitation assistants.

Bachelor's Degree: Graduates in this program of study may choose to further their education by pursuing a bachelor's degree at many universities. Students can earn bachelor's degrees in psychology, sociology, pastoral counseling, and other similar programs.

Student Learning Outcomes

Upon the successful completion of this program of study, graduates should be able to:

1. Describe key concepts, principles, and overarching themes in psychology
2. Apply ethical standards to evaluate psychological science and practice
3. Gain an appreciation for delivering health care in an environment of continuously changing vulnerable, racial, ethnic, and cultural demographics.
4. Exhibit effective verbal and writing skills to enhance interpersonal skills.
5. Demonstrate the principles of critical thinking in the process of problem resolution.
6. Establish an understanding of the evolution of how mental health has been perceived in the United States over the past hundred years.
7. Develop a critical self-awareness to understand the influence of personal biases and values when interacting with diverse groups.
8. Identify ways oppression, privilege, discrimination, and social and economic disadvantage contribute to inequalities and injustices within the health system.
9. Evaluate the credibility of research data as well as sources of information.
10. Identify appropriate methods for working with clients to improve their psycho-social experiences and daily living.

Psychology and Behavioral Health

Associate in Science (A.S.) Recommended Course Sequence April 2022

TERM 1

		Lecture	Lab	Credits
ENG 108	Composition	3	0	3
PSY 105	Introduction to Psychology	3	0	3
CIS 110	Computer Information Systems	3	0	3
TERM TOTAL		9	0	9

TERM 2

		Lecture	Lab	Credits
BEH 101	Introduction to Behavioral Health	3	0	3
ENG 215	Analytical Writing	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
TERM TOTAL		9	0	9

TERM 3

		Lecture	Lab	Credits
BEH 113	Group Dynamics	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3
PSY 109	Human Growth and Development	3	0	3
TERM TOTAL		9	0	9

TERM 4

		Lecture	Lab	Credits
SOC 103	Introduction to Sociology	3	0	3
MTH 207	Statistics	3	0	3
PSY 215	Abnormal Psychology	3	0	3
TERM TOTAL		9	0	9

TERM 5

		Lecture	Lab	Credits
PSY 204	Psychology of Gender and Culture	3	0	3
BEH 123	Trends in Developmental Disabilities	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		9	0	9

TERM 6

		Lecture	Lab	Credits
BEH 203	Counseling Theories and Tech.	3	0	3
BEH 217	Behavioral Approaches	3	0	3
_____	Science Elective	3	1	4
TERM TOTAL		9	1	10

TERM 7

		Lecture	Lab	Credits
PSY 265	Criminal Psychology	3	0	3
BEH 229	Family Counseling	3	0	3
COM 108	Communications and Social Interaction	3	0	3
TERM TOTAL		9	0	9

PROGRAM TOTAL	63	1	64
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CERTIFICATE PROGRAMS

PRACTICAL NURSING (PN)

AUTOPSY TECHNICIAN (ATC)

CLINICAL MEDICAL ASSISTANT (CMA)

PRACTICAL NURSING (PN) - CERTIFICATE PROGRAM

Format: Traditional F2F

Scheduling: Full-Time

This program is designed to prepare the student for a successful Licensed Practical Nursing (LPN) career and employment in the healthcare field, to facilitate personal growth experience, and to provide transfer opportunities to a Registered Nurse (RN) program. The 12-month, full-time program (while the program is primarily during the day, evening clinical assignments are possible) consists of integrated lectures, laboratory, and clinical experiences. Students who graduate from the program will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®) for licensure in the State of Pennsylvania as a Licensed Practical Nurse (LPN.) This program is approved by the Pennsylvania State Board of Nursing.

End of Program Student Learning Outcomes

Graduates receiving a PN Certificate should be able to:

EPSLO #1	The graduate will develop clinical judgement through physiological and psychosocial concepts to provide quality, safe, client-centered care.
EPSLO #2	The graduate will demonstrate the knowledge, skills, and professional identity required of the professional nurse, by modeling ethical, moral, and legal standards.
EPSLO #3	The graduate will practice therapeutic communication and collaboration with culturally diverse client families, and the interprofessional healthcare team, while assessing their needs through a lens of diversity, equity, and inclusion to ensure client-centered care.
EPSLO #4	The graduate will utilize evidence-based practice, information literacy, and skill competency to facilitate the delivery of quality healthcare by ensuring the promotion and maintenance of a safe environment.
EPSLO #5	The graduate will demonstrate leadership principles in clinical practice by effectively organizing client care and demonstrating the skill to delegate tasks appropriately to the healthcare team based on individual client needs and scope of practice.

To be admitted to the PN Program, an applicant must:

- Be at least 18 years of age.
- Have an official high school transcript or GED diploma with scores; or, if a high school graduate from a foreign country or have an out-of-state GED, must obtain a Certificate of Preliminary—education (CPE) from the Pennsylvania Department of Education. A CPE is not required with evidence (an official transcript) of satisfactory completion of post-secondary work in an approved educational institution.
- Provide a satisfactory background check for Criminal and Child Abuse History. An FBI background check is required*
- Undergo a satisfactory physical examination, showing evidence of good mental and physical health and documenting immunization and tuberculosis screening.
- Satisfactory drug screening (i.e., indicates no evidence of drug use.) * The Pennsylvania State Board of Nursing requires the Program to inform applicants that a person involved in a legal issue

involving alcohol, substance abuse, convicted of a misdemeanor, or a felonious act may be denied licensure or the privilege of sitting for the licensure exam.

The pre-screening process establishes eligibility for admission into the Practical Nursing Program. To be eligible for the program you must:

- Have an official high school transcript or GED diploma with scores.
- If you are a high school graduate from a foreign country or have an out-of-state GED, obtain a Certificate of Preliminary (CPE) Education from the Pennsylvania Department of Education.
- Be at least 18 years old.
- Be a US citizen, permanent resident, or eligible non-citizen.

Applicants who meet the requirements outlined in the Minimum admission Requirements Declaration are considered for admission, although meeting them is not a guarantee of admission into the program.

Eligibility Requirement:
<ul style="list-style-type: none"> • Official high school transcript or GED with scores.* * Please note: GED from a state or jurisdiction other than PA requires a Certificate of Preliminary Education (CPE) from PA DOE. *Foreign high school records also require a Certificate of Preliminary Education (CPE) from PA DOE.
<ul style="list-style-type: none"> • At least 18 years of age - provide documentation
<ul style="list-style-type: none"> • U. S. citizen, permanent resident, or eligible non-citizen - provide documentation
Pre-requisite Requirements
<ul style="list-style-type: none"> • Must complete BIO 120 Human Body Systems for Health Sciences (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II) with a 'C' grade or higher from a Middle States Accredited institution
<ul style="list-style-type: none"> • AHT105 Healthcare Foundations course (or the equivalent of College Math and Medical Terminology) with a 'C' grade or higher from a Middle States Accredited institution.
Admission requirements:
<ul style="list-style-type: none"> • Pennsylvania Institute of Technology College Enrollment Application
<ul style="list-style-type: none"> • Official high school transcript, GED transcript, or PA DOE CPE
<ul style="list-style-type: none"> • Official college transcripts, if applicable
<ul style="list-style-type: none"> • Completion of a PA Criminal background check within 12 months (Completed through ADB)
<ul style="list-style-type: none"> • Completion of a PA Child Abuse background check within 12 months (Completed through ADB)
<ul style="list-style-type: none"> • FBI Background Check is required within 12 months (Completed through ADB) <input type="checkbox"/> Depending on results additional background checks maybe required
<ul style="list-style-type: none"> • Completion of satisfactory drug screening within 12 months; IF positive drug screening result, test may be redone <u>onetime AFTER 60 days</u>. (Completed through ADP)
<ul style="list-style-type: none"> • Physical exam by health care provider within 12 months <input type="checkbox"/> Please note form MUST be signed and dated by provider
<ul style="list-style-type: none"> • Proof of immunization vaccination record OR Mumps, rubella, rubeola, and varicella titers showing immunity. (uploaded and approved through ADB)

<ul style="list-style-type: none"> • Booster vaccination(s) of mumps, rubella, rubeola, and/or varicella if titer non-reactive/non-immune with a repeat titer to verify immunity. (uploaded and approved through ADB)
<ul style="list-style-type: none"> • Tetanus-diphtheria (TdaP) booster vaccination within the last 10 years (uploaded and approved through ADP)
<ul style="list-style-type: none"> • Tuberculosis screening one step OR QuantiFERON blood test: negative results within 12 months <ul style="list-style-type: none"> □ Please note: if positive results must provide Chest X-ray result done within last 5 years showing no active TB with an annual doctors note. (uploaded and approved through ADB)
<ul style="list-style-type: none"> • Hepatitis B vaccination series of three (3) doses completed OR in progress (uploaded and approved through ADB)
<ul style="list-style-type: none"> • Seasonal Flu vaccine is required
<ul style="list-style-type: none"> • COVID-19 vaccine is required per CDC guidelines to be considered “fully vaccinated”
<ul style="list-style-type: none"> • Current American Heart Association (AHA) BLS Provider certification for adult infant and child CPR and AED.
<ul style="list-style-type: none"> • Health insurance strongly recommended
<ul style="list-style-type: none"> • No outstanding fees owed to college
<ul style="list-style-type: none"> • Reliable transportation to clinical sites

PLEASE NOTE: While Pennsylvania Institute of Technology (P.I.T) and the Practical Nursing Program recognize certain exemption status, current clinical partners do not accept medical or religious exemptions. All background and health clearances must be obtained to attend clinical and satisfy the program's clinical requirement.

There are no medical or religious exemptions accepted at this time.

WIFI Required in the Practical Nursing Program

Students will need reliable WIFI at home. An integral learning tool in the Practical Nursing program is the use of the internet, both as a communication device and as a learning tool. The nursing curricula include online learning, out-of-class assignments, documentation while at clinical sites, learning outcomes assessment, and multi-dimensional education applications. Students who do not possess a compatible smartphone, iPad, or Android tablet are at risk of failing individual courses in the program of study. It is the policy of the College that students are required to possess a compatible device during the first-class session of these programs of study.



Students who do not have the availability of a device for learning purposes before the start of the program of study are encouraged to make an appointment with the Financial Aid Department. In many instances, the cost of a tablet may be covered through an individual student's financial aid program. If a student is concerned that their WIFI is irregular or unavailable, please see your Academic Support Coach to identify options for students.

Laptop/Desktop Computer Required in the Practical Nursing Program

Additionally, students will need access to a desktop or laptop computer with a webcam or access to a webcam **on specified dates**.

While smartphones and iPads are usable for most assignments, testing cannot be performed on these devices.



PRACTICAL NURSING

Certificate Program Recommended Course Sequence

Prerequisites:

1. BIO 120 Human Body Systems for Health Sciences (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II) with a 'C' grade or higher from a Middle States Accredited institution.
2. AHT105 Healthcare Foundations course (or the equivalent of College Math and Medical Terminology) with a 'C' grade or higher from a Middle States Accredited institution.

Note: To qualify for admission into the Practical Nursing program, students must complete (5) credits of Anatomy and Physiology (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II), which can be completed at P.I.T. or transferred from a Middle States Accredited institution.

Pre-req: BIO 120 & AHT 105						
Course Code	Course Title	Lecture Hrs/Week	Lab Hrs/Week	Clinical Hrs/Week	Credits	Total Hrs
Term 1						
NUR 140	Nursing Fundamentals	6.81 5 credits	10.9 4 credits	10.9 2 credits	11	315
NUR 145	Role Development of the Practical Nurse	1.36 1 Credit	0	0	1	15
	Term Totals	90	120	120	12	330
Term 2						
NUR 152	Nursing Care of Adults	8.18 6 credits	0	21.8 4 credits	10	330
NUR 155	Principles of Pharmacology	1.36 1 credit	2.72 1 credit	0	2	45
	Term Totals	105	30	240	12	375
Term 3						
NUR 162	Intravenous Therapy	1.36 1 Credit	1.36 0.5 Credit	0	1.5	30
NUR 165	Nursing Practice Specialties	4.09 3 credits	4.09 1.5 credits	21.8 4 credits	8.5	330
NUR 167	Clinical Concepts of Pharmacology	1.36 1 credit	2.72 1 credit	0	2	45
	Term Totals	75	90	240	12	405

<i>Term 4</i>						
<i>NUR 170</i>	Acute and Complex Care of Adults	9.54 7 Credits	0	21.8 4 Credits	11	345
<i>NUR 175</i>	Practical Nursing Capstone	4.09 3 Credits	0	0	3	45
	Term Totals	150	0	240	14	390
	Program totals	Total Lecture	Total Lab	Total Clinical	Total Credits	Total Hours
		420	240	840	50	1500
Total Program Months =12				Total Program Weeks = 44		

To graduate with a Practical Nursing certificate, a student must:

1. Complete the approved curriculum satisfactorily, i.e., pass every nursing course with a grade greater than or equal to 77% and achieve a "PASS" on the Clinical Evaluation Record.
2. Successfully pass skill competencies in each level of the program.
3. Pass the Med Calculations Exam for each of the 4 levels of the program with the required scores.
4. Meet the clinical attendance requirements.

Autopsy Technician

Autopsy Technician (ATC)

Certificate

Recommended Course Sequence

Format: Hybrid

This is a career development certificate program only available to individuals currently working in the forensic autopsy technician industry.

Prospective students must provide a letter from their current employer verifying that they have been employed in the forensic autopsy technician industry (i.e. working alongside a medical examiner or a pathologist, in a morgue or coroner's office, etc.) a minimum of six months and this letter should detail the nature of the current job's role and responsibilities.

This certificate program is the first of its kind in the tri-state region, developed in conjunction with a local county Medical Examiner's office. The certificate is a two-term, 15-credit program. While offered primarily online, the program does require a 60-hour externship working in a morgue or medical examiner's office (students will secure their own externship site).

At these sites, students will gain essential knowledge and hands-on skills required to conduct autopsies and other post-mortem examinations.

The program prepares students for a position working alongside pathologists or medical examiners, or work with morticians. They help take care of deceased bodies to prepare them for burial or cremation. They also assist in performing many tests and examinations to determine the cause of death or for evidence in criminal cases. Individuals who have an interest in human anatomy and an interest in learning more about the causes of death are often the ones who chose to become autopsy technicians.

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

1. Perform all the required duties of an autopsy technician, from receipt of the body to final release to a funeral home.
2. Collect, catalogue, and inventory all evidence including tissue samples, organs, clothing, etc.
3. Take forensic photographs of the body at various stages during the autopsy.
4. Maintain required written records.

Autopsy Technician

Autopsy Technician (ATC)
Certificate
Recommended Course Sequence
Format: Hybrid

TERM 1 – Autopsy Tech.

			Lecture	Lab	Clinical	Credits
BIO	118	Medical Terminology	3	0	0	3
ATC	105	Autopsy Tech. Foundations	2	1	0	3
BIO	138	Anatomy & Physiology for AT Tech.	3	0	0	3
TERM TOTAL			8	1	0	9

TERM 2 – Autopsy Tech.

BIO	155	Disease & Pathology in the Deceased	2	0	0	2
ATC	130	Digital Forensic Photography	1	1	0	2
ATC	195	Autopsy Tech. Externship	1	0	1	2
TERM TOTAL			4	1	1	6
PROGRAM TOTAL			12	2	1	15

CLINICAL MEDICAL ASSISTANT CERTIFICATE PROGRAM

P.I.T. offers a certificate in *Clinical Medical Assistant (CMA)*. This is a nine-month, three-term program that prepares graduates to sit for industry certification examinations. This program is approved through The National Healthcareer Association (NHA). The NHA is a nationally approved and recognized certifying organization. The NHA is the largest Allied Health Care Certification Agency in the United States www.nhanow.com.

The College's Mission for student success provides students with a unique opportunity to strengthen essential skills required in today's healthcare workplace at no additional cost through tutoring and one-on-one interaction with instructors.

Every student in CMA must complete an externship in their field of study. This capstone experience provides students with opportunities to demonstrate mastery of their coursework and its application in a healthcare setting. Graduates of the certificate program enter the workforce well-prepared to meet the evolving Allied Health career opportunities.

Certificate graduates may further their education at P.I.T. by completing additional required courses for the Allied Health Associate Degree.

The courses in the CMA program are sequentially built, enabling students to strengthen the knowledge and skills learned in previous classes continually. The hands-on approach to instruction enables students to learn essential skills and then practice those skills in the classroom under a qualified instructor's direct observation and coaching.

The externship course enables students to practice their skills at the offices of a healthcare provider. The direct and ongoing communication between the health care provider and the CMA Program Director and faculty enables the College to improve skills that need strengthening.

Students are also strengthening essential skills commonly called workplace "soft skills," such as professionalism, teamwork, attendance and punctuality, critical thinking, conflict resolution, and oral and written communications, which are embedded in the curriculum. Students can also work with the career coach and faculty to develop and refine interview skills.

CLINICAL MEDICAL ASSISTANT (CMA)

Certificate Program

Format: Traditional, Hybrid

The CMA Program aims to prepare students for employment in various clinical positions in the healthcare field. Graduates are prepared to work in multiple healthcare settings, including medical offices, nursing homes, hospitals, and rehabilitation centers. Employment opportunities exist as *clinical medical assistants, EKG specialists, phlebotomists, and other related jobs*. Four nationwide certifications are provided within this program: *Certified Clinical Medical Assistant (CCMA), Certified Phlebotomist Specialist (CPT), Certified EKG Specialist (CET), CPR, and First Aid*. Certification examinations are administered through the National Healthcareer Association (NHA), an international accreditation agency.

The college-level courses in the CMA Program are sequentially built, enabling students to continually strengthen the knowledge and skills learned in previous classes. The hands-on approach to instruction enables students to learn essential skills and then practice those skills in the classroom under a qualified instructor's direct observation and coaching.

Student Learning Outcomes

CMA Certificate graduates should be able to:

1. Demonstrate basic computer skills and software applications.
2. Demonstrate professionalism in the healthcare environment.
3. Recognize and explain medical law and ethical concepts.
4. Demonstrate effective oral and written communication skills.
5. Perform basic medical assisting clinical skills.
6. Perform administrative office skills.
7. Demonstrate effective patient encounter skills.

CLINICAL MEDICAL ASSISTANT (CMA) - EXTERNSHIP**Certificate Program
Recommended Course Sequence****TERM 1**

	Lecture	Lab	Credits
CMA 109 Clinical Medical Assistant	2	1	3
CMA 115 Immunology and Pharmacology	2	1	3
CMA 153 Medical Terminology & Human Body Systems	4	0	4
TERM TOTAL	8	2	10

TERM 2

	Lecture	Lab	Credits
CMA 209 EKG and Cardiovascular System	2	1	3
CMA 212 Clinical Procedures and the Urinary System	2	2	4
CMA 217 Phlebotomy	2	1	3
TERM TOTAL	6	4	10

TERM 3

	Lecture	Clinical	Credits
CMA 250 Clinical Medical Assistant Externship	1	3	4
CMA 248 Health Coaching and Communication	3	0	3
TERM TOTAL	4	3	7

PROGRAM TOTAL	18	9	27
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COURSE DESCRIPTIONS

COURSE DESCRIPTIONS – EXPLANATIONS and DEFINITIONS

Explanations:

Course Prefix	Course Number	Course Title	Lecture Hours per Week	Lab/Clinical Hours per Week	Credit Hours
ENG	108	English Composition	3	0	3

Prerequisite(s): ENG 110 English Comprehension Skills for College Success or placement testing.

NUR	102	Nursing Practice II	120	120/264	16
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Prerequisite(s): NUR 105 Nursing Practice I

The three-letter **Course Prefix** identifies the discipline, i.e., ENG = English and NUR = Nursing.

The three-digit **Course Number** identifies a specific course within a discipline/program and indicates the course level:

- Courses numbered 101-199 are *usually* first-year courses
- Courses numbered 200-299 are *usually* second-year courses
- Courses numbered 300-399 are *usually* Work Experience, Directed Study, or Special Topics

The **Course Title** describes the subject matter of a course, i.e., English Composition and Nursing Practice II.

The numbers below the course description list the **Lecture hours** per week, the **Laboratory and/or Clinical hours** per week, and the **Credit Hours** awarded for successful course completion. For example:

- ENG108 English Composition consists of 3 lecture hours per week and 0 laboratory hours per week. Students who successfully complete the course earn 3 credit hours.
- NUR102 Nursing Practice II consists of 120 lecture hours and 120 laboratory hours, and 264 clinical hours. Students who successfully complete the course earn 16 credit hours.

Definitions:

A **Prerequisite** is a successfully completed lower-level course or its equivalent that a student must have taken before enrolling at a higher-level, related class.

A **Co-requisite** is a course that must be taken simultaneously with another class.

A **Directed Study course** is a substitute for a required course, which is not offered in the term a student needs to take. Under the guidance of a faculty member, a student individually studies the material covered in the standard course. Students who successfully complete a Directed Study course earn credits equal to the course for which it is being substituted.

A **Special Topics course** is one in which a student, under the guidance of a faculty member, independently studies a topic not covered in the required courses of a program of study (i.e., Project Management). Based on the depths of the learning objectives, students may enroll for 1-4 credits for Special Topics courses. The Program Director and student decide on the goals, time needed, and enrollment credits. Special Topics courses may be taken more than once for credit based on varying learning objectives.

Some course description information may change because of revisions by the Academic Affairs Department.

Electives are student-chosen courses required for degree completion; some programs (i.e., BMG, AHT) may have program-specific or interdisciplinary electives to enhance four-year college transfer opportunities and prepare students for successful careers.

ALLIED HEALTH (AHT)

AHT 105 HEALTHCARE FOUNDATIONS

Healthcare Foundations is a comprehensive course designed to equip students on pre-health or pre-science professions track with fundamental skills in medical calculations and medical terminology. This course integrates essential mathematical principles and medical terminology necessary for safe and effective patient care in clinical settings. The course is structured into lectures and labs, providing learning opportunities in both the theory and practical application of the involved topics.

Credit Hours: Lecture-2, Lab-1, Credits-3

Pre-requisites: None

AHT 180 TEAS TEST PREPARATION (*Replaced Fall 2024 – AHT 105*)

This course is designed to prepare students for admission into the College's Practical Nursing program. The system includes four segments: improving mathematical, science, reading comprehension, and English skills required in health care and successful outcomes on the Test of Essential Academic Skills (TEAS) examination. This course will utilize ATI's TEAS SmartPrep™ platform, a comprehensive TEAS preparation program. Students will be trained on a credentialing platform as a hub for managing important milestones and requirements. ***Students must obtain a C or higher in the course to earn conditional acceptance into the Practical Nursing Program.***

Credit Hours: Lecture-2, Lab-1, Credits-3

Prerequisite(s): None

BEHAVIORAL HEALTH (BEH)

BEH 101 INTRODUCTION TO BEHAVIORAL HEALTH

In this course, students will explore the field of behavioral health and human services, including the public perception of mental illnesses, such as depression and personality disorders; stress and anxiety; substance abuse; and the value of early intervention/treatment. The historical evolution of this field is examined to trace how treatment options have progressed. Ethical and legal responsibilities are emphasized to ensure a complete understanding of the expectations of the field.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): None

BEH 113 GROUP DYNAMICS

In this course, students will study the principles underlying group interaction in social situations, professional leadership, and supervisory group situations. The students learn the major theoretical approaches to group counseling and participate in group counseling sessions on issues presented in a classroom setting. Group Dynamics is designed to provide prospective counselors with an academic and personal understanding of the principles of leadership,

membership, and development in groups, including an awareness of how one's psychological and social styles affect personal and professional behavior in group settings.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BEH 123 TRENDS IN DEVELOPMENTAL DISABILITIES

This course addresses health, educational, social, cultural, and economic issues related to developmental disabilities across the lifespan. Additionally, it will address the latest trends in public policy, legislation, and services that impact these critical issues. Students will explore the role of families and their activism in these evolving trends. Strategies to communicate, collaborate, and cooperate with family and advocates include conflict resolution and risk management.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BEH 203 COUNSELING THEORIES AND TECHNIQUES

In this course, the students are presented with an overview of theoretical approaches to counseling, including fundamental concepts, assessment, client and counselor roles, cultural relevance, and intervention strategies/techniques. This course includes the role-playing practice of essential counseling response skills.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BEH 215 BEHAVIORAL HEALTH CARE MANAGEMENT

Through the analysis of management topics and counseling situations, the student will explore the skills and knowledge needed to be successful in a diverse behavioral healthcare environment. Topics include behavioral healthcare leadership, organizational design as it relates to the uniqueness of these organizations, managing professionals, and diversity in the workplace.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BEH 217 BEHAVIORAL APPROACHES

This course provides students with an overview of major theoretical approaches to counseling, including psychoanalytic, person-centered, cognitive-behavioral, and solution-focused theories. Students will begin to understand the process for selecting appropriate counseling interventions consistent with current research standards and parameters.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BEH 221 RESOLUTION-BASED COUNSELING SKILLS

Students will explore the methods used in counseling individuals, focusing on applicability to different client needs in various settings. The relationship between specific theories and their counseling applications will also be assessed. Students will learn the importance of adjusting counseling techniques for individuals to reflect their diverse backgrounds and ages.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BEH 229 FAMILY COUNSELING

In this course, students will study counseling from the family perspective. The course will include an introduction to theories of family therapy as well as research in family counseling and family functioning. Students will be introduced to counseling strategies and techniques by analyzing the research on family development and common family issues across the familial life cycle.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Prerequisite(s): *None*

BIOLOGY (BIO)

BIO 105 GENERAL BIOLOGY

This course examines the fundamental molecular, cellular, and genetic principles characterizing plants and animals. Areas of study include the scientific method and experimental design, computer graphing of data, cell structure and function, the metabolic processes of respiration, photosynthesis, cell reproduction, and basic concepts of heredity.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Co-requisite(s): *BIO 106 General Biology Laboratory*

BIO 106 GENERAL BIOLOGY LABORATORY

This course is designed to enhance the principles taught in BIO 105 General Biology.

Credit Hours: *Lecture–0, Lab–2, Credits–1*

Co-requisite(s): *BIO 105 General Biology*

BIO 118 MEDICAL TERMINOLOGY

This course presents basic Medical Terminology related to human anatomy and physiology. This includes introducing proper terminology associated with anatomical and directional landmarks, positioning body parts, cell structure, tissues, and body systems. Content includes correct pronunciation and application of the terms dealing with the structure and function of skeletal, muscular, integumentary, and nervous systems. The in-class and lab components consist of instruction and activities that include the study of human anatomy and physiology via software and quantitative analysis. This course will provide students with an appreciation of the human body's design, balance, and capability and its related terminology.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Co-requisites: *BIO 119 Clinical Applications for Medical Terminology*

Prerequisite(s): *None*

BIO 119 CLINICAL APPLICATIONS FOR MEDICAL TERMINOLOGY

This laboratory course is designed to complement the theoretical understanding gained in the complementary lecture course, BIO 118: Medical Terminology, by providing hands-on practice and application of key concepts. Students will engage in practical exercises aimed at reinforcing their ability to interpret, analyze, and construct medical terms accurately. Through interactive sessions, students will develop proficiency in the use of medical prefixes, suffixes, and root words, enhancing their comprehension of medical language and its application in healthcare settings.

Credit Hours: *Lecture–0, Lab–1, Credits–1*

Co-requisites: *BIO 118 Medical Terminology*

Pre-requisites: *None*

BIO 135 ANATOMY AND PHYSIOLOGY I

This course presents basic concepts of human anatomy and physiology, and an introduction to proper anatomical and directional terminology, positioning of body parts, cell structure, tissue, and

body systems. Content includes the structure and function of skeletal, muscular, integumentary, and nervous systems. The laboratory component consists of instruction and activities that include the study of human anatomy and physiology via software and quantitative study.

Online demonstrations and student-learning exercises are integral components of this course. Students are expected to have access to a smartphone, tablet, or computer to access this material. For students who do not have access to one of these devices, there are computers available for use in the Innovation Center and the Library.

Credit Hours: Lecture-3, Lab-1, Credits-4

Prerequisite(s): BIO112 or a Grade of "C" or better in the Anatomy & Physiology placement exam

BIO 136 ANATOMY AND PHYSIOLOGY II

This course is a continuation of BIO 135, Anatomy and Physiology I, and presents basic concepts of human anatomy and physiology of the overall structure and function of the human body. Content includes basic anatomy and physiology of the endocrine, cardiovascular, digestive, blood, and vascular systems, respiratory, lymph, immune, urinary, and reproductive systems. The laboratory component consists of instruction and activities that include the study of human anatomy and physiology via software and quantitative study.

Online demonstrations and student-learning exercises are integral components of this course. Students are expected to have access to a smartphone, tablet, or computer to access this material. For students who do not have access to one of these devices, there are computers available for use in the Innovation Center and the Library.

Credit Hours: Lecture-3, Lab-1, Credits-4

Prerequisite(s): BIO 135 Anatomy & Physiology I

BIO 140 HUMAN ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSES

This course is a systems approach to basic concepts of human anatomy and physiology, including the overall structure and function of the human body. Content includes basic anatomy and physiology of the endocrine, cardiovascular, respiratory, lymph, immune, urinary, digestive, blood, and vascular systems. Emphasis is placed on the organs that comprise each human body system and the common diagnoses and procedures for each body system. Basic principles of chemistry and microbiology are included.

Credit Hours: Lecture-4, Lab-1, Clinical-0, Credits-5

Prerequisite(s): BIO112 or a Grade of "C" or better in the Anatomy & Physiology placement exam

BIO 145 INTRODUCTION TO PHYSICAL THERAPY KINESIOLOGY

This course is designed to introduce terms relevant to Kinesiology for those students interested in the field of Physical Therapy Assistant (PTA) or Physical Therapists (DPT). This course will teach you the medical terminology used in PTA and DPT programs. You will be introduced to proper terminology associated with anatomical and directional landmarks and muscle origin and insertion. Content includes proper pronunciation and usage of the terms dealing with structure muscle actions, planes, types of joints, types of muscles, origin/insertion/action of muscles, and a general concept of kinesiology. The in-class and interactive component consists of instruction and activities that include the study of human anatomy and physiology via software and quantitative analysis. This course will provide students with an appreciation of the human body's design, balance, and capability and its related terminology.

Credit Hours: Lecture-3, Lab-1, Credits-4

Prerequisite(s): BIO135 Anatomy & Physiology I

BIO205: GENERAL BIOLOGY II

General Biology II is designed to provide students with a comprehensive understanding of key biological concepts and processes at the organismal and ecological levels. Building upon the foundation laid in General Biology I, this course explores topics such as organismal diversity, evolutionary biology, ecology, and behavior. Through lectures and discussions, students will delve into the principles governing biological systems, their interactions with the environment, and the mechanisms driving biodiversity and adaptation.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): BIO105 General Biology I, BIO106 General Biology I Lab

Corequisite(s): BIO206 General Biology II Lab

BIO206: GENERAL BIOLOGY II LAB

General Biology II Lab is a hands-on laboratory course designed to complement and expand upon the concepts covered in the lecture-based General Biology II. This laboratory course provides students with practical experience in key biological techniques and experimental methods.

Contact Hours: Lecture – 0, Lab- 1 (1 credits)

Prerequisite(s): BIO105 General Biology I, BIO106 General Biology I Lab

Corequisite(s): BIO205 General Biology II

BIO230: INTRODUCTION TO BIOMECHANICS

This course provides an introduction to the fundamental principles of biomechanics, the study of the mechanical principles that govern human movement and function. Students will explore the interaction between anatomical structures and mechanical forces, applying concepts from physics and engineering to understand how the body moves and responds to external forces.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): BIO135 Anatomy and Physiology I, BIO136 Anatomy and Physiology II, BIO145 Intro to PT Kines, PHS210 Introduction to Physics

BIO240: INTRODUCTION TO PHYSICAL THERAPY

This course provides an introduction to the physical therapy profession, the American Physical Therapy Association, and the role of the physical therapist in a health care environment. Students are provided with an overview of the current healthcare system, including third party payment systems, documentation and communication skills, health literacy, and the systematic review of professional literature.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): None

BIO250: BASIC PHARMACOLOGY

This course offers a foundational exploration of the principles of pharmacology, focusing on the actions, uses, and effects of drugs on the human body. Through a combination of theoretical learning and practical applications, students will develop an understanding of drug classifications, mechanisms of action, pharmacokinetics, pharmacodynamics, and the therapeutic uses of commonly prescribed medications.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): None

BUSINESS (BUS)**BUS 113 INTRODUCTION TO BUSINESS**

This course introduces students to a wide variety of areas in business, including economics, finance, accounting, marketing, business law, management, entrepreneurship, forms of business organizations, social responsibility, and business ethics.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 116 INTRODUCTION TO HUMAN RESOURCES

This course examines the role of human resource management within an organization. Topics include job analysis and design, employee recruitment, selection, orientation, training, motivation, performance review, and benefits.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 131 BUSINESS MANAGEMENT

This course explores management processes such as planning, organizing, staffing, influencing, controlling, and establishing operating principles and policies by examining case material.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 201 ORGANIZATIONAL SUSTAINABILITY

This course introduces students to the broad concept of organizational sustainability, including the capacity of the organization to survive economically while directly contributing to the social and environmental environments. Further, this course introduces students to the concept of multiple goals of organizational success in which social responsibility and environmental protection are equally essential that lead to organizational profitability.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 205 ORGANIZATIONAL BEHAVIOR

In this course, students examine individual and group behavior within organizational design and culture. This course teaches theoretical and practical knowledge for understanding motivation, leadership, managerial decision-making, group processes, and conflict resolution.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): BUS 131 (Business Management)

BUS 209 OPERATIONS MANAGEMENT

As operations management encompasses the core processes that enable delivering an organization's services and products, effective management that meets or exceeds customers' and other stakeholders' expectations is desired. Learners explore the salient aspects of operations management related to process analysis, product and service delivery design, work measurement, reliability, and quality. Operations strategies within the context of domestic and global environments are examined.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): BUS 234 (Project Management)

BUS 211 FINANCIAL ACCOUNTING

This course introduces students to fundamental accounting concepts, including transaction analysis, journal entries, and financial statements in a manual environment. Areas covered include the general ledger, balance sheet, income statement, and accounts payable and receivable.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 214 STRATEGIC MANAGEMENT CONCEPTS

This capstone course prepares the student to integrate critical contemporary issues in strategic management with key learning from business curriculum courses. It concentrates on casework and a team approach to learning, focusing on critical thinking. It is designed with an applied perspective and highlights significant emerging trends in strategic management. It is intended to provide learners with the business skills and knowledge transfer that prepares them for further baccalaureate learning and on-the-job implementation of corporate, business, and functional strategies.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Prerequisite(s): *BUS 131 (Business Management)*

BUS 219 TEAM BUILDING AND CONFLICT RESOLUTION

Effective interpersonal skills are essential for professionals as they communicate, collaborate, and negotiate with other individuals and groups within and outside an organization. Successful learners develop the professional interpersonal, facilitation, negotiation, conflict management, and dispute resolution skills necessary for success in today's complex business environments. This complexity includes elements such as the workforce's social, cultural, and economic diversity in domestic and global environments. Learners apply these skills in a series of scenarios related to personnel, team, contractual, procedural, change, and other stakeholder concerns.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Prerequisite(s): *BUS 131 (Business Management)*

BUS 226 PRINCIPLES OF MARKETING

This is a course in which the main functions, institutions, and marketing concepts are studied. This course provides students with an understanding of the marketing function. Topic areas include the traditional areas of product, price, promotion, and placement—plus the growth of ethnic marketing and marketing ethics. Case studies are used to relate lecture topics to the real business world.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Prerequisite(s): *None*

BUS 227 SUPPLY CHAIN MANAGEMENT

Whether providing a service or product, the supply chain integrates many different people, partners, materials, processes, technologies, and other components. Learners conduct in-depth examinations of the functioning of all aspects of integrated services and manufacturing supply chains. The analysis includes strategies, business processes, facility layouts, capacity and forecasting (including sales and operations planning), procurement, logistics, and inventory control. Sustainable, ethical, legal, and socially responsible operations management in domestic and global environments are also part of this examination.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Prerequisite(s): *BUS234 (Project Management)*

BUS 231 BUSINESS LAW

This course examines the contemporary legal environment as it relates to business. The topics covered are the origins of law and the legal system, business ethics and social responsibility, contracts, agency relationships, and the Uniform Commercial Code.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Prerequisite(s): *None*

BUS 234 INTRODUCTION TO PROJECT MANAGEMENT

This course introduces students to a formalized, systematic process of managing major organizational projects. Students will gain an understanding of essential elements of the project management process, including creating a statement of work, creating a reasonable schedule, establishing a budget, assessing the quality of work, allocating financial and human resources, communicating the status of the project, managing the inherent risks in any project, and meeting project goals timely. Exercises and projects are significant components of this course.

Credit Hours: Lecture–2, Lab–1, Credits–3

Prerequisite(s): None

BUS 239 PRINCIPLES OF FINANCE

This course explores the concepts of financial management in all types of organizations. Students are introduced to understanding and analyzing financial statements, the management of cash flow, the idea of financial risk and return, the importance of the time value of money, the concept of organizational budgeting and capital structure, and the cost of capital.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 247 PRINCIPLES OF MACRO-ECONOMICS

This course provides students with an overview of macroeconomics, including exploring fundamental economic concepts and economic systems. Students will be exposed to the concepts of income formation, the fluctuations in economic systems, money, banking, and fiscal policies. Additionally, students will study the theory of economic growth and development, comparative economic systems, and financial stabilization policies.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): None

BUS 266 BUSINESS INNOVATION

Business innovation introduces the examination of new processes, services, or products to affect positive organizational change. Learners will approach the subject of innovation as a strategic process with a core value for lasting competitive advantage. Topics will include types, processes, models of innovation, and the roles played by organizational systems that impact total innovation. Developing new business models to disrupt the marketplace and updating outdated models will also be examined.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): None

BUS 280 BUSINESS STRATEGY

This course synthesizes business skills with the need to successfully manage a business enterprise by developing and effectively implementing a sound business strategy. The course includes specific problems in formulating consistent business policies and maintaining an efficient organization concerning customer pressures, competitive conditions, and organizational resource capabilities. It emphasizes the importance of fitting strategy to a dynamic competitive environment and developing a plan for a comprehensive business strategy.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): None

BUS 290 ENTREPRENEURSHIP AND NEW VENTURES

This course prepares students to initiate new business ventures and prepare a business plan that may be used to generate financing and begin operations in a new business enterprise. Students will

understand the critical factors involved in the idea formation, conception, and development of new business ventures. Course topics will include analyzing the market potential for new products and services, the acquisition of capital to finance new ventures, and the organization and operation of the new business.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 300 DATA ANALYTICS

Whether an inventory, nursing, quality, human resources manager, or a professional in another field, knowing what information is needed to make a decision and how to analyze that information is critical. Learners explore methods to determine what information is needed and the types and sources required for different decisions encountered in their major field of study. Using pre-selected or researched qualitative and quantitative data sources relevant to their areas, learners select appropriate data, apply qualitative and quantitative analytics, and interpret the initial results. Microsoft Excel and Word are required for this course.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): MTH207 (Statistics)

BUS 305 BUSINESS PLAN PREPARATION

A solid business plan is needed to launch a new business, operate a current organization, or expand operations. Students will study and create and fully integrated business plan. Areas covered include product or service overview, establishing and defining goals, market and situational analysis, strategy and implementation, financial plan and forecasting, and organization and management team.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): CAPSTONE COURSE—MUST BE TAKEN AT END OF PROGRAM

BUS 308 OPERATIONAL RISK MANAGEMENT

Risk management is a definitive strategy for mitigating or reducing operational risk. Learners examine operational risk management principles and practices from the perspectives of service and manufacturing operations, differentiating them from those of quality management. Learners evaluate and apply models and methods for identifying, analyzing, measuring, and managing risks in simulated scenarios. In addition, learners assess best practices for integrating operational risk management and quality management processes, procedures, and controls. **Credit Hours: Lecture–3, Lab–0, Credits–3**

Prerequisite(s): MTH207 (Statistics)

BUS 310 DESIGN THINKING

Design thinking examines creative and critical thinking that enables information sharing and organizing ideas for problem-solving. It promotes better decision-making and improved knowledge management. This course challenges students to question the status quo and rethink transformative solutions and business processes. Topics will include the design thinking approach, systems thinking, data analysis, and the design thinking stages.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 315 PROJECT QUALITY MANAGEMENT

This course covers the process and theory of total quality management, emphasizing the total quality approach, ethics and corporate responsibility, strategic alliances, quality culture, employee empowerment, leadership and change, team building, effective communication, and tools and

techniques. Students understand how continuous improvement of people, processes, products/services, and environments can enhance the process and outcomes of project management. Students have the opportunity to develop practical total quality management skills as they apply theory and practice to real-world cases.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): BUS234 (Project Management)

BUS 320 RESOURCES IN PROJECT MANAGEMENT

Significant elements of project resource management and the broader context of this critical planning function. Students learn that sound resource management is essential in developing a sustainable competitive advantage in the emerging global marketplace. Primarily focuses on operations and productivity, resources in project management, product design, process strategy, layout strategy, human resources and job design, supply chain, inventory management, and scheduling.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): BUS234 (Project Management)

BUS 330 NEW PRODUCT DEVELOPMENT

This course will explore taking a product or service from concept to market while examining the crucial stages in between. Students will study the new product process and the development of opportunities. Concept generation and concept testing will also be introduced as students analyze the market demand and potential profitability. Finally, students will examine the importance of solid product development and the essentials of a successful new product launch.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 400 INTERNSHIP

This course offers students a supervised work experience in their major field, enabling them to apply accumulated knowledge in business administration within a professional setting. Students are responsible for securing an employer's cooperation and preparing a learning contract. Enrollment requires departmental approval.

Credit Hours: Lecture–3, Lab–0, Credits–3 (180 hours)

Prerequisite(s): MUST BE TAKEN AT END OF PROGRAM / BUS 305 serves as an alternative

BUS 410 PROJECT TIME MANAGEMENT

Explores project scheduling and time management within the broader context of the planning effort. Students learn how important the determination of the timing and sequence of project activities is to the planning process—and ultimate project success. Primarily focuses on understanding bar charts, basic networks, critical path networks, precedence networks, resource allocation, schedule updating, schedule compression, scheduling, and risk management.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): MTH207 (Statistics)

BUS 415 VENTURE MANAGEMENT

Venture management is a business management discipline that explores strategic planning and execution of strategy. There is a focus on innovation and support for individuals and organizations in growth areas such as new products or new and emerging markets. Key topics will include new venture opportunities, planning, and growth management.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

BUS 420 MARKETS, INNOVATION, AND DESIGN

A survey of the relationships among marketing, innovation, and design. Students will practice various approaches to creative and innovative thinking. Implement creative techniques for exploring and transforming ideas into appropriate mediums for communication. Includes creative ideation, sketching, and digital and physical modeling.

Credit Hours: Lecture—3, Lab—0, Credits—3

Prerequisite(s): None

CANNABIS STUDIES (CAT)**CAT 108 THE SCIENCE OF MEDICAL CANNABIS**

This course introduces and examines the endocannabinoid system and the pharmacology of cannabis. The course begins by identifying the differences between Sativa, Indica, and Hybrid cannabis strains to understand what works best for various health issues. Particular emphasis will be on the mechanics of cannabinoid receptors and the effect of endocannabinoids on body systems. Topics covered include drug actions, dose-response relations, pharmacokinetics, drug delivery systems, drug metabolism, drug interaction, and toxicity agents.

Credit Hours: Lecture – 3, Lab – 0 Credits – 3

Prerequisite (s): None

CAT 109 THE POLITICS, HISTORY, AND ETHICS OF THE CANNABIS INDUSTRY

This course guides students through the history of medical marijuana legislation and the current status of applicable laws and regulations in the United States. Since several states have also legalized recreational cannabis use, the applicable laws and regulations will also be discussed. The ethical issues of recommending medical cannabis will be identified and analyzed in a rapidly changing healthcare environment. This course fulfills a humanities course elective.

Credit Hours: Lecture – 3, Lab – 0 Credits – 3

Prerequisite (s): None

CAT 131 LEGAL ASPECTS OF ALTERNATIVE HEALTH THERAPIES

This course compares the laws enacted by the Federal government versus the State governments. As of 2019, 37 states, the District of Columbia, Guam, Puerto Rico, and the US Virgin Islands, have approved comprehensive, publicly available medical marijuana/ cannabis programs. In addition, several states have legalized recreational marijuana, which adds to the legal quagmire that has resulted because the Federal government still classifies marijuana as a controlled substance, just like cocaine or heroin. Beyond the issues with the cannabis industry, other legal issues associated with alternative health practices, like Chelation, will be examined.

Credit Hours: Lecture – 3, Lab – 0 Credits – 3

Prerequisite (s): None

CAT 141 CANNABIS HEALTH THERAPIES I

Marijuana's shift towards legalization is rooted in its medicinal properties. Marijuana's effect on the human body is a constantly researched subject. Students registered for this course will learn about the common conditions that marijuana may be prescribed for, how to become a medical marijuana patient, and read firsthand accounts of those with personal experiences using marijuana as medicine. We will explore cannabis/hemp strains, cannabinoid and terpene profiles and how

various strains and their method of administration can provide varied medical and psychotropic effects.

Credit Hours: Lecture – 3, Lab – 0 Credits - 3

CAT 146 CANNABIS HEALTH THERAPIES II

This course examines how cannabis-based interventions can offer pain relief and provide many other palliative-based care options. Ongoing research demonstrates how marijuana works on the brain's cannabinoid receptors providing additional opportunities for other therapeutic uses. Methods of ingestion, such as dosing with extracts and CBD oils, vaping, smoking a flower, and eating edibles, will be examined to assess efficacy.

Credit Hours: Lecture – 3, Lab – 0, Credits – 3

Prerequisite (s): CAT141 Cannabis Health Therapies I

CAT 164 PRINCIPLES OF BOTANY

This course focuses on introductory plant biology as a fundamental element of understanding the cannabis plant from a structural and functional perspective. It defines a plant's structure, function, and development, including a review of the botanical kingdoms, stressing reproductive cycles and evolution.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

CAT 178 SOIL FERTILITY AND GROWING MEDIUMS

The role of essential elements in plant nutrition and the practical applications to mitigate soil deficiencies are explored. Emphasis is placed on fertilizer types, usage, and applications for various agronomic and horticulture crops. Nutrient needs for outdoor, indoor, hydroponic, and artificial soil types will be examined. Soil management tactics will be evaluated, including nutrient supply, uptake, and strategies.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): CAT164 Principles of Botany

CAT 180 MANAGING RETAIL SERVICES & DISPENSARIES

This course focuses on managing customer service when working with clients often battling severe health issues. Employees at dispensaries (often called budtenders) must be able to not only explain the product but they must also be able to explain how the different strains can assist different health considerations as well as any potential interactions. Additionally, managing a retail establishment is more complicated, especially with banking issues, because cannabis products are illegal on the federal level. This course also allows the students to experience a work-study/cooperative program at a participating Medical Marijuana dispensary. This co-op will give students real patient interaction and the ability to observe and learn the various components of a retail/medical cannabis business.

Contact Hours: Lecture – 3, Lab – 0, Credits – 3

Prerequisite (s): None

CAT 188 IRRIGATION PRINCIPLES AND PRACTICES

This course introduces basic irrigation techniques and the planning, design, and maintenance of irrigation systems. The interdependent relationships of soil, plants, and water are stressed. Students will compare traditional irrigation systems with hydroponic irrigation, identifying the

benefits and drawbacks from a management perspective. An additional focus will be on indoor hydroponic irrigation systems for the cannabis plant.

Credit Hours: Lecture–3, Lab–0, Credits–3

CAT 200 ALTERNATIVE THERAPEUTIC HEALTH HORTICULTURE I

The course introduces the science and technology of horticulture: Growing cannabis for medical purposes. The course is structured to provide you with a survey of marijuana horticulture. The process will include understanding fundamental concepts integral to all production aspects, such as climate and soil, watering schedules, managing pests, harvesting, growing indoors or outdoors, and managing nutrient levels. Another important aspect of cannabis horticulture is cultivating Terpenes, which are small molecules that give cannabis flavor and aroma. Terpenes also provide unique medical properties, which allow certain strains to be more appropriate for specific medical conditions. Lastly, cloning plants will be addressed. **Note: Because of current PA Laws, cannabis will not be grown on campus. Plants that have similar growth patterns will be germinated and harvested.**

Credit Hours: Lecture – 3, Lab – 0, Credits – 3

CAT206 PRINCIPLES OF PSYCHEDELIC THERAPIES

Psychedelics are a class of natural and synthetic compounds that includes psilocybin, MDMA (3,4-methylenedioxymethamphetamine), and DMT (dimethyltryptamine). Historically, indigenous populations have used these substances for hundreds of years in traditional healing practices. However, in the 1970s, these substances were reclassified as Schedule I Controlled Substances. In the 1990s, the DEA allowed research to resume on psychedelics, and there is significant evidence that has demonstrated that psychedelics are an effective therapy for mental health issues, such as depression, anxiety, and PTSD. This class will address the increasing acceptance of the therapeutic use of psychedelics and provide information on emerging psychedelic therapies that may become mainstream in the future.

Credits: Lecture – 3, Lab – 0, Credits – 3

CAT 208 PLANT GENETICS AND BREEDING

In response to the increasing need to develop new medical and adult-use marijuana strains, this course will cover the existing and future methods used to create new cultivars or varieties of plants. Cannabis has been successfully and selectively bred for thousands of years, culminating in incredible yields, quality, resistance, and medical effectiveness available in strains today. The strategies used to produce these strains are increasingly based on our knowledge of relevant science, particularly genetics, but it also involves a multidisciplinary understanding that optimizes the approaches taken. Plant Genetics and Breeding introduce both classical and molecular tools for plant breeding. Topics such as biotechnology in plant breeding, intellectual property, risks, emerging concepts, and more are examined.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): CAT164 Principles of Botany

CAT 210 ALTERNATIVE THERAPEUTIC HEALTH HORTICULTURE II

This course expands on what students learned in CAT200, specifically focusing on growing for commercial markets. The demand for hemp-based products and medical marijuana has grown astronomically in recent years, and the industry needs growers who can manage large quantities of

plants. Industrial growing for the hemp market will examine the various ways hemp is used and how the marketplace evaluates it. This course also allows the students to experience an internship program at a participating farm and/or grow facility. This internship will give students real horticultural experience and the ability to observe and learn the various methods of growing hemp for medical CBD use.

Credit Hours: Lecture – 3, Lab – 0, Credits – 3

Prerequisite (s): CAT200 Alternative Therapeutic Health Horticulture I

CAT 213 INTRODUCTION TO AGRIBUSINESS

Agribusiness is broadly defined to include suppliers/farmers, agricultural production, commodity processing, manufacturing, and distribution. Introduction to Agribusiness provides the vital information and tools necessary to achieve success collaboratively and interactively. Another major issue that will be examined is what will the marijuana industry look like as legalization spreads. Will corporations sweep in and create Big Marijuana, flooding the market with mass-produced cannabis? Or will marijuana agriculture stay true to its roots in family farming and reflect a sustainable, local, and artisanal ethic? How will the change in laws affect this new industry? As the era of marijuana prohibition comes to an end, now is the time to learn about what the future holds for the marijuana agricultural industry.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

CAT 218 FOOD AND AGRICULTURAL LAWS AND POLICIES

This course will cover Agricultural Policy by tracing the foundation of US agricultural laws from their colonial roots to the present and using economic concepts to analyze and interpret political and economic consequences. Agricultural laws and policies from Ancient Roman food production through present-day agricultural reform will be examined, including the English Corn Law and other historical examples of agricultural policies to demonstrate the necessity for governance throughout history. Processes employed to develop US agricultural policies, the structure and function of government, and the implementation of agricultural policy, are investigated. Students will also explore policies specifically related to hemp and marijuana, and their implementation timelines will be examined.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

CAT 228 PLANT HARVEST AND EXTRACTION

This course will outline what Co2 extracts are and how they are made. This course will cover numerous products made with extracted cannabis oil. Students will explore the latest developments in liquid and solid concentrates and the cutting-edge techniques used in CO2, BHO, and rosin concentrates. The class will also review water extraction methods and examine future trends in extraction technology.

Credit Hours: Lecture–3, Lab–0, Credits–3

CAT 230 MARKETING ALTERNATIVE HEALTH THERAPIES

This course identifies the main functions, institutions, and concepts of marketing alternative health therapies. Topic areas include the areas of product, price, promotion, and placement—plus the growth of medical marketing and marketing ethics. Case studies are used to relate lecture topics to the real business world. Specific topics related to cannabis marketing that involve cultural beliefs

and legal issues will be discussed at length. Other business opportunities that will be addressed include using technology and social media to advertise, building customer loyalty programs, and developing an ethical brand.

Credit Hours: *Lecture – 3, Lab – 0, Credits – 3*

Prerequisite (s): *None*

CHEMISTRY (CHM)

CHM 105 GENERAL CHEMISTRY

This course is an introduction to the fundamentals of chemistry. Areas of study include the scientific method and experimental design, computer graphing of data, metric measurements, properties of matter, atomic structure, molecular geometry, periodic chart arrangement, chemical bonding, ionization, stoichiometry, and solutions.

Credit Hours: *Lecture–3, Lab–0, Credits–3*

Co-requisite(s): *CHM 106 General Chemistry Laboratory*

CHM 106 GENERAL CHEMISTRY LABORATORY

This course is designed to enhance the principles taught in CHM 105 General Chemistry.

Credit Hours: *Lecture–0, Lab–1, Credits–1*

Co-requisite(s): *CHM 105 General Chemistry*

CHM230: GENERAL CHEMISTRY I

Organic Chemistry I is an introduction to the structure, properties, and reactivity of organic molecules. This course builds upon the foundational concepts of general chemistry and introduces students to the principles governing the behavior of carbon-based compounds. Topics covered include the structure and bonding of organic molecules, functional groups, stereochemistry, reaction mechanisms, and spectroscopic methods for structure determination. Emphasis is placed on developing problem-solving skills, understanding reaction mechanisms, and applying organic chemistry principles to predict and interpret chemical phenomena.

Contact Hours: *Lecture – 3, Lab- 0 (3 credits)*

Prerequisite(s): *CHM105 General Chemistry, CHM106 General Chemistry Lab*

Corequisite(s): *CHM231 Organic Chemistry I Lab*

CHM231: GENERAL CHEMISTRY LAB

This hands-on laboratory course is designed to complement the Organic Chemistry lecture, offering students practical experience in the techniques and principles of organic chemistry.

Contact Hours: *Lecture – 0, Lab- 1 (1 credits)*

Prerequisite(s): *CHM105 General Chemistry, CHM106 General Chemistry Lab*

Corequisite(s): *CHM230 Organic Chemistry*

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 110 COMPUTER INFORMATION SYSTEMS

Students will learn the impact and role of Computer Information Systems (CIS) within an organization and understand the importance and impact of ethical topics as they apply to information systems. Topics covered include MS Office Suite, Decision support Systems, Database structure, enterprise applications, and social and ethical issues related to information technology. The course will help students understand the role of Information Technology as a critical element of

today's working world and meet employers' expectations that students as employees understand concepts and terms within information systems. Students will need access to technology that supports Microsoft Office Suite.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): None

CLINICAL MEDICAL ASSISTING (CMA)

CMA 109 CLINICAL MEDICAL ASSISTANT

This course introduces students to the field of Clinical Medical Assistant healthcare professions and the various healthcare settings. Students will learn the general procedures and skills in a medical office. Students will be introduced to electronic health records and their major functions. They will be able to demonstrate competencies in conducting patient interviews, taking vital signs, charting patient updates, scheduling patients, properly documenting, and preparing medical facilities to examine patients. In addition, students will be introduced to her /PM program, including the entire medical office workflow.

Credit Hours: Lecture-2, Lab-1, Credits-3

Prerequisite(s): None

CMA 115 IMMUNOLOGY AND PHARMACOLOGY

This course focuses on the immune-lymphatic body system's anatomy, physiology, and pathology. Septic techniques are studied, including cold and autoclave sterilization and the sanitary wrapping of medical instruments. Students learn about medications and administering oral, rectal, and sublingual medications. Students will demonstrate proficiency in administering intradermal, subcutaneous, and intramuscular injections.

Credit Hours: Lecture-2, Lab-1, Credits-3

Prerequisite(s): None

CMA 153 MEDICAL TERMINOLOGY AND HUMAN BODY SYSTEMS

This course teaches the student the parts of medical terms: word root prefixes and suffixes. Students will learn how to construct and analyze medical terms. It provides the students with the introductory study of the Integumentary, Skeletal, Muscular, Special Senses, and Nervous Systems structures and functions. Diagnostic, therapeutic, symptomatic, and pathologic terminology will be introduced. Students will be introduced to the basics of coding concerning body systems.

Credit Hours: Lecture-4, Lab-0, Credits-4

Prerequisite(s): None

CMA 209 ELECTROCARDIOGRAM AND CARDIOVASCULAR SYSTEM

This course brings together the anatomy, physiology, and pathology of the cardiovascular system and how it pertains to the electrocardiograph procedure (ECG). Students will learn how to safely prepare and obtain a CG printout using a multi-channel ECG machine. In addition, basic cardiac arrhythmia recognition, waveform measurement, patient treatment modalities, and patient safety will also be practiced. The last week will be reserved for the national certification review and taking the actual examination.

Credit Hours: Lecture-2, Lab-1, Credits-3

Prerequisite(s): None

CMA 212 Clinical Procedures and the Urinary System

This course introduces and develops the essential clinical skills of medical laboratory procedures and testing methods. This course focuses on the urinary system while the student learns the clinical

applications and theory involving body specimen collection. The clinical significance of obtained test results and their effects on medical decision-making and patient care are also discussed. Septic techniques are studied, including cold and autoclave sterilization and the sanitary wrapping of medical instruments.

Credits: *Lecture–2, Lab–2, Credits–4*

Prerequisite(s): *None*

CMA 217 PHLEBOTOMY

This course provides the fundamentals for clinical blood collection procedures, personal and patient safety as well as methods of laboratory testing involving collected blood samples. Students will learn, implement, and develop phlebotomy skills, proper handling, and storage of collected samples and documentation procedures. The last week will be reserved for nationwide certification review and taking the actual examination.

Credit Hours: *Lecture–2, Lab–1, Credits–3*

Prerequisite(s): *None*

CMA 228 MEDICAL ASSISTANT INTERNSHIP

During the first half of the course, students will engage in the practical application of all skills learned in the classroom and laboratory to a simulated clinical environment using the ActivSim™ software. The second half of the course will focus on reviewing topics and questions most likely encountered in the certification exam. Practice test questions and answers will be reviewed to improve retention and recall. The last day will be reserved for the nationwide certification examination, Certified Clinical Medical Assistant (CCMA), through the NHA.

Note: *Students must meet all the requirements in this course to satisfactorily complete the program of study.*

Credit Hours: *Lecture–3, Clinical–1, Credits–4*

Prerequisite(s): *Completion of all required courses in the program of study.*

CMA 248 HEALTH COACHING AND COMMUNICATIONS

This course prepares students to earn the Health Coaching Certificate through the NHA. Communicating with and empowering individuals to make health behavior changes is crucial to being a health coach. This program will help learners to understand what health coaches are; how they collaborate with patients and other team members to drive behavior change; their responsibilities; and one of their main tools, motivational interviewing. Students will also examine how messages are created and interpreted, focusing on how culture, age, gender, and ethics influence our understanding of information. We will compare verbal and non-verbal communication and how to manage the information delivered.

Credit Hours: *Lecture–2, Lab–1, Credits–3*

Prerequisite(s): *None*

CMA 250 CLINICAL MEDICAL ASSISTANT EXTERNSHIP

Students explore their clinical skill sets by working in an actual medical environment for 180 hours. The student is closely monitored by both the Clinical Externship Coordinator and the Externship Site Manager.

Credit Hours: *Lecture-1, Clinical-3, Credits-4*

Prerequisite(s): *Completion of all required courses in the program of study.*

COMMUNICATIONS (COM)

COM 108 COMMUNICATIONS AND SOCIAL INTERACTION

Through the extensive use of oral presentations, the class will examine how messages are created and interpreted, focusing on how culture, age, gender, and ethics influence our understanding of information. We will compare verbal and non-verbal communication scenarios and how to manage the information delivered.

Students will also complete a resume, reference list, cover letter, and thank you letter before practicing their interview skills. Ultimately, the student will understand how to engage with others, present messages concisely, and effectively present and market themselves in the professional arena.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

COM 225 PUBLIC RELATIONS

This course introduces the techniques for creating and maintaining good public relations. Activities span a variety of media outlets to influence public opinion and manage an organization's reputation. Promotional activities, event coordination, and client engagement are addressed. Using case studies and current events, students will evaluate crisis situations, create and implement strategic crisis communication plans, and learn to manage the media to maintain the organization's reputation.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

COM240: HEALTH COACHING

This course provides an in-depth exploration of the principles, skills, and techniques of health coaching, with a focus on promoting behavior change, facilitating goal setting, and supporting clients in achieving their health-related objectives. Through theoretical instruction, practical exercises, role-playing, and case studies, students will develop the knowledge and skills necessary to become effective health coaches.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): None

COM 304 CROSS-CULTURAL COMMUNICATIONS

This course is designed to prepare students to work with patients/clients and professional colleagues who come from diverse cultural backgrounds. Culture, as a concept, includes regional backgrounds, history, values, world views, and how groups communicate. Traditions, religion, gender, age, status, social perception, and the generation they belong to will define a group's identity. Understanding and respecting a person's culture will help better understand the person's communication limitations. Students will analyze and critically examine the complex nature of communication, including verbal, non-verbal, and written forms of expression, as well as conventions and practices that shape relationships. This class will focus on practical applications and case studies that shed light on cross-cultural communication distinctions.

Lecture: 3, Lab: 0, Credits: 3

Prerequisite(s): Communications and Social Interaction (COM108) or equivalent

CRIMINAL JUSTICE (CRJ)

CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE

In this course, students will receive an overview of the criminal justice system from arrest to parole. The primary elements of police, courts, and public opinion influence policy and practice. Ethical considerations are addressed, specifically focusing on juvenile justice, institutional racism, and historical interpretations of the Constitution.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ111 ESSENTIALS OF CRIMINOLOGY

In this course, students will learn to assess the nature and extent of crime, explain its causes, and examine the reasons for and effectiveness of society's responses to it. Criminology will be explored by identifying the different types of crimes. This course will also address different theories of why crime occurs and why people become criminals.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ115 INTRODUCTION TO CRIMINAL LAW

In this course, students will explore the characteristics of crimes against people, property, and the state. Emphasis is placed on defining criminal conduct, criminal intent, and legal causality. Additionally, major judicial decisions will be analyzed to identify how evolving criminal activity is addressed through the Constitution and the penal code.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ201 THEORIES OF JUVENILE DELINQUENCY

In this course, students analyze current sociological and psychological factors contributing to delinquent behavior that occurs during the period between childhood and adulthood. Specific aspects addressed include law, race, gender, geography, and socio-economic status within the context of juvenile delinquency. Finally, issues such as restorative justice versus punitive justice will be discussed regarding how maturity impacts decision-making and impulse control.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 101 INTRODUCTION TO SONOGRAPHY

Introduces sonography and the role of the sonographer. Students will have the opportunity to learn about scan planes, image orientation, ultrasound terminology, cross-sectional anatomy, patient care, ethics, and medical-legal concerns, ergonomics and musculoskeletal issues, professionalism, historical developments in medical ultrasound, and professional organizations.

Contact Hours: Lecture-2, Lab-.5, Credits-2.5
Prerequisite(s): Health Science Prerequisites and acceptance to the DMS program

DMS 103 BASIC ULTRASOUND PHYSICS

Explores the fundamentals of acoustic physics. Students will have the opportunity to learn about basic instrumentation, parameters, interaction of sound and media, basic transducers, and detail resolution.

Contact Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): PHS 130 Physics

DMS 104 ABDOMINOPELVIC SONOGRAPHY

Examines basic embryology, gross and microscopic anatomy, physiology, lab values, and sonographic appearance of the abdominal and pelvic body cavities. Students will have the opportunity to apply concepts to imaging techniques, transducer selection, and scanning protocols

Contact Hours: Lecture-3, Lab-1.5, Credits-4.5

Prerequisite(s): Health Science Prerequisites and acceptance to the DMS program

DMS 110 SONOGRAPHY CLINICAL 1

The students will be provided with clinical experience in a hospital setting. The students will become acclimated to patient flow in a functioning department. The students will apply knowledge learned in didactic courses and integrate it within the clinical setting. The clinical professional provides direct supervision.

Contact Hours: Lecture–0, Lab–0, Clinical Hours—60 Credits–1

Prerequisite(s): Health Science Prerequisites and acceptance to the DMS program

DMS 203 ADVANCED PHYSICS

Explores imaging modes, transducer arrays, real-time imaging, pulsed echo instrumentation, image optimization techniques, contrast agents and harmonics, hemodynamics and Doppler, artifacts, quality assurance, and bioeffects and safety. Students passing this course with 75% or better are required to challenge the SPI exam to advance to the next term.

Contact Hours: Lecture–3, Lab–0 Credits–3

Prerequisite(s): Basic Physics DMS 103

DMS 204 SONOGRAPHY OF OBSTETRICS AND GYNECOLOGY

Explores the non-gravid and gravid gynecological and female pelvic systems. Student will have the opportunity to learn the scanning protocols of the first, second, and third trimester obstetrical exams and the sonographic appearance of normal female pelvic organs.

Contact Hours: Lecture–3, Lab–1 Credits 4

Prerequisite(s): Introduction to Sonography DMS 101

DMS 206 HIGH RESOLUTION SONOGRAPHY

Examines basic embryology, anatomy (gross, microscopic, and cross-sectional), physiology; laboratory values, pathology, patient history, and sonographic appearance of normal and abnormal structures, abdominal wall, gastrointestinal tract, and neonatal/pediatric abdomen, hips, spine, and head. Students will have the opportunity to apply concepts to scanning protocols, imaging techniques, and transducer selection.

Contact Hours: Lecture–2, Lab–1 Credits 3

Prerequisite(s): Introduction to Sonography DMS 101

DMS 210 SONOGRAPHY CLINICAL 2

The students will be provided with clinical experience in a hospital setting. The students will become acclimated to patient flow in a functioning department. The students will apply knowledge learned in didactic courses and integrate it within the clinical setting. The clinical professional provides direct supervision.

Contact Hours: Lecture–0, Lab–0, Clinical Hours—75, Credits–1.25

Prerequisite(s): Sonography Clinical I (DMS 110)

DMS 231 SONOGRAPHY OF HIGH-RISK OBSTETRICS

Explores pathophysiology associated with high-risk pregnancies. Students will have the opportunity to learn about the sonographic evaluation of common maternal complications in pregnancy, fetal anomalies, and the monitoring of high-risk patients. Students will have the opportunity to apply knowledge and practice skills on an OB phantom.

Contact Hours: Lecture–3, Lab–.5 Credits 3.5

Prerequisite(s): Sonography of Obstetrics and Gynecology DMS 204

DMS 225 ABDOMINOPELVIC PATHOPHYSIOLOGY

Expands on DMS 104 and explores abnormal physiological processes associated with disease or injury in the abdomen and pelvis. Students will have the opportunity to learn about the body's response to pathology, the related changes in sonographic findings, and adjustments to protocol and instrumentation.

Contact Hours: Lecture–3, Lab–.5 Credits-3.5

Prerequisite(s): Abdominopelvic Sonography DMS 104

DMS 224 INTRODUCTION TO VASCULAR SONOGRAPHY

Introduces basic anatomy and physiology of the vascular system, fundamental hemodynamics and Doppler concepts, common sonographic examinations, and normal and abnormal sonographic findings. Students will have the opportunity to apply concepts to scan protocols, Doppler instrumentation and techniques, and transducer selection for cerebrovascular, peripheral arterial/venous, and abdominal circulations.

Contact Hours: Lecture–2, Lab–1 Credits 3

Prerequisite(s): Introduction to Sonography DMS 101

DMS 251 SONOGRAPHY CLINICAL 3

The students will be provided with clinical experience in a hospital setting. The students will become acclimated to patient flow in a functioning department. The students will apply knowledge learned in didactic courses and integrate it within the clinical setting. The clinical professional provides direct supervision.

Contact Hours: Lecture–0, Lab–0, Clinical Hours—150 Credits–2.5

Prerequisite(s): Sonography Clinical 2 (DMS 210)

DMS 285 SONOGRAPHY CLINICAL 4

This course integrates didactic knowledge and practical skills learned in the lab in the clinical setting. The student will comply with college and clinical affiliate department policies and procedures. The student will demonstrate professional behaviors relating to patients and other healthcare members. The student will practice using ultrasound instrumentation and other equipment necessary for sonographic procedures. Proper pre-examination preparation and acquisition of pertinent patient medical information are also expected. The student will institute and practice diagnostic medical sonographic procedures under the supervision of a registered staff diagnostic medical sonographer. In this clinical term, the student will demonstrate improved scanning skills along with the ability to perform more independently as a student sonographer. Students will be expected to triage cases and present exams as well.

Contact Hours: Lecture–0, Lab–0, Clinical Hours—345 Credits–5.75

Prerequisite(s): Sonography Clinical 3 (DMS 251)

DMS 289 SONOGRAPHY CLINICAL 5

This course integrates didactic knowledge and practical skills learned in the lab in the clinical setting. The student will comply with college and clinical affiliate department policies and procedures. The student will demonstrate professional behaviors relating to patients and other healthcare members. The student will practice using ultrasound instrumentation and other equipment necessary for sonographic procedures. Proper pre-examination preparation and acquisition of pertinent patient medical information are also expected. The student will institute and

practice diagnostic medical sonographic procedures under the supervision of a registered staff diagnostic medical sonographer. In this clinical term, the student will demonstrate improved scanning skills along with the ability to perform more independently as a student sonographer that is ready to obtain a position as an entry level staff sonographer. Students will be expected to triage and present exams as well.

Contact Hours: Lecture–0, Lab–0, Clinical Hours—360, Credits–6

Prerequisite(s): Sonography Clinical 4 (DMS 285)

DMS 290 ADVANCED ULTRASOUND AND REVIEW

Explores the transition from the student to entry-level sonographer and the role of the sonographer in various aspects of the practice. Students will be provided with the opportunity to learn about earning and maintaining certification, credentialing exam preparation, professional organizations, volunteer opportunities, continuing education, career development, and professionalism. Students will be provided with the opportunity to apply knowledge to practice problems in preparation for credentialing exams. Students must take ARDMS Abdomen and OB/GYN exams to successfully complete this course.

Contact Hours: Lecture–3, Lab–0 Credits 3

Corequisite(s): Sonography Clinical 5 (DMS 289)

ENGLISH (ENG)

ENG 108 COMPOSITION

In this course, students learn to write clear, organized academic essays. Students apply rhetorical modes, such as comparison/contrast, cause and effect, process, and descriptive narration, to essay writing assignments. Grammar exercises are incorporated to give students an intensive review of English grammar rules. Assessments are based on writing assignments, homework, and grammar exercises. A short expository research paper is also required, concentrating on integrating academic sources into the paper.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): Grade of “C” or better in ENG 110 English Comprehension Skills for College Success or surpass threshold scores on entrance test

ENG 110 ENGLISH COMPREHENSION SKILLS FOR COLLEGE SUCCESS

This course is designed to strengthen English skills essential for success in college and career. Students learn to write clear, organized paragraphs, preparing them to write documents for college-level work. Students learn the writing process, including prewriting, writing, revising, and proofreading. Grammar exercises are incorporated into the course to give students an intensive review of English grammar rules. Testing includes writing assignments as well as grammar tests. *Students receive three credits; however, credits from this course are not applicable towards a degree.*

Credit Hours: Lecture–0, Lab–0, Credits–0

Prerequisite(s): None

ENG 160 INTRODUCTION TO LITERATURE

Students study literature because society makes meaning through its writing. Analyzing literature is also an intellectual exercise that forces the learner to create connections between ideas. The purpose of this course is to assist students in developing and expanding their ability to analyze a variety of literary texts critically. Students read a combination of poetry, drama, and short stories to form their own aesthetic opinions and exercise their ability to interpret meaning. Literary themes, structures, and imagery are studied to recognize abstract concepts.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

ENG 170 AMERICAN LITERATURE

Through the study of archetypes, students evaluate how American literature has represented the unique characteristics of the American people. This course traces this perspective from the Puritanical beginnings to the enthusiasm for independence, the equality movements, and the sexual revolution of the 19th and 20th centuries. Furthermore, the struggle to achieve wealth by embracing the capitalist model is crucial to American identity. An examination of *The Great Gatsby* demonstrates this consistent theme through modern American society. The contemporary issues of assimilation and cultural identity serve as the final frame in this American experience study.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): None

ENG 215 ANALYTICAL WRITING

In this course, students will write essays that require analysis and reasoning, using data, statistics, and expert opinion to validate their interpretations. Students will also craft written responses to reading assignments. Analytical essays will include classification, definition, and argument. Students will also discuss critical components to consider when analyzing visual messages. Students will complete an Analytical Argument Research Paper with valid academic sources to demonstrate proficiency in academic exploration.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): English Composition (ENG108)

ENG 310 AMERICAN SHORT STORY IN THE 20TH-CENTURY

This course will examine the evolution of American cultures and values through the literary short story. Students will read a variety of short stories, transitioning through the material in chronological order. The readings will illustrate how traditional American beliefs interact with and reflect the national and international historical changes. Along with the chronology, the course will examine the transition from naturalism to modernism to post-modernism.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): Analytical Writing (ENG215) or equivalent

HEALTH CARE MANAGEMENT (HCM)

HCM 107 Introduction to Health Care Management

Students will explore the expanding field of healthcare management. Particular emphasis is placed on the field's key strategies, principles, and practices. Students will gain an understanding of the different types of patient delivery systems and enterprises, including hospitals and health systems, physician practices and clinics, urgent care facilities, public and governmental health organizations, and other types of organizations providing health care.

Credit Hours: Lecture – 3, Lab – 0, Credits – 3

Prerequisite(s): None

HCM 117 Introduction to Health Care Informatics

This course introduces students to the role of data and data management in delivering patient care in the healthcare industry. The course will focus on information technology in health care, including issues related to organization, management, data integration, selection of software, and the overall management of health care information. Students will be introduced to the expanding role of data

management and emerging standards of patient information to improve the quality and cost associated with health care.

Credit Hours: Lecture - 3, Lab – 0, Credits – 3

Prerequisite(s): None

HCM 120 ICD-10 Coding

This course explores medical coding and classification systems, including ICD-10-CM/PCS. Upon successful completion of this course, students will be able to identify, comprehend, and use medical codes applicable to most healthcare organizations, including Medicare and governmental agencies. This “hands-on” course introduces students to the International Classification of Diseases, 10th Revision, and Clinical Modification. This system provides codes to classify diseases, symptoms, abnormal findings, complaints, and external causes of injury or disease.

Students will acquire the skills and knowledge required to thoroughly review medical documentation to assign the correct ICD-10-CM diagnostic codes. In addition, students will gain an understanding of critical medical terms and the classification of diseases. Students will acquire the skills and knowledge required to thoroughly review medical documentation to assign the correct ICD-10- CM diagnostic codes.

Credit Hours: Lecture – 3, Lab – 0, Credits – 3

Prerequisite(s): None

HCM 125 CPT-4 CODING

This “hands-on” course introduces students to the Current Procedural Terminology (CPT-4) coding system used to identify medical care and services provided by physicians, trauma centers, and other healthcare facilities. Students will also be introduced to the compliance and reimbursement issues related to Healthcare Common Procedural Coding System (HCPCS), the commonly used physician-based coding system. Students will spend a considerable amount of class time strengthening their coding skills.

Credit Hours: Lecture – 1, Lab – 2, Credits – 3

Prerequisite(s): None

HCM 130 MEDICAL OFFICE ADMINISTRATION SERVICES

This course is designed to allow students to simulate a medical office's daily routine and operations. Students are oriented to the work environment, and professionalism is emphasized. Introducing basic computer skills and electronic health records further enhances the ability to apply a practical approach to this process. Students also establish the essential techniques for communication in the medical office, especially the ability to triage telephone calls, manage written correspondence, and maintain medical office supply inventories. Emphasis will be placed on maintaining patient and office records. A brief overview of ICD-9-CM /ICD 10 and CPT coding and the discussion of insurance and billing in the modern medical facility are addressed.

Credit Hours: Lecture – 2, Lab – 1, Credits – 3

Prerequisite(s): None

HCM 140 HEALTH INSURANCE CLAIMS

Students will acquire and practice the skills necessary to process insurance claim forms and related forms such as referrals, pre-authorizations, registrations, and the CMS-1500 Claim form. This course will familiarize students with billing and coding procedures, beginning with the first visit to the physician. Students will learn how to enter patient medical information and services into the medical office computer system by coding those services correctly using procedure (CPT) and diagnosis

(ICD-9) codes according to the standards set forth by insurance carriers and by Medicare. Students will also focus on general clinical techniques and concepts. They will acquire the knowledge needed to verify a patient's insurance coverage and enter the patient's medical information to get the claim paid in a timely manner. This course examines health insurance and managed care products to finance the delivery of health care services. Students examine the required forms, procedures, and general practices of insurance, third-party, managed care, and other types of reimbursement and payment systems. Additionally, students explore Medicare and Medicaid and pay-for-performance systems.

Credit Hours: Lecture – 2, Lab – 1, Credits – 3

Prerequisite(s): None

HCM 212 CLASSIFICATION AND CODING SYSTEMS

This course explores medical coding and classification systems, including ICD-10-CM/PCS. In addition, students will gain an understanding of critical medical terms and the classification of diseases. Upon successfully completing this course, students will be able to identify, comprehend, and use medical codes applicable to most healthcare organizations, including Medicare and governmental agencies.

Credit Hours: Lecture – 2, Lab – 1, Credits – 3

Prerequisite(s): None

HCM 218 HEALTH INSURANCE AND REIMBURSEMENT

This course examines health insurance and managed care products to finance the delivery of health care services. Students examine the required forms, procedures, and general practices of insurance, third-party, managed care, and other types of reimbursement and payment systems. Additionally, students explore Medicare and Medicaid and pay-for-performance systems.

Credit Hours: Lecture – 2, Lab – 1, Credits - 3

Prerequisite(s): None

HCM 219 HEALTH CARE LAW AND ETHICS

This course addresses the legal, policy, and ethical issues healthcare professionals encounter. In a continually evolving healthcare environment, healthcare professionals encounter issues surrounding HIPPA compliance, state and federal government regulations, patient consent, refusal of treatment, privacy and confidentiality, fraud and abuse, mental health issues, and many other issues that require prudent management skills.

Credit Hours: Lecture – 3, Lab- 0, Credits - 3

Prerequisite(s): None

HCM 227 EMERGING ISSUES IN HEALTHCARE

This course examines developing healthcare issues that directly impact health service delivery. The Affordable Health Care Act and other regulations are studied regarding how they reshape the healthcare field. The aging population, the increasing cost of health care, the rise in litigation in health care, the decentralization of health care, and other issues are explored. Organizational responses to these emerging issues are also studied.

Credit Hours: Lecture – 3, Lab – 0, Credits – 3

Prerequisite(s): None

HCM 231 FINANCIAL MANAGEMENT OF HEALTHCARE ORGANIZATIONS

The fundamental goal of Quality Healthcare Delivery is intertwined with sound financial management. Managers must judiciously balance the need to manage/control costs while

simultaneously investing in strategic opportunities. This course is designed to help you understand the basic concepts of finance and financial management. Students will identify concepts in financial management that will help prepare, plan, create, implement, and monitor strategic initiatives within an organization.

This course also introduces students to how institutions organize and report financial data and how they use that data to make decisions. Topics will include basic accounting techniques such as preparing financial reports, annual and capital budgeting, cost accounting, and analysis of financial statements. The course needs a solid understanding of Microsoft Excel and the power this software has to produce formulas, charts, and graphs.

Credit Hours: Lecture – 3, Lab – 0, Credits - 3

Prerequisite(s): None

HCM 235 STRATEGIC MANAGEMENT OF HEALTHCARE ORGANIZATIONS

This course develops critical skills required for achieving a competitive advantage in healthcare organizations. Topics include assessing a healthcare organization's strengths and vulnerabilities, developing strategies to overcome vulnerabilities, identifying potential strategic healthcare partners, and establishing a strategic roadmap toward organizational success. Case studies are used throughout the course.

Credit Hours: Lecture – 3, Lab – 0, Credits - 3

Prerequisite(s): None

HEALTH SCIENCE

HSC210: GENERAL NUTRITION

This course provides a comprehensive introduction to the principles of nutrition and their application to human health and well-being. Through a blend of scientific theory, practical application, and critical analysis, students will explore the fundamental concepts of nutrition, including macronutrients, micronutrients, energy metabolism, digestion, absorption, and the role of nutrition in various physiological processes.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): None

HSC220: APPLIED PERFORMANCE NUTRITION AND WEIGHT MANAGEMENT

This course offers a comprehensive exploration of the principles and practices of nutrition and weight management specifically tailored for enhancing athletic performance and optimizing body composition. Through a blend of theoretical instruction, practical application, and hands-on experience, students will develop the knowledge and skills necessary to design and implement nutrition and weight management strategies for athletes, fitness enthusiasts, and individuals seeking to improve their performance and physique.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): HSC210 General Nutrition

HSC310: THE CULTURE OF NUTRITION

This course delves into the multifaceted relationship between food, nutrition, and culture, exploring how cultural beliefs, practices, and traditions influence dietary choices, eating behaviors, and health outcomes. Through an interdisciplinary approach drawing from anthropology, sociology, nutrition science, and public health, students will examine the cultural, social, economic, and environmental factors that shape food habits and nutritional patterns across different populations and societies.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): HSC210 General Nutrition

HSC320: NUTRITION THROUGH THE LIFE CYCLE

This course provides an in-depth exploration of nutritional requirements, challenges, and considerations across the lifespan, from preconception to old age. Through a comprehensive examination of physiological, developmental, and socio-cultural factors, students will gain an understanding of how nutritional needs evolve at different stages of life and the impact of nutrition on growth, development, and health outcomes.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): HSC210 General Nutrition

HSC401: INTRODUCTION TO PUBLIC HEALTH POLICY

This course provides a comprehensive overview of public health policy, examining how policies are formulated, implemented, and evaluated to address health issues at local, national, and global levels. Students will gain insights into the role of policy in shaping public health outcomes and the various factors influencing policy development.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): None

HSC405: PRINCIPLES OF EPIDEMIOLOGY

This course introduces the fundamental concepts and methods of epidemiology, the science of studying the distribution and determinants of health and disease in populations. Students will learn how to apply epidemiological principles to identify and address public health issues, design research studies, and interpret data to inform health policy and practice.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): HSC401 Introduction to Public Health Policy, MTH207 Statistics

HISTORY (HIS)

HIS 150 WESTERN CIVILIZATION

This course examines and interprets the major events and figures from Ancient Mesopotamia to the middle of the 20th century. Students critically observe the historical, religious, scientific, and political issues that have shaped the history of Europe and North America. Specific attention is paid to how certain events or people influenced world events to such an extent that the world changed forever. By comparing contemporary events to historical ones, this class demonstrates that history does repeat itself.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

HIS 160 CULTURE AND TECHNOLOGY

From the development of the wheel to modern-day science and computer and engineering advancements, society has been shaped by the technology of its times and vice versa. This class aims to examine the connection between great historical cultures and their technological achievements. Students learn how society adapts its technology based on the stability of its leadership and government, the success or failure of its economy, and the basic needs of the people who live in that society. Students study the corollary on how technology influences society (technological determinism).

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

HIS 180 HISTORY OF RELIGION

This course focuses on the historical aspect of the major religions of the world Buddhism, Hinduism, Islam, Christianity, Judaism, and Zoroastrianism. It will also examine the timeline and evolution of religion and how various religions have splintered off and created their religious movement. This

course will ask students to analyze the role of religion within a political context and in historical terms. Images, myths, metaphors, symbols, and rituals relating to the history and practice of religion will be compared from religion to religion. This course will also discuss marginalized religions, ancient religions, and modern-day religious cults. Lastly, we will examine how religion shapes the modern world.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

HIS318 HISTORY AND POLITICS OF RHYTHM & BLUES

The Blues is one of the most important and influential musical genres of the past 200 years. This course examines the intersection of music, social justice, slavery, worker rights, and the American prison system. We will investigate how the blues shaped the conversation around these topics in America and how the nation shaped the music of the Blues.

Credits: 3 Lecture

Prerequisite(s): None

HUMANITIES (HUM)

HUM 140 CRITICAL THINKING IN THE MODERN AGE

In the age of the Internet, we are bombarded with information. How can we determine what is true and what is false? Critical thinking is the process of assessing and evaluating information to determine its validity. This course defines critical thinking and how to develop all students' potential to be good critical thinkers. We must recognize that our thoughts are a complex collection of psychological, social, and biological influences that shape much of our beliefs. To be an effective critical thinker, one must learn how to discipline their thinking. This requires a purposeful, conscious effort. Through various readings and case studies, students will learn how to identify what is a fact, what is false, and what belongs to the realm of opinion.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

HUM 299 AN INTERDISCIPLINARY APPROACH TO HUMANITIES – HONOR COURSE

Humanities is the study of intellectual and cultural themes found throughout Western civilization. This Honors course will provide a variety of strategies for using research resources by examining the intersection of humanities and technology. Emphasis will be placed on the student's ability to design a research plan, evaluate and organize information, and present it effectively, accurately, and responsibly. Particular emphasis will be placed on evaluating sources critically and the methods for doing so, including the ethical and legal issues involved. Ultimately, this course will allow students to synthesize research into short and longer assignments.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): Completion of two (2) terms, cumulative GPA of 3.5, completion of a minimum of two (2) Humanities or Social Sciences courses, and recommendation from a Program Director.

HUM304: BIOETHICS

This course provides a comprehensive exploration of ethical issues in the biological and medical sciences. It examines foundational principles of bioethics and their application to contemporary issues in medicine, research, and healthcare policy. Through case studies, ethical theories, and critical discussions, students will engage with topics such as informed consent, medical confidentiality, genetic testing, end-of-life care, and resource allocation.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): None

HUM 345 AFRICAN AMERICANS IN FILM

This course examines the classic images and depictions of African Americans in motion pictures. This course will critically analyze and discuss these images and reflect on their evolution through the decades. In addition, the class will highlight the remarkable contributions of the actors and filmmakers while recognizing the key movies and stars. The examination will start during the film industry's infancy and culminate with a review of the voices of black filmmakers and actors rising in prominence. In many respects, the movie industry has not changed, and this class will re-examine the past to see what remains the same and what has evolved over the past century.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): Analytical Writing (ENG215)

MARKETING (MKT)

MKT 200 CONSUMER BEHAVIOR

In this course, students study the motivations, influences, and processes underlying consumer behavior. Post-purchase behavior and techniques for applying research findings to business strategy are also covered.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): BUS226 (Principles of Marketing)

MKT 205 DIGITAL MARKETING AND SOCIAL MEDIA STRATEGY

This course focuses on the various tools available for digital marketing and how they apply the various technologies, including smartphone and tablet apps. Innovative approaches will expose students to traditional and cutting-edge marketing trends and mobile technologies. Students will be able to engage in various branding and social media strategies.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): BUS226 (Principles of Marketing)

MKT 210 LAW AND ETHICS IN MEDIA

In this class, students understand critical legal issues affecting modern media and their obligations related to those issues. Students learn the increasingly important field of intellectual property, especially regarding media and marketing. The course also gives students the legal knowledge necessary to publish information without violating defamation and invasion of privacy while focusing on Fair Use, other laws, and best practices. In the rapidly evolving digital world, this class is designed to equip creative thinkers and entrepreneurs with foundational legal and ethical knowledge to know how to do what's right and when is the appropriate time to call for legal advice.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): BUS226 (Principles of Marketing)

MKT 300 SEARCH ENGINE MARKETING AND OPTIMIZATION

Search Engine Optimization (SEO) and Search Engine Marketing (SEM) help companies become more visible to customers by ensuring that they are among the first companies someone sees when doing initial research. This course is intended to introduce students to Social Media Marketing and Optimization concepts and teach them how to use these tools to drive top-of-funnel growth, also known as lead generation.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): BUS226 (Principles of Marketing)

MKT 305 MARKETING ACROSS CULTURES

This course focuses on global communication platforms as tactical communication tools. Students understand the development and use of new media, learn how to utilize content specifically for these new technological applications, and translate new media into international communication strategies. As technology enables the global community, it is increasingly important to understand the people using it.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): none

MATHEMATICS (MTH)

MTH 111 ALGEBRA SKILLS FOR COLLEGE SUCCESS

Students will learn basic mathematics and critical thinking skills while learning the skills necessary for basic algebra applications. This course bridges the gap between basic arithmetic and beginning algebra topics. Students will develop an understanding of how to evaluate and multiply algebraic expressions, distributive property, combine like terms, solve equations, product rule of exponents, simplify fractional expressions, add, subtract, and multiply polynomials, and factor out the greatest common factor. *Students will receive 3 credits, which will show on a transcript; however, credits from this course do not apply towards a degree.*

Credit Hours: Lecture-2, Lab-1, Credits-3

Prerequisite(s): None

MTH 130 MATHEMATICS FOR HEALTH CARE PROFESSIONALS

Student's progress during this course from mathematic fundamentals to more advanced functions applicable within various health care settings. The course will expand from numerical and measurement systems to a focus on fractions, decimals, ratios, proportions, conversions, and calculations. Practical application of learned skills will be accomplished using healthcare-related scenarios.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): Grade of "C" or better in MTH 111 or achievement of the threshold score on the math placement test.

MTH 145 COLLEGE ALGEBRA & TRIGONOMETRY

This course covers fundamental topics in algebra and trigonometry. Upon completing this course, the students simplify algebraic and numerical expressions using fundamental operations. Students have a basic understanding of the rectangular coordinate system, can plot points, and evaluate functions at a given point. Students solve systems of two and three-linear equations; work with trigonometric, logarithmic, and exponential functions; and perform the fundamental operations on fractional algebraic expressions. Finally, students can solve problems in technology involving ratio, proportion, and variation.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): Grade of "C" or better in MTH 111 or achievement of the threshold score on the math placement test.

MTH 207 STATISTICS

This course involves descriptive and graphic analysis and presentation of data for sampling purposes. Other topics include probability analysis; normal distributions; standard deviations; mean, median, mode; variability; sampling errors; and the central limit theorem.

Credit Hours: Lecture-3, Lab-0, Credits-3

Prerequisite(s): Grade of “C” or better in MTH 111 or achievement of the threshold score on the math placement test.

MEDICAL OFFICE TECHNOLOGY (MOT)

MOT 115 HEALTHCARE IN A TRANS-CULTURAL ENVIRONMENT

Today’s healthcare provider will be delivering healthcare in a transcultural environment. This environment may present consumer-provider challenges that create barriers to quality care for consumers and a positive sense of competence and satisfaction for the provider. This course allows students to gain an appreciation for delivering health care within the environment of continuously changing vulnerable, racial, ethnic, and cultural demographics. Students will learn communication concepts related to the principles and techniques designed to provide students with an awareness and knowledge of appropriate means of interactivity with diverse healthcare consumers. The student will learn to apply the concepts when gathering data for assessment, developing plans of care, and delivering quality health care.

Credit Hours: Lecture–3; Lab–0, Credits–3

Prerequisite(s): None

NURSING (NUR)

NUR140 NURSING FUNDAMENTALS

This course introduces the student to the cognitive, technical, interpersonal, and communications skills needed to provide nursing care using the nursing process. Age-appropriate, psychosocial, and physical care based on individual needs is emphasized. The student will learn medical terminology, fundamental nursing skills, and concepts, including physical assessment, vital signs, mobility, hygiene, home-bound care, nutrition, infection control, safety, respiratory care, etc. Clinical laboratory experiences are scheduled with an emphasis on meeting the patient’s needs by performing basic nursing care. Responsibility, accountability, and ethical principles from NUR 145: Role Development of the Practical Nurse are applied in nursing practice.

Prerequisite(s): Acceptance to the Practical Nursing Program

NUR145 ROLE DEVELOPMENT OF THE PRACTICAL NURSE I

This course introduces the role of the Licensed Practical Nurse (LPN) as a member of the healthcare team, examines the scope of practice for the LPN as defined by the Pennsylvania State Board of Nursing, discusses nursing practice standards, and legal and ethical issues in nursing. Critical thinking, evidence-based practice, and the nursing process are discussed. The history of nursing and the development of nursing practice are presented. The effective use of therapeutic communication and developing nurse-patient relationships are discussed. Methods for reporting and recording client data are presented. Ethnic, cultural, and spiritual aspects of nursing care and their impact on clients' healthcare beliefs and practices are described. Delegation and Client teaching are introduced. Various healthcare delivery systems are discussed.

Prerequisite(s): Acceptance to the Practical Nursing Program

NUR152 NURSING CARE OF ADULTS

This course expands on the cognitive, technical, interpersonal, and communication skills presented in NUR 140 Fundamentals of Nursing. The nursing care of clients with specific disorders of the respiratory, cardiovascular, hematological, urinary, endocrine, and gastrointestinal systems are discussed. The topics of fluid and electrolytes and acid base balance will also be discussed. Emphasis is placed on the physiological disorders that require management in a variety of settings.

Clinical experiences provide the student with an opportunity to apply theoretical concepts and implement safe patient care.

Prerequisite(s): *Successful completion of NUR140 & NUR145*

NUR155 PRINCIPLES OF PHARMACOLOGY

This course introduces and expands upon the standards of practice relating to the principles of pharmacology for the Licensed Practical Nurse (LPN). The student is introduced to general as well as specific principles of pharmacology and medication administration while integrating pharmacological terminology, mathematics, and calculations. Medications are presented by body system and drug classification. The various methods of preparing and administering medications are explored. Emphasis is placed on the legal aspects, personal responsibility, accountability, and professional ethics associated with medication administration.

The course stresses the importance of the role of the LPN in safe and efficient medication administration including the value of communication, and documentation.

Prerequisite(s): *Successful completion of NUR140 & NUR145*

NUR162 INTRAVENOUS THERAPY

This course provides nursing students with comprehensive instruction in the technical and clinical aspects of intravenous (IV) therapy. It is designed to equip Licensed Practical Nurses (LPNs) with the foundational knowledge and skills needed to safely and effectively perform IV therapy within the scope of practice. Topics covered include the purpose and indications for IV therapy, types of vascular access delivery devices, and the anatomy and physiology relevant to venipuncture and IV administration. The course emphasizes legal responsibilities, age-related considerations, fluid and electrolyte balance, and infection control practices essential to safe patient care.

Prerequisite(s): *Successful completion of NUR152 & NUR155*

NUR165 NURSING PRACTICE SPECIALTIES

This course expands on the cognitive, technical, interpersonal, and communication skills presented in Nur 152 Nursing Care of Adults. This course will introduce the student to the basic concepts of maternal-child and mental health nursing. The concepts of pregnancy, childbirth, postpartum period, the newborn, and growth and development of children from birth to adolescence. Childhood growth and illnesses. Emphasis is on the nursing process and a family-centered approach to nursing care. During clinical experiences, students are assigned to clients with health care problems/needs discussed in the course whenever possible and appropriate. Clinical experiences provide the student with an opportunity to apply theoretical concepts and implement safe patient care.

Prerequisite(s): *Successful completion of NUR152 & NUR155*

NUR167 CLINICAL CONCEPTS OF PHARMACOLOGY

This course continues the exploration of medication classifications by body system begun in NUR155 Pharmacology for Practical Nurses I. This course expands upon the standards of practice relating to the principles of medication administration for a Licensed Practical Nurse (LPN). The indications for use, actions, side effects, contraindications, interactions, client education, and nursing interventions for each medication class are presented. The various methods of preparing and administering medications are explored and discussed. The course stresses the importance of the role of the LPN in safe and efficient medication administration, including the value of communication and documentation.

Prerequisite(s): *Successful completion of NUR152 & NUR155*

NUR170 ACUTE AND COMPLEX CARE OF ADULTS

This course expands on the cognitive, technical, interpersonal, and communication skills presented in previous courses. The nursing care of clients with infection, altered immune systems, cancer, and genitourinary, integumentary, musculoskeletal, neurological, reproductive and sensory disorders are discussed. Medications, nutrition, health promotion, and risk reduction as well as gerontological

considerations are included. The nursing care of the client having surgery is also discussed. An overview of the nurse's role in disaster and emergency preparedness is presented.

The clinical experiences offered expand student knowledge, skills, and abilities in providing safe, competent, therapeutic care to a client throughout their lifespan with a variety of health care problems. The student will integrate leadership and management concepts taught in NUR 175 Practical Nursing Capstone into clinical practice. The student's clinical learning experience will also include team nursing in a long-term care setting and focused medication administration in an acute care setting.

Prerequisite(s): *Successful completion of NUR162, NUR165, & NUR167*

NUR175 PRACTICAL NURSING CAPSTONE

Examines health trends and issues including health care delivery systems. Emphasis is placed on conflict management, advocacy, leadership, management, role transition, and continuing education. The student will integrate leadership and management concepts taught in NUR 175 into practice.

Prerequisite(s): *Successful completion of NUR162, NUR165, & NUR167*

NUR305 ECONOMICS OF HEALTHCARE

This course provides the core concepts necessary to understand the economic impact of healthcare. The nurse's role in understanding the impact of key health economics issues, including the demand for health and health services, health insurance, and disparities in cost and access for the healthcare consumer.

Course Hours: *Lecture–30, Lab–0, Clinical–0*

Credits–2

Prerequisite(s): *Current RN License*

NUR310 INTRODUCTION TO RESEARCH & INFORMATICS

This course promotes clinical decision-making based on evidence by exploring and integrating current scientific evidence, using clinical reasoning, identifying patient preferences, and assessing available resources. The use of information management systems in collecting, managing, and communicating patient data and mitigating errors is evaluated. The maintenance of patient privacy and confidentiality is highly stressed.

Course Hours: *Lecture–45, Lab–0, Clinical–0*

Credits–3

Prerequisite(s): *Current RN License*

NUR315 POPULATION HEALTH NURSING/CLINICAL

This course aims to introduce students to the nursing care of individuals, families, aggregates, communities, and populations. Principles and practices of community health are discussed. Emphasis is placed on assessing factors that influence the health of populations and the use of evidence-based practices in delivering spiritually and culturally appropriate health promotion and disease prevention interventions. The role of the nurse as an advocate for social justice is explored.

Course Hours: *Lecture–45, Lab–0, Clinical–45*

Credits–4

Prerequisite(s): *Current RN License*

NUR405 NURSING LEADERSHIP

This course focuses on leadership and management principles and functions essential to professional nursing. Political, social, cultural, legal, and ethical issues are explored from a leader's viewpoint. Nursing leaders from diverse healthcare settings will be studied to determine their influence on the nursing profession.

Course Hours: *Lecture–45, Lab–0, Clinical–45*

Credits–4

Prerequisite(s): *Current RN License*

NUR410 GLOBAL HEALTH POLICY

This course introduces students to global healthcare systems and models and their influence on health disparities and the delivery of healthcare. The emphasis for this course is on the global burden of disease and determinants of health. Facets of the global healthcare delivery system, healthcare economics, the political process, and its impact on the health of individuals and populations are explored.

Course Hours: *Lecture–30, Lab–0, Clinical–0*

Credits–2

Prerequisite(s): *Current RN License*

NUR415 GENETICS IN NURSING

This course provides students basic information about genetics and genomics in human health and illness. Basic genetic science, standard genetic testing, and ethical implications of genetic information are explored. The nurse's role as an advocate for individual rights regarding access to and use genetic information, decision-making, and actions are examined.

Course Hours: *Lecture–30, Lab–0, Clinical–0*

Credits–2

Prerequisite(s): *Current RN License*

NUR420 ETHICAL ISSUES IN HEALTHCARE

This course focuses on ethical/legal concepts required for sound decision-making in clinical practice and legal responsibility. The focus is value clarification, applying ethical theory, ethical decision-making models, and professional, ethical standards. Emphasis is on the ethical obligations of professional nurses.

Course Hours: *Lecture–45, Lab–0, Clinical–0*

Credits–3

Prerequisite(s): *Current RN License*

NUR440 HOLISTIC HEALTH NURSING

This course introduces the professional nurse to holistic philosophy, theory, and practice. The focus is on holistic health assessment and alternative treatment modes to promote health and healing in practice and daily living.

Course Hours: *Lecture–45, Lab–0, Clinical–0*

Credits–3

Prerequisite(s): *Current RN License*

NUR450 NURSING CAPSTONE

This course synthesizes the elements of prior courses regarding current healthcare trends and issues related to professional nursing practice, nursing research, and professional development. Integrated content expectations are evolving issues, lifelong learning, the impact of cultural issues, and the promotion of the nursing profession.

Course Hours: *Lecture–45, Lab–0, Clinical–0*

Credits–3

Prerequisite(s): *Current RN License*

PHS 130 PHYSICS

This course explores the fundamentals of physics. Students will have the opportunity to learn about topics related to the properties of matter, heat, light, electricity, electromagnetism, and sound. It is recommended that this class be the last class taken prior to DMS application submission, as some content will continue into DMS 103.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): MTH 145 College Algebra and Trigonometry

PHS210: INTRODUCTION TO PHYSICS

Introduction to Physics is designed to provide students with a foundational understanding of fundamental principles and concepts in physics. Through a combination of lectures, demonstrations, and hands-on laboratory exercises, students will explore the laws governing motion, forces, energy, and matter. This course aims to foster critical thinking skills and mathematical problem-solving abilities while introducing students to the wonders of the physical world.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): None

PHS310: MODERN PHYSICS

Modern Physics is a comprehensive exploration of the fundamental principles and groundbreaking discoveries that have revolutionized our understanding of the physical universe. Building upon the concepts introduced in introductory physics, this course delves into the realms of quantum mechanics, relativity, nuclear physics, and particle physics. Through a combination of theoretical discussions, mathematical analyses, and laboratory experiments, students will explore the mysteries of the quantum world and the implications of Einstein's theories of relativity.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)

Prerequisite(s): PHS210: Introduction to Physics

POLITICAL SCIENCE (PLS)

PLS 150 AMERICAN FEDERAL GOVERNMENT

This course traces the development and evolution of the federal government in the United States of America, emphasizing how laws are enacted within the framework of the Constitution. The democratic system of government and the electoral process are emphasized. Students analyze the 2000 Presidential election and its impact on the government's judicial, legislative, and executive branches.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

PLS 160 INTRODUCTION TO GLOBAL STUDIES

The relationship between the United States and economic powers such as China, India, and Saudi Arabia is explored by tracing the political, cultural, and economic issues in these nations which have influenced their present success. How these relationships impact individuals, their communities, and their governments daily is emphasized.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

PLS 306 GLOBAL POLITICS AND CLIMATE CHANGE

This course examines the connections between global politics and climate change. Beginning with an analysis of the environmental legacies of the 20th Century, it explores the politicization of the natural

environment, the role of science in this process, and the gradual shifts to climate change denial. Two significant themes related to climate change will be addressed: (a) conflict – focusing on threats to security due to environmental dislocations and (b) cooperation – focusing on the politics of international treaties that have contributed to emergent processes for global accord in response to evidence of climate change.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

PSYCHOLOGY (PSY)

PSY 105 INTRODUCTION TO PSYCHOLOGY

This course provides a general overview of the field of psychology. Students focus on human behavior and human brain functioning. Students trace the evolution of this social science by examining significant psychological research trends and essential figures in the field. Topics covered in this course include memory, learning, creativity, emotions, abnormal behavior, mood, psychological disorders, group dynamics, and motivation. After this course, students can apply the concepts they have learned to their behavior and those around them.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

PSY 109 HUMAN GROWTH AND DEVELOPMENT

In this course, psychology and sociology combine to understand and predict people's behavior in their social context. Developmental psychology studies the changes in people and their relationships across the lifespan. This course helps students understand those changes in themselves and the people in their lives.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

PSY 204 PSYCHOLOGY OF GENDER AND CULTURE

This course examines gender from a psychological, sociological, biological, and cultural perspective. The course will explore how and why social expectations, standards, and opportunities are systematically related to gender and the effects on the male and female experience. This course will also view gender through the prism of chromosomes and hormones and their impact on behavior, their influence of culture on sex-role differentiation, and the theories of sex-role development.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

PSY 215 ABNORMAL PSYCHOLOGY

In this course, students will study a broad range of mental health disorders, examining each from multiple dimensions, including classification, diagnosis, therapeutic responses, and support opportunities. Students will study how human behavior varies from culture to culture and how norms vary over time. Disorders that will be discussed include Personality Disorders, Anxiety, Somatoform Disorders, Dissociative Disorders, Mood and Psychotic Disorders, and Substance-Related Disorders. The course also explores various perspectives on mental health and how they influence treatment.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite: PSY105 (Introduction to Psychology)

PSY265 CRIMINAL PSYCHOLOGY

This course asks students to investigate why ordinary people commit crimes. Key discussion points include social norms, social control, neutralization, and disinhibition. The interaction between the law and mental health is explored within the context of the United States, including the definition of legal insanity and how it is used in courts. Case studies will be used to understand better how people transition from law-abiding to criminal activity.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite: PSY105 (Introduction to Psychology)

SOCIOLOGY (SOC)**SOC 103 INTRODUCTION TO SOCIOLOGY**

Sociology is a social science that explains group dynamics and behavior, social structures, and society. This course serves as an introduction to the study of human society and social behavior. All areas of social life are examined, including community, work, religion, school, family, gender, race, class, and crime/deviance. This course also assesses how society shapes and changes its norms by examining the complex relationship between similarities and differences. The course is designed to introduce students to this discipline's fundamental principles and develop a more sophisticated understanding of socialization and society.

Credit Hours: Lecture–3, Lab–0, Credits–3

Prerequisite(s): None

SOFTWARE AND INFORMATION TECHNOLOGY (SIT)**SIT 203 BASIC OFFICE SOFTWARE APPLICATIONS**

This interactive course is designed to develop core skills in each of the most popular and in-demand office software applications with a view to their interaction and integration techniques. Students gain competence in using spreadsheets, presentation software, and word processing.

Credit Hours: Lecture–2, Lab–1, Credits–3

Prerequisite(s): None

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