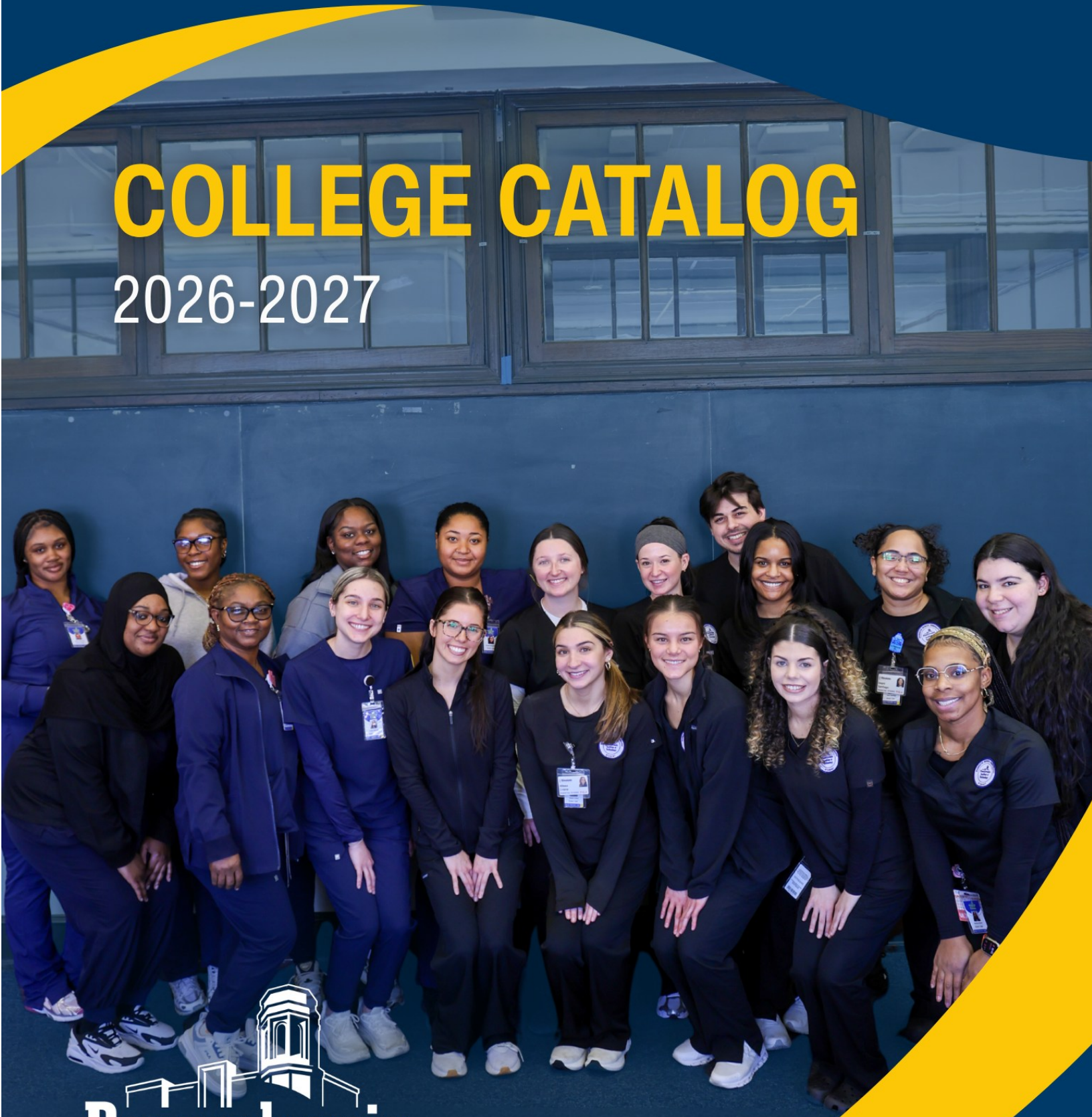
COLLEGE CATALOG

2026-2027



Pennsylvania Institute of Technology

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TABLE OF CONTENTS

ACADEMIC CALENDAR 3
ACCREDITATION AND APPROVALS 5
IMPORTANT NOTICE – Rights Reserved 7
A BRIEF HISTORY OF P.I.T. 8
A MESSAGE FROM THE PRESIDENT 10
MISSION STATEMENT, VISION AND VALUES 11
THE COLLEGE SEAL 13
ACCREDITATION, APPROVALS AND MEMBERSHIPS 14
AUTHORIZED TRAINING AND TESTING SITES 15
BOARD OF TRUSTEES 16
EXECUTIVE LEADERSHIP 17
ACADEMIC AFFAIRS LEADERSHIP 18
FULL-TIME FACULTY 20
STUDENT AFFAIRS 22
IMPORTANT COLLEGE NUMBERS 23
DIRECTIONS TO P.I.T. 24
DEGREES AND CERTIFICATES AWARDED 26
ADMISSIONS 27
TUITION, FEES, AND OTHER EXPENSES 32
- TUITION AND FEES PAYMENT POLICY 32
- WITHDRAWAL AND ADJUSTMENT OF CHARGES 33
- PROGRAM FEE LISTINGS 34

FINANCIAL AID AND STUDENT LOAN INFORMATION 37
- NON-COMPLIANCE OF SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) 44
- SCHOLARSHIPS 46
- VETERANS EDUCATION BENEFITS 47
- EMPLOYER TUITION REIMBURSEMENT PLANS 48

STUDENT AFFAIRS INFORMATION 49
- TRANSFER AND CAREER ASSISTANCE 50
- ADDITIONAL STUDENT SUPPORT 52

GRANTS SUPPORTING STUDENT AFFAIRS 53
COLLEGE POLICIES 54
STUDENT RECORDS 57
GRADING SYSTEM 59
GRADUATION 62
ACADEMIC INFORMATION 66
COLLEGE COMPETENCIE 68
REGISTRATION AND COURSE CREDITS 69
SCHEDULE CHANGES – ADD-DROP COURSES 73
PROGRAMS OF STUDY 75
GENERAL EDUCATION (GEN ED) REQUIREMENTS – Required in Degree Programs 75
BACHELOR'S DEGREES 78
Business Administration (B.S.) 78
Cannabis Business (BUS) 83
Health Science (HSC) 88
ASSOCIATE DEGREES 91
Allied Health (AHT) 91
Allied Health (AHT) Pre-Nursing (AHTPRN) 94
Business Administration (BUS) 96
Cannabis Studies: Business (CAB) 99
Cannabis Studies: Health Therapy (CAT) 101
Cannabis Studies: Horticulture (CAH) 103
Diagnostic Medical Sonography (DMS) 105
General Studies (GEN) 108
Health Care Management (HCM) 110
Health Science (HSC) 112
Psychology and Behavioral Health (PBH) 114
CERTIFICATE PROGRAMS 116
Practical Nursing (PN) 116
Autopsy Technician (ATC) 120
Cannabis Cultivation: Principles & Practices 122
Clinical Medical Assistant (CMA) 123
Neurodiagnostic Technology Program (NDT) 125
Using Generative AI in the Workplace 127
COURSE DESCRIPTIONS – EXPLANATIONS AND DEFINITIONS 130

ACADEMIC CALENDAR

Summer 2026	
New Student Orientation	July 8, 2026
Classes Start	July 13, 2026
Add/Drop	July 13 – 17, 2026
Mid-Term Examinations	August 10 – 14, 2026
Labor Day – College Closed	September 4, 2026
Last Day for Course Withdrawal with a Grade of “W”	September 11, 2026
Classes End	September 18, 2026
Final Exams	September 21 – 25, 2026

Fall 2026	
New Student Orientation	September 30, 2026
Commencement	October 1, 2026
Classes Start	October 5, 2026
Add/Drop	October 5 - 9, 2026
Mid-Term Examinations	November 2 - 6, 2026
Last Day for Course Withdrawal with a Grade of "W"	November 25, 2026
Thanksgiving Holiday - College Closed	November 26 - 27, 2026
Classes End	December 11, 2026
Final Exams	December 14 – 18, 2026

Winter 2027	
New Student Orientation	January 6, 2027
Classes Start	January 11, 2027
Add/Drop	January 11 - 15, 2027
Martin Luther King, Jr. Holiday - College Closed	January 18, 2027
Mid-Term Examinations	February 8 - 12, 2027
Last Day for Course Withdrawal with a Grade of "W"	March 5, 2027
Classes End	March 19, 2027
Final Exams	March 22 - 26, 2027

Spring 2027	
New Student Orientation	April 1, 2027
Commencement	April 8, 2027
Classes Start	April 12, 2027
Add/Drop	April 12 - 16, 2027
Mid-Term Examinations	May 10 - 14, 2027
Memorial Day Holiday - College Closed	May 31, 2027
Last Day for Course Withdrawal with a Grade of "W"	June 4, 2027
Classes End	June 18, 2027
Final Exams	June 21 - 25, 2027

***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.

Accreditation by the Accreditation Commission for Education in Nursing

The practical nursing program at Pennsylvania Institute of Technology is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA, 30326

The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is initial accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website: https://www.acenursing.org/acen-programs-05202024/pennsylvania-institute-of-technology-p

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).

The Neurodiagnostic Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology. Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2350 www.caahep.org.

Pennsylvania Institute of Technology adheres to the Commission on Accreditation for Education for Neurodiagnostic Technology's (CoA-NDT) published Standards and Guidelines and the Neurodiagnostic Technology Certificate program includes the "Neurodiagnostic Technology Program Graduate Competencies." For more information, visit www.coa-ndt.org.

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 2026 – 2027* 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.

Founded in April **1953** by practicing engineer Walter R. Garrison, Pennsylvania Institute of Technology was established to provide practical, career focused education designed to prepare students for immediate employment in technical and professional fields. Mr. Garrison recognized that many careers required specialized, hands-on training rather than a traditional four-year engineering degree, and he built the institution around that philosophy.

Shortly after its founding, P.I.T. began offering evening classes in a single classroom near the 69th Street Terminal in Upper Darby, Pennsylvania. The first group of students studied mathematics, engineering, and technical subjects such as aircraft stress analysis. As enrollment grew, the institution expanded rapidly, adding day classes and relocating several times within Upper Darby to accommodate increasing demand.

In **1976**, the Pennsylvania Department of Education authorized P.I.T. to award specialized associate degrees in technical programs. The College continued to grow and, in **1982**, relocated to its current 14-acre campus at 800 Manchester Avenue in Media, Pennsylvania.

A major milestone followed in **1983** when Pennsylvania Institute of Technology earned accreditation from the Middle States Commission on Higher Education, an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. In **1995**, the Commonwealth officially approved P.I.T. to operate as a two-year college, making it Pennsylvania's first private, nonprofit two-year college of technology.

The College expanded its educational mission in **2004** with the creation of the School of Professional Programs, which introduced accelerated certificate programs in allied health and related fields. These programs provided students with additional pathways into the workforce while supporting future academic advancement.

Throughout the years, P.I.T. has continued to receive recognition for innovation and student success. In **2006**, the College received The College Board Best Practices Award for its Academic Developmental Program, which supports student achievement in mathematics, reading comprehension, and critical thinking. In **2007**, the College celebrated its first Practical Nursing Commencement and Pinning Ceremony. Today, Practical Nursing remains one of the institution's largest academic programs.

In **2008**, P.I.T. received the Leaders of Distinction Education Award from The Foundation of the Delaware County Chamber in recognition of its contributions to workforce development and the regional community.

In **2018**, the institution celebrated its 65th anniversary while also successfully earning reaffirmation of accreditation from MSCHE for the maximum eight-year term.

In **2019**, Pennsylvania Institute of Technology again demonstrated its commitment to innovation by becoming the first regionally accredited college in the United States to offer undergraduate degree programs in Cannabis Business and Cannabis Health Therapies.

In **2020**, P.I.T. was recognized among the top online colleges in Pennsylvania, distinguishing itself as the only two-year college in the Commonwealth to receive that honor. In **2021**, the institution achieved another transformational milestone when it was approved to offer its first bachelor's degree.

Recent years have marked a period of significant institutional growth and expansion. In **2024**, the College's Diagnostic Medical Sonography program earned accreditation from the Commission on Accreditation of Allied Health Education Programs, becoming the only non-hospital based nationally accredited program of its kind in the region.

In **2025**, the College established the Walter R. Garrison College of Nursing, bringing together nursing and allied health disciplines under a unified academic structure. That same year, P.I.T. expanded its impact in specialized healthcare education through the acquisition of the Crozer School of Neurodiagnostic Technology.

In **2026**, the Accreditation Commission for Education in Nursing granted initial accreditation to the College's nursing program, marking a major milestone in the continued growth of healthcare education at P.I.T. During the 2026–2027 academic year, the College also launched the Walter R. Garrison Gateway to Success project, a transformative renovation initiative designed to modernize the campus entryway and student gathering spaces. In conjunction with these improvements, the College expanded laboratory facilities within the Walter R. Garrison College of Nursing to support the anticipated launch of a Registered Nurse (RN) program.

Throughout its history, Pennsylvania Institute of Technology has remained deeply committed to serving both students and the broader community. Walter and Jayne Garrison devoted themselves not only to the growth of the College, but also to numerous civic and philanthropic organizations throughout the region.

From its humble beginnings in a single classroom with a handful of students, Pennsylvania Institute of Technology has grown into a comprehensive institution serving thousands of learners through career focused education, workforce partnerships, and innovative academic programming. More than 70 years after its founding, P.I.T. continues to prepare students for meaningful careers while remaining committed to its mission of accessible, practical, and student-centered higher education.

A MESSAGE FROM THE PRESIDENT

Welcome to Pennsylvania Institute of Technology!

It is my privilege to welcome you to P.I.T. through this catalog, a guide not only to our academic programs and services, but also to the mission, values, and opportunities that define our college community.

For more than 70 years, Pennsylvania Institute of Technology has remained committed to providing career focused education that changes lives and strengthens communities. Since our founding in 1953, we have evolved from a small technical school into a dynamic institution offering certificates, associate degrees, and bachelor's degrees aligned with today's workforce needs and tomorrow's emerging industries.

At P.I.T., we believe higher education should be accessible, practical, and deeply connected to real world outcomes. Our students learn not only in classrooms, but also in laboratories, clinical environments, internships, and collaborative spaces designed to foster hands on experience and professional growth. Whether you are pursuing studies in nursing and allied health, business, technology, cannabis studies, or another field, you will find programs intentionally designed to prepare you for meaningful careers and long-term advancement.

This is an exciting time in the history of our institution. As we continue to expand academic offerings and strengthen partnerships with employers and healthcare organizations throughout the region, we are also investing significantly in our campus and student experience. The Walter R. Garrison Gateway to Success project represents our continued commitment to creating welcoming, modern spaces that encourage connection, engagement, and student success. At the same time, the expansion of new healthcare laboratories and facilities within the Walter R. Garrison College of Nursing reflects our dedication to preparing the next generation of healthcare professionals.

While our institution continues to grow and evolve, our focus remains centered on students. We are committed to providing personalized support services that help students thrive academically, professionally, and personally. From tutoring and advising to career development and student engagement opportunities, our faculty and staff are here to support you every step of the way.

P.I.T. has always been a college built on opportunity. Many of our students are the first in their families to pursue higher education. Others are balancing careers, families, and personal responsibilities while working toward their goals. Their determination and resilience continue to inspire our entire community and reinforce the importance of the work we do each day.

As you explore this catalog, I encourage you to imagine the possibilities ahead. Consider the goals you hope to achieve, the impact you hope to make, and the future you want to build. Wherever your journey begins, Pennsylvania Institute of Technology is prepared to help you move forward with confidence and purpose.

On behalf of our faculty, staff, and Board of Trustees, welcome to P.I.T. We are honored to be part of your educational journey and excited for all that lies ahead for you.

Warm regards,

Matt Meyers
President

MISSION STATEMENT, VISION AND VALUES

MISSION STATEMENT

The 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

The 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.

P.I.T.: 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.

The practical nursing program at Pennsylvania Institute of Technology is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA, 30326

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 Library Association (ALA)
The American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Registry of Radiologic Technologists (ARRT)
Association of Fundraising Professionals
Association of Independent Colleges and Universities of Pennsylvania (AICUP)
The Association for Institutional Research (AIR)
The College Board
Council for Advancement and Support of Education (CASE)
Council for Adult and Experiential Learning (CAEL)
Council for Opportunity in Education
Delaware County Chamber of Commerce
International Accreditation Council for Business Education (IACBE)
National Association of Student Financial Aid Administrators (NASFAA)
National Council for State Authorization Reciprocity Agreements (NC-SARA)
National Healthcareer Association
OCLC (Online Computer Library Center)
Pennsylvania Association for College Admission Counseling (PACAC)

Pennsylvania Association of Nonprofit Organizations (PANO)
Pennsylvania Association of Practical Nursing Administrators
Phi Theta Kappa International Honor Society
Quality Matters
Rotary Club of Media
Society of Diagnostic Medical Sonography (SDMS)
Tuition Exchange

AUTHORIZED TRAINING AND TESTING SITES

American Heart Association

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

- AHA Basic Life Support-Provider

BOARD OF TRUSTEES

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LHH

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MS, Drexel University

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Student Success Coach and Tutorial and Supplemental Instruction Coordinator
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MEd, Widener University

Roswitha Marcher
Student Success Coach
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MJ, Widener University School of Law

Magan Pilato
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MS in Counseling, Villanova University

Brooke Gaines
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MA, Rosemont College

Dominique Wilkerson
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BA, University of Milwaukee-Wisconsin
MA, 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; email: library@pit.edu

Practical Nursing Program: (610) 892-1568

Student Affairs: (610) 892-8102

Weather Emergency Communications

During extreme weather conditions, P.I.T. may close the campus, delay opening, or close early depending on the storm's timing. If a closure occurs while the College is already in operation, the timing will be set to prioritize safety while minimizing disruption to classes and student services. In such cases, students, staff, and faculty are not expected on campus and may, instead, transition to remote work or learning for the day.

Students, Staff, and Faculty who have provided contact information to the Vector LiveSafe system will be automatically notified via app notification, text message, and/or email. Please note: the Vector LiveSafe application is how the College will share emergency safety communications. To ensure every student is contacted in a timely manner, they are expected to provide Vector LiveSafe with accurate contact information.

To update your contact information in the Vector LiveSafe application, you need to download the app on Android/iOS, be a currently active student, and use your P.I.T. credentials to login.

For other sources of information about P.I.T. weather-related closings visit the P.I.T. web sites at www.pit.edu and my.pit.edu.

In situations where there is an emergency situation on Campus that requires a Timely Warning to be issued, the Vector LiveSafe application will also be used to provide those warnings and any further instructions.

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:

1) From either Benjamin Franklin or Walt Whitman Bridges
2) 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
3) Turn left onto Manchester Avenue (Dunkin' Donuts on the left)
4) P.I.T. is approximately ½ mile on the right

From the Pennsylvania Turnpike (I-276):

1) 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
2) Turn left onto Manchester Avenue (Dunkin' Donuts on the left)
3) P.I.T. is approximately ½ mile on the right

From the Schuylkill Expressway (I-76):

1) 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:

1) 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):

1) From the Commodore Barry Bridge, take I-95 North to I-476 North (Blue Route) towards Plymouth Meeting
2) 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's 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
- Bachelor of Science in Cannabis Business

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
- Business Administration
- Cannabis Studies – Business
- Cannabis Studies – Health Therapy
- Cannabis Studies – Horticulture
- Diagnostic Medical Sonography
- General Studies
- Health Care Management
- Health Science
- Psychology and Behavioral Health

Certificates

P.I.T. is approved by the Pennsylvania Department of Education and the State Board of Education to confer certificates.

Certificates are awarded to students who have completed the following programs:

- Practical Nursing
- Autopsy Technician
- Clinical Medical Assistant
- Generative AI
- Neurodiagnostic Technology

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, Neurodiagnostic Technology, 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.
- Neurodiagnostic Technology (NDT) program applications are accepted throughout the year, and it is a 12-month, full-time day program that has in person and online seats available (if living more than 30 miles away from Media, PA). NDT starts in October every year.
- Diagnostic Medical Sonography (DMS) associate degree program is a full time in-person 15-month (post completion of prerequisites) day program. DMS starts in October every year.

Admissions Policy

Our programs are offered at the associate degree, bachelor's degree, and certificate levels. Admission requirements vary according to majors. At a minimum, all applicants must be graduates of an accredited high school; hold a diploma issued by the PADOE or have a recognized equivalent, such as a General Educational Development (GED).

High School diplomas/transcripts from other countries are acceptable as long as it is equivalent to a U.S. high school diploma. To determine if the high school diploma/transcript is equivalent, students will need to have the document evaluated by an evaluation service that is approved by the National Association of Credential Evaluation Services (NACES).

TEC (The Evaluation Company) is our recommended international transcript evaluation service. They have created a custom application for the Pennsylvania Institute of Technology that will make sure you select the right kind of evaluation at a discounted rate. You can access their application below:

TEC Application – PIT

You may also view a list of all other NACES Members available to use for foreign evaluation services by clicking here: https://www.naces.org/members

NOTE: Student class size may exceed the standard ratio in certain instances based on program needs, upon consultation between the respective Program Director and the Vice President of Academic Affairs.

Steps for Admission

Application Form

Complete a college application available online at www.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 and Math to place students in the courses appropriate to their level of preparation.

You may be waived from placement testing if you have earned college credits from another institution in English or Math and your Admissions Representative can confirm that after prior college transcripts are evaluated. Students who have not demonstrated these skills in the placement assessment (for any program requiring placement exams) 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 NDT programs is highly competitive. Meeting the minimum admissions requirements does not guarantee acceptance into the program. The specific admission criteria are referenced under the PN, DMS, and NDT 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 Representative 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 exempt 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 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 at institutions that are CHEA recognized accrediting agencies. The College reserves the right to accept only post-secondary credits for **science & math 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 DMS and NDT Programs have other restrictions on advanced placement credits. Please consult their student handbooks and admissions packets 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 Immaculata University, Eastern University, Widener University, Neumann University, 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 Coach or more information about P.I.T.'s articulation agreements.

Credit Hour Guideline

Pennsylvania Institute of Technology (P.I.T.) awards academic credit in accordance with the Carnegie Credit Hour standard, a nationally recognized measure of academic work and student learning. Credit hours are assigned based on instructional contact time and the amount of student work required to achieve the learning outcomes of a course.

P.I.T. operates on an accelerated 11-week academic term. Regardless of the instructional format (face-to-face, online, hybrid, laboratory, or clinical), all courses must demonstrate equivalent learning outcomes, academic rigor, and total student learning time.

Definition of a Credit Hour

For purposes of awarding academic credit, one semester credit hour is defined as:

- **Lecture:** Fifteen (15) hours of direct faculty instruction and approximately thirty (30) hours of out-of-class student work during an 11-week term.
- **Laboratory:** Thirty (30) hours of supervised laboratory instruction during an 11-week term.
- **Clinical:** Sixty (60) hours of supervised clinical experience during an 11-week term.

This standard results in approximately 45 total hours of student learning per credit hour for lecture-based courses, consistent with the Carnegie Credit Hour framework and common higher education practice.

Credit Hour Equivalencies

Instruction Type	Contact Hours Required	Credit Awarded
Lecture	15 hours	1 Credit Hour
Laboratory	30 hours	1 Credit Hour
Clinical	60 hours	1 Credit Hour

Accelerated-Term Requirements

Because P.I.T. delivers instruction in an accelerated 11-week format, students complete the same learning outcomes and total academic workload required at institutions operating on longer academic terms. As a result, weekly instructional and study expectations may be more intensive than those found in traditional 14-, 15-, or 16-week semesters.

Applicability

This policy applies to all credit-bearing courses and programs offered by the College, including:

- Face-to-face courses
- Online courses
- Hybrid courses
- Laboratory courses
- Clinical experiences
- Internships, practica, and other supervised instructional activities, as applicable

The College regularly reviews course schedules and instructional methods to ensure compliance with institutional standards, accreditation requirements, and applicable federal regulations governing academic credit.

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 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 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 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.

PROGRAM FEE LISTINGS

PROGRAM FEE LISTINGS

COURSE #	COST	DESCRIPTION
CMA 109	$125.00	Preparation for National Exam
CMA 153	$90.00	Access to institutional materials (ebook, assignments, quizzes, exams)
CMA 209	$235.00	Study guide/practice exams for ECG EXAM and National Exam
CMA 217	$180.00	Study guide/practice exams for Phlebotomy EXAM and National Exam
CMA 212	$205.00	Blood pressure cuff and stethoscope
CMA 250	$355.00	National exam to be taken after successful completion of the program and Clinical Insurance Coverage
CMA 248	$175.00	Online course to improve skills in Resume writing, interviewing, and communication in the workforce
DMS 110	$100.00	Clinical Time and Competency tracking
DMS 206	$150.00	Student membership to Society of Diagnostic Medical Sonography (SDMS)
DMS 103	$150.00	School emblem for uniform
DMS 104	$200.00	Clinical Affiliate Liability Insurance
DMS 203	$500.00	Physical Boards
DMS 290	$875.00	Abdominal and OB/GYN Boards
DMS 224	$425.00	Board prep materials
DMS 289	$200.00	Clinical Affiliate Liability Insurance

BIO 129	$50.00	Lab Fee
BIO 229	$50.00	Lab Fee
GAI 101	$85.00	E-Book
GAI 102	$85.00	E-Book
GAI 103	$85.00	E-Book
GAI 201	$85.00	E-Book
GAI 202	$85.00	E-Book
GAI 203	$85.00	E-Book

ACADEMIC PROGRAM FEE – HEALTH ADMINISTRATION COSTS

PROGRAM	COST	DESCRIPTION
CMA & Allied Health CMA	$165.00	One-time academic program fee for health administration costs
Health Science	$165.00	One-time academic program fee for health administration costs
Pre-Nursing/RN	$165.00	One-time academic program fee for health administration costs
Neurodiagnostic Technology	$165.00	One-time academic program fee for health administration costs
Autopsy Tech	$165.00	One-time academic program fee for health administration costs

PRACTICAL NURSING

COURSE #	COST	DESCRIPTION
NUR 152	$81.00	Medical Surgical Textbook for students use in Level 2 and 4
NUR 140	$90.00	Simulation Software for medical documentation and clinical practice work
NUR 140	$15.00	Liability Insurance for clinical participation
NUR 175	$317.00	Processing and payment for NCLEX and Licensure Application
NUR 140	$600.00	Computer software for curriculum and testing to prepare for clinical and NCLEX success
NUR 140	$124.00	Clinical tote with necessary supplies such as stethoscope, blood pressure cuff, penlight, and bandage scissors
NUR 140	$273.00	Disposable supplies such as gauze, bandages, needles, gloves, and other supplies used for lab and simulation classroom instruction
TOTAL	**$1,500.00**	

FINANCIAL AID AND STUDENT LOAN INFORMATION

The primary purpose of The Federal Student Aid Programs and P.I.T.'s 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.

The Free Application for Federal Student Aid (FAFSA) determines what a student and/or parent are expected to contribute to their education. This analysis considers criteria such as income, family size (determined by the number of exemptions on the appropriate tax return year for the FAFSA) investments, and savings. Exceptional circumstances such as loss of wages, divorce, and the death of a spouse or parent may also make a difference in the student's eligibility for financial aid. The financial aid office has processes in place that could potentially assist a student with funding if there is an extenuating circumstance.

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

Types of Financial Aid

A financial aid package may consist of a combination of grants, loans, and/or work study. These are the basic fund sources, but P.I.T.'s financial aid office has a variety of options to assist in paying for your education. Every student's financial aid package will differ for each student as there are criteria, special circumstances and eligibility factors that are involved. It is important to know if your financial aid advisor reaches out and needs to collect documentation from you, they will need it as soon as possible.

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**. ***Be sure the***

name you use to create your FSA ID matches exactly what is on your Social Security Card (if applicable). 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 gift 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 and have a Student Aid Index (SAI) of –1500 to 0. 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.

With the 2025-2026 Award year in disbursement, PHEAA is offering the Grow PA Scholarship Grant Program. This program will issue awards on a ***first-come, first-served basis***, based on the received date of the student's complete application, for the 2025-2026 academic year. To be eligible, all students will need to submit a FAFSA. We encourage students to submit a FAFSA before applying for a Grow PA Grant. *Please note, only a select few programs are eligible for this scholarship. The 2026-2027 application is now available.*

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.*

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. Take note, the credit check is based on adverse credit history, which has different criteria and has increased odds of approval. 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 Fifth 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 https://studentaid.gov/loan-simulator/

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.

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.

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 Student Success 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 for 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 Ad 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 does not require repayment. 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

Please visit https://www.pit.edu/financial-aid/scholarships/ for a list of scholarships currently available to P.I.T. students

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., please contact the Assistant Director of Financial Aid, Stephanie Spann, at 610-892-1571 or SSpann@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, peer and professional tutoring, and additional support services.

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

The Student Success and Wellness Center

The Student Success and Wellness Center serves as P.I.T.'s primary location for students to receive assistance in advancing their academic skills and course completion and improving their overall personal wellness. The Success and Wellness Center houses the College's Tutoring and Writing Lab. The Success and Wellness Center also provides 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 and Wellness 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

The College offers a wide range of career-related services designed to support students in their job search. These services include career counseling, job search workshops and coaching, access to a career resource library, resume and cover letter writing assistance, interview preparation, and mock interviews.

As students approach graduation, the College's role is to assist them in their job search efforts—not to secure employment on their behalf. Graduates are expected to take an active, good-faith role in their own employment search. This includes researching job openings, submitting applications and resumes, preparing for interviews, and following the guidance provided by the Career and Transfer Coach.

While the College provides tools and support, it is ultimately the graduate's responsibility to effectively market themselves, connect with employers, and pursue job opportunities. Only the graduate can write an authentic resume, engage in a meaningful job search, perform well in interviews, and decide whether to accept an offer.

Graduates should also be aware that most entry-level roles are typical when beginning a new career. The type of employment secured and the speed at which it is obtained depend largely on the graduate's efforts and academic performance during their time at the College.

Students are advised that future employers may request their transcripts.

Transfer Assistance

The college hosts a Transfer Fair twice a year to support students and graduates who wish to continue their education. These events provide opportunities to connect with representatives from other colleges and universities, ask questions, explore transfer options, and begin building valuable professional networks.

In addition to the fairs, admissions representatives from local institutions regularly visit the campus. These visits give students the chance to learn more about potential transfer schools and programs directly from college representatives.

Career and Job Placement Services for All Students

The College is committed to helping students and graduates succeed in a competitive job market and global economy. Through a combination of personalized support and strong relationships with local employers, the College offers career services designed to give students a distinct advantage.

Important Note: While the College offers extensive job placement assistance, it does not and cannot, guarantee employment or career outcomes. The success of each student depends primarily on their attitude, commitment, academic performance, and proactive effort in both their studies and job search. For this reason, College staff are strictly prohibited from making promises regarding employment or specific career achievements. Ultimately, each graduate is responsible for their own career success.

Final-Term Preparation

We recommend that all students in their final term schedule a meeting with the Career and Transfer Coach for Job Placement and College Transfer to review job search readiness and begin the job search process on a part-time basis. This early engagement helps ensure a smooth transition from school to employment.

ADDITIONAL STUDENT SUPPORT

Student Activities

P.I.T. encourages its students to be active in student organizations and activities. P.I.T. students are encouraged to apply as peer tutors or student ambassadors. We also encourage all students to attend workshops and events that are offered both in person and virtually throughout each term.

Student Ambassador Program

In the Student Ambassador Program, students act as Student Liaisons for P.I.T. Administration. 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 societies: Phi Theta Kappa – Alpha Psi Mu Chapter and Alpha Alpha Alpha – Theta Nu Chapter. Students who accept the membership invitation are encouraged to participate in the societies' activities.

Computer Access

The Student Success and Wellness Center and the Library provide computer access. The Library offers recreational reading and resources to support the College curriculum.

Student Lounge

The College provides a Student Lounge located by the P.I.T. 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.

GRANTS SUPPORTING STUDENT AFFAIRS

TRIO Student Support Services (SSS)

TRIO 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, Student Success 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):

- 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.
- Students, faculty, and staff may call the main number of either P.I.T location and listen to the greeting.

- 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/
- 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 contributes 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, a Student Success 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 disagree, 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 2.0 for any term session are placed on Academic Warning status. Students placed on Academic Warning must meet with their Student Success 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 2.0 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 Student Affairs/Student Support Services. 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 about the available financial aid options.

After a one-term dismissal, students may apply for reinstatement by submitting a written request to the Associate Dean of Academic Affairs. Before reinstatement, the student must schedule a re-entry interview with the 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 Program Director or Director of Academic Operations conducts a Graduation Audit to ensure that a candidate has met all requirements for the degree.
- Obtain approval from the Associate Dean of Academic Affairs for all 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.
- Have no more than two (2) outstanding courses (6 credits) to complete their degree, as confirmed by the Registrar.
- Are registered for or actively attending the outstanding course(s).
- 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.

Hazel Johnson-Brown 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.

Commencement Additional Honors

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, Associate Dean of Academic Affairs, and Registrar. 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 appropriate 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 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., is offered virtually via Zoom, and this 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 information about library services offered and how to access their P.I.T. email and student accounts. Specialized programs such as Practical Nursing, Diagnostic Medical Sonography, and Neurodiagnostic Technology have their own in person orientation after program acceptance.

New Student Orientations are provided before the beginning of the Fall, Winter, Spring, & Summer terms for our open enrollment programs and participation is mandatory.

Tutoring – Degree Program

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

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 COMPETENCIE

P.I.T. has specific objectives for each course and student learning outcomes for all degree and certificate program graduates. 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 is 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.
Leadership	Recognize and capitalize on personal and team strengths
Career Development	Proactively develop oneself and one's career

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 Student Success 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 ongoing throughout the 11-week enrollment period proceeding each term date. New students receive an e-mail and calendar invite from the College's Admissions Department informing them of the date and time for mandatory new student orientation.

Registration for each term includes:

- Consult with an Admissions Representative (for new students) or your Student Success 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 outstanding tuition and fees via the P.I.T. Student Portal or to the Business Office.
- Obtain an official class schedule from your Admissions Representative, Student Success Coach, or P.I.T. Student Portal.
- Purchase required textbooks and supplies.

PN Program

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

DMS Program

Classes in the 15-month (post completion of prerequisites), full-time day program are generally scheduled Monday through Friday 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 Representative (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 alumni may request official transcripts online with ease and fast delivery. Visit How to Order Transcripts to place your transcript order via **Parchment**.

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 the 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 Student Success Coach (for continuing students), or the Academic Advisor listed in the student portal.

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 the 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.
- If the Program Director approves the substitution, the student must bring the petition to the Associate Dean of Academic Affairs for approval.
- The completed form is submitted 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 written approval from 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 Associate 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 Associate Dean of Academic Affairs.

Change of Program or Certificate (Curriculum)

Students must obtain a Change of Program or Certificate Form and a copy of their degree evaluation from their Student Success Coach or Academic Advisor listed in the student portal 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 Associate Dean of Academic Affairs.

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 term Add-Drop Period, the student must obtain an *Add-Drop Form* from their Student Success 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 Student Success Coach to assist with the process.

Due to the fast-paced nature of the practical nursing program and the legally required contact hours, Practical Nursing students who miss required orientations or the first day of the program will be administratively withdrawn to provide space for a waitlist student. No Practical Nursing student will be added past the second day of the add drop week. Students who wish to drop the practical nursing

program during the 5-class day Add-Drop period of the term will not see the course(s) appear on the student's academic record. *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 Student Success Coach. Courses dropped during the Add-Drop Period do not appear on a student's academic record. Students should see their Student Success 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 term Add-Drop Period 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's 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*, B.S. in *Cannabis Business*, and B.S. in *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, and Psychology & Behavioral Health.*

Certificates

P.I.T. offers certificate programs in *Autopsy Technician, Clinical Medical Assistant, Practical Nursing, Neurodiagnostic Technology, Using Generative AI in the Workplace and Cannabis Horticulture.*

GENERAL EDUCATION (GEN ED) REQUIREMENTS – Required in Degree Programs

The General Education (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. Associate's degree students must earn a minimum of 21 credits in Gen Ed requirements as listed below. Bachelor's degree students must earn the same 21 credits, including the other Gen Ed courses list in their respective program sequence.

Note: CIS 300 and ETH 300 are General Education requirements available only in bachelor's degree programs, which require 40+ Credits as outlined in respective program sequences.

General Education (Gen Ed) Requirements Structure (21 Credit Hours)		
Required Core Subject	**Description**	**Total Credit Hours**
English Competencies (ENG)	Two (2) courses in English	6
Mathematics/Quantitative Analysis Competencies (MTH)	Two (2) courses in Mathematics	6
Humanities and Social Sciences Competencies (HUM)	Two (2) courses in the Humanities and Social Sciences	6
Information/Technology Literacy (ITL)	One (1) course in Information /Technology Literacy	3

Below is the list of the approved General Education courses:

Course Number	Competency Area	Course Title	Credit Hours
AAS 200	HUM	African American Studies	3
BEH101	HUM	Introduction to Behavior Health	3
CIS 110	ITL	Computer Information Systems	3
CIS 300	ITL	Science, Technology, and Change	3
COM 108	HUM	Communications and Social Interaction	3
CRJ 101	HUM	Introduction to Criminal Justice	3
CSC 239	HUM	Cyber Law and Ethics	3
ENG 108	ENG	English Composition	3
ENG 215	ENG	Analytical Writing	3
ETH 300	HUM	Ethics and Moral Reasoning	3
GAI 103	ITL	Using Generative AI in the Workplace	3
HES 201	HUM	Health and Environmental Studies	3
HIS 150	HUM	Western Civilization	3
HUM 140	HUM	Critical Thinking in the Modern Age	3
MOT 115	HUM	Healthcare in a Transcultural Environment	3
MTH 130	MTH	Mathematics for Health Care Professionals	3
MTH 145	MTH	College Algebra & Trigonometry	3
MTH 207	MTH	Statistics	3

PLS 150	HUM	American Federal Government	3
PLS 160	HUM	Introduction to Global Studies	3
PSY 105	HUM	Introduction to Psychology	3
PSY 109	HUM	Human Growth and Development	3
SOC 103	HUM	Introduction to Sociology	3
SPA 101	HUM	Spanish Fundamentals I	3
SPA 102	HUM	Spanish Fundamentals II	3

BACHELOR'S DEGREES

Business Administration (B.S.)

Bachelor of Science
Format: Online; Hybrid
Scheduling: Full-Time, Part-Time

The Bachelor of Science in Business Administration (B.S.) is a 121-credit-hour program designed to equip students with advanced knowledge, strategic skills, and industry-specific expertise necessary for career advancement, leadership roles, and entrepreneurial ventures. This flexible degree emphasizes critical thinking, innovation, and ethical decision-making to address complex business challenges.

The degree program consists of a general education core and a robust business core with specialized concentrations in Supply Chain and Operations Management, Applied Project Management, Digital Marketing, Innovation & Entrepreneurship, and Healthcare Administration. The program culminates in a capstone experience through an internship or business plan preparation, integrating knowledge from multiple disciplines into real-world applications.

The program's primary goal is to prepare graduates to lead and innovate in dynamic, global business environments by fostering advanced problem-solving, data-driven decision-making, and leadership capabilities. This degree is ideal for students seeking to transition seamlessly from an Associate in Business Administration program, advance in their careers, or pursue further studies.

Program Learning Outcomes

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

1. Analyze complex business situations using data and critical thinking to inform strategic decision-making.
2. Evaluate the ethical and cultural dimensions of business decisions in global contexts.
3. Integrate knowledge from multiple business disciplines to develop innovative solutions.
4. Use digital tools and business technologies to enhance organizational performance.
5. Produce effective business communications for professional and leadership audiences.
6. Analyze the role of leadership in achieving coordinated organizational goals.

BUSINESS ADMINISTRATION: BACHELOR OF SCIENCE (B.S.)
Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
MTH	145	College Algebra and Trigonometry	3	0	0	3
ENG	108	Composition	3	0	0	3
BUS	113	Introduction to Business	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 2	Lecture	Lab	Clinical	Credits
ENG	215	Analytical Writing	3	0	0	3
GAI	103	Using Generative AI in the Workplace	1.5	1.5	0	3
CIS	110	Computer Information Systems	3	0	0	3
		TERM TOTAL	**7.5**	**1.5**	**0**	**9**

Code	Number	Term 3	Lecture	Lab	Clinical	Credits
BUS	131	Principles of Management	3	0	0	3
BUS	256	Microeconomics	3	0	0	3
See	List	Lab Science Course	3	1	0	4
		TERM TOTAL	**9**	**1**	**0**	**10**

Code	Number	Term 4	Lecture	Lab	Clinical	Credits
BUS	226	Principles of Marketing	3	0	0	3
BUS	231	Business Law	3	0	0	3
BUS	257	Macroeconomics	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 5	Lecture	Lab	Clinical	Credits
BUS	211	Financial Accounting	3	0	0	3
MTH	207	Statistics	3	0	0	3
See	List	Humanities/Social Science Elective	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 6	Lecture	Lab	Clinical	Credits

BUS	212	Managerial Accounting	3	0	0	3
BUS	239	Principles of Finance	3	0	0	3
BUS	225	Principles of HR Management	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 7	Lecture	Lab	Clinical	Credits
See	List	Humanities/Social Science Elective	3	0	0	3
BUS	214 or 219	Strategic Management (214) Concepts or (219) Team Building and Conflict Resolution	3	0	0	3
		TERM TOTAL	**6**	**0**	**0**	**6**

Code	Number	Term 8	Lecture	Lab	Clinical	Credits
BUS	327	Organizational Behavior	3	0	0	3
BUS	300	Data Analytics	3	0	0	3
See	List	Concentration # 1 Course # 1	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 9	Lecture	Lab	Clinical	Credits
BUS	335	International Business	3	0	0	3
BUS	337	Business Strategy	3	0	0	3
See	List	Concentration # 1 Course # 2	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 10	Lecture	Lab	Clinical	Credits
BUS	339	Entrepreneurship and New Ventures	3	0	0	3
ETH	300	Ethics and Moral Reasoning	3	0	0	3
See	List	Concentration # 1 Course # 3	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 11	Lecture	Lab	Clinical	Credits
BUS	345	Principles of Leadership	3	0	0	3
See	List	Concentration # 1 Course # 4	3	0	0	3
See	List	Concentration # 1 Course # 5	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 12	Lecture	Lab	Clinical	Credits
BUS	347	Financial Decision-Making for Managers	3	0	0	3
See	List	Concentration # 2 Course # 1	3	0	0	3
See	List	Concentration # 2 Course # 2	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 13	Lecture	Lab	Clinical	Credits
See	List	Concentration # 2 Course # 3	3	0	0	3
See	List	Concentration # 2 Course # 4	3	0	0	3
CIS	300	Science, Technology, and Change	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 14	Lecture	Lab	Clinical	Credits
See	List	Concentration # 2 Course # 5	3	0	0	3
BUS	400 or 305	(400 Internship or (305) Business Plan	0	0	3	3
		TERM TOTAL	**3**	**0**	**3**	**6**

PROGRAM TOTAL	**115.5**	**2.5**	**3**	**121**

B.S. in Business Administration
Concentrations: (* also count as certificates)

Supply Chain and Operations Management (15 credits)
BUS 322 Supply Chain Management
BUS 348 Organizational Sustainability
BUS 350 Operations Management
BUS 405 Operational Risk Management
BUS 324 Introduction to Project Management

Applied Project Management (15 credits)
BUS 324 Introduction to Project Management
BUS 310 Design Thinking
BUS 315 Project Quality Management
BUS 320 Resources in Project Management
BUS 410 Project Time Management

Digital Marketing (15 credits)
MKT 302 Consumer Behavior

MKT 310 Digital Marketing and Social Media Strategy
MKT 320 Law and Ethics in Media
MKT 400 Search Engine Marketing and Optimization
MKT 305 Marketing Across Cultures

Innovation & Entrepreneurship (15 credits)
BUS 366 Business Innovation
BUS 310 Design Thinking
BUS 330 New Product Development
BUS 415 Venture Management
BUS 420 Markets, Innovation, and Design

Healthcare Administration (15 credits)
HCM 219 Healthcare Law and Ethics
MOT 115 Health Care in a Transitional Environment
HCM 107 Introduction to Health Care Management
HCM 117 Introduction to Health Care Informatics
HCM 231 Financial Management of Health Care Organizations

Cannabis Business (BUS)

Bachelor of Science
Format: Online; Hybrid
Scheduling: Full-Time, Part-Time

The Bachelor of Science (B.S.) in Cannabis Business program is a comprehensive 123-credit degree designed to equip students with a unique blend of business acumen and specialized knowledge related to the cannabis industry. This interdisciplinary program combines business strategy, law, marketing, and scientific principles to prepare graduates for dynamic careers in the rapidly evolving field of medical and adult-use cannabis. The program focuses on understanding the complex regulations, ethical considerations, and market strategies specific to the industry, while providing hands-on experience through courses in alternative health therapies, legal aspects, and managing retail services and dispensaries. Students will gain a comprehensive understanding of the business and scientific dimensions of medical and adult-use cannabis, allowing them to navigate and lead in this emerging field.

The Bachelor of Science (B.S.) in Cannabis Business program aims to provide students with the advanced knowledge and skills needed to thrive in the highly regulated and rapidly evolving cannabis industry. The program integrates core business principles, scientific understanding, and legal expertise to prepare graduates for leadership roles in various sectors of the cannabis industry, including retail management, compliance, marketing, and entrepreneurship.

Program Learning Outcomes

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

1. Evaluate the ethical, legal, and societal implications of cannabis-related business operations within national and international frameworks, integrating knowledge of regulatory environments.
2. Analyze financial data and economic trends to develop sustainable business strategies for cannabis enterprises, including retail, supply chain, and product innovation.
3. Develop innovative marketing and entrepreneurial solutions that leverage consumer insights and data-driven decision-making to enhance competitiveness in the cannabis industry.
4. Design and implement effective operational systems for managing resources, risk, and supply chains in cannabis enterprises, using tools like data analytics and project management methodologies.
5. Apply leadership and team-building principles to foster collaboration and drive organizational success in the cannabis industry, emphasizing ethical decision-making and sustainability.
6. Integrate scientific and therapeutic knowledge with business practices to optimize the development, distribution, and marketing of cannabis-based products and services.

CANNABIS BUSINESS: BACHELOR OF SCIENCE (B.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
CAT	109	The Politics, History, and Ethics of the Cannabis Industry	3	0	0	3
ENG	108	Composition	3	0	0	3
BUS	113	Introduction to Business	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 2	Lecture	Lab	Clinical	Credits
ENG	215	Analytical Writing	3	0	0	3
CAT	108	The Science of Medical Cannabis	3	0	0	3
GAI	103	Using Generative AI in the Workplace	1.5	1.5	0	3
		TERM TOTAL	**7.5**	**1.5**	**0**	**9**

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

Code	Number	Term 4	Lecture	Lab	Clinical	Credits
CAT	146	Cannabis Health Therapies II	3	0	0	3
CAT	200	Alternative Therapeutic Health Horticulture I	3	0	0	3
BUS	256	Microeconomics	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 5	Lecture	Lab	Clinical	Credits
CIS	110	Computer Information Systems	3	0	0	3
CAT	206	Principles of Psychedelic Therapies	3	0	0	3
CAT	**180**	**Managing Retail Services and Dispensaries**	**3**	**0**	**0**	**3**
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 6	Lecture	Lab	Clinical	Credits
CAT	218	Food and Agricultural Laws and Policies	3	0	0	3

BUS	257	Macroeconomics	3	0	0	3
CAT	225	Marketing Alternative Health Therapies	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 7	Lecture	Lab	Clinical	Credits
COM	108	Communication and Social Interaction	3	0	0	3
BUS	225	Principles of HR Management	3	0	0	3
MTH	207	Statistics	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 8	Lecture	Lab	Clinical	Credits
BUS	327	Organizational Behavior	3	0	0	3
BUS	300	Data Analytics	3	0	0	3
BUS	322	Supply Chain Management	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 9	Lecture	Lab	Clinical	Credits
See	List	Lab Science Course	3	1	0	4
BUS	337	Business Strategy	3	0	0	3
BUS	350	Operations Management	3	0	0	3
		TERM TOTAL	**9**	**1**	**0**	**10**

Code	Number	Term 10	Lecture	Lab	Clinical	Credits
BUS	339	Entrepreneurship and New Ventures	3	0	0	3
ETH	300	Ethics and Moral Reasoning	3	0	0	3
BUS	348	Organizational Sustainability	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 11	Lecture	Lab	Clinical	Credits
BUS	345	Principles of Leadership	3	0	0	3
BUS	324	Introduction to Project Management	3	0	0	3
BUS	405	Operational Risk Management	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 12	Lecture	Lab	Clinical	Credits
BUS	347	Financial Decision-Making for Managers	3	0	0	3
BUS	366	Business Innovation	3	0	0	3
BUS	310	Design Thinking	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 13	Lecture	Lab	Clinical	Credits
BUS	330	New Product Development	3	0	0	3
BUS	415	Venture Management	3	0	0	3
CIS	300	Science, Technology, and Change	3	0	0	3
		TERM TOTAL	**9**	**0**	**0**	**9**

Code	Number	Term 14	Lecture	Lab	Clinical	Credits
BUS	420	Markets, Innovation, and Design	3	0	0	3
BUS	305	Business Plan	3	0	0	3
		TERM TOTAL	**6**	**0**	**0**	**6**

		PROGRAM TOTAL	**121.5**	**2.5**	**0**	**124**

B.S. in Cannabis Business Concentrations: (*also count as certificates)

Supply Chain and Operations Management: (15 credits)
BUS 322 Supply Chain Management
BUS 348 Organizational Sustainability
BUS 350 Operations Management
BUS 405 Operational Risk Management
BUS 324 Introduction to Project Management

Innovation & Entrepreneurship: (15 credits)
BUS 366 Business Innovation
BUS 310 Design Thinking
BUS 330 New Product Development
BUS 415 Venture Management
BUS 420 Markets, Innovation, and Design

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 degree program designed to cater to the diverse interests and career aspirations of students within the expansive field of health sciences.

This degree program integrates rigorous coursework with practical experience 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 health sciences while offering a variety of courses to explore different interests.

A bachelor's degree in health science is the perfect path for any student who is interested in working in healthcare in some capacity. This could include taking roles like a medical practitioner, administrator, or researcher, with further opportunities available should you pursue graduate education.

Flexible scheduling options – including online and blended learning options with day and evening classes – provide convenience and help you earn your bachelor's degree in less than 4 years.

Program Learning Outcomes

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

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

HEALTH SCIENCE: BACHELOR OF SCIENCE (B.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
ENG	108	Composition	3	0	0	3
HSC	101	Introduction to Health Care Professions	3	0	0	3
CIS	110	Computer Information Systems	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
MTH	145	College Algebra and Trigonometry	3	0	0	3
BIO	118	Medical Terminology	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
ENG	215	Analytical Writing	3	0	0	3
BIO	128	Anatomy and Physiology I	3	0	0	3
BIO	129	Anatomy and Physiology I Lab	0	1	0	1
		TERM TOTAL	6	1	0	7
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
COM	108	Communication and Social Interaction	3	0	0	3
BIO	228	Anatomy and Physiology II	3	0	0	3
BIO	229	Anatomy and Physiology II Lab	0	1	0	1
PSY	109	Human Growth and Development	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
HCM	107	Introduction to Healthcare Management	3	0	0	3
BIO	105	General Biology	3	0	0	3
BIO	106	General Biology Lab	0	1	0	1
		TERM TOTAL	6	1	0	7
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
BIO	145	Introduction to Physical Therapy Kinesiology	3	1	0	4
MTH	207	Statistics	3	0	0	3
MOT	115	Healthcare in a Transcultural Environment	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
HCM	117	Healthcare Informatics	3	0	0	3
SOC	103	Introduction to Sociology	3	0	0	3
BEH	101	Introduction to Behavioral Health	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 8**	**Lecture**	**Lab**	**Clinical**	**Credits**
CHM	105	General Chemistry	3	0	0	3
CHM	106	General Chemistry Lab	0	1	0	1
HSC	210	General Nutrition	3	0	0	3

PSY	215	Abnormal Psychology	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	Number	Term 9	Lecture	Lab	Clinical	Credits
BIO	205	General Biology II	3	0	0	3
BIO	206	General Biology II Lab	0	1	0	1
HCM	219	Healthcare Law and Ethics	3	0	0	3
COM	240	Health Coaching	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	Number	Term 10	Lecture	Lab	Clinical	Credits
CHM	230	General Chemistry II	3	0	0	3
CHM	231	General Chemistry II Lab	0	1	0	1
HSC	380	Capstone I	3	0	0	3
		TERM TOTAL	6	1	0	7
Code	Number	Term 11	Lecture	Lab	Clinical	Credits
PHS	210	Introduction to Physics	3	1	0	4
BIO	350	Basic Pharmacology	3	0	0	3
HSC	315	Special Topics in Healthcare	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	Number	Term 12	Lecture	Lab	Clinical	Credits
HCM	231	Financial Management of Health Care Organizations	3	0	0	3
HSC	310	Culture of Nutrition	3	0	0	3
HSC	480	Capstone II	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	Number	Term 13	Lecture	Lab	Clinical	Credits
HUM	304	Bioethics	3	0	0	3
HSC	401	Introduction to Public Health Policy	3	0	0	3
BUS	350	Operations Management	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	Number	Term 14	Lecture	Lab	Clinical	Credits
HSC	405	Epidemiology	3	0	0	3
HSC	490	Senior Seminar	3	0	0	3
		TERM TOTAL	6	0	0	6
		PROGRAM TOTAL	114	8	0	122

ASSOCIATE DEGREES

Allied Health (AHT)

Associate in Science

Clinical Medical Assisting:
Format: Traditional, Hybrid, Online
Scheduling: Full-Time, Part-Time

Practical Nursing:
Format: Traditional Term
Scheduling: Full-Time

Pre-Nursing:
Format: Traditional, Hybrid, Online
Scheduling: Full-Time, Part-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.

Program 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 – CLINICAL MEDICAL ASSISTANT (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
BIO	105	General Biology	3	0	0	3
BIO	106	General Biology Lab	0	1	0	1
ENG	108	Composition	3	0	0	3
CIS	110	Computer Information Systems	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
HUM	140	Critical Thinking in the Modern Age	3	0	0	3
ENG	215	Analytical Writing	3	0	0	3
MTH	130	Mathematics for Health Care Professionals	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
MTH	207	Statistics	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
MOT	115	Healthcare in a Transcultural Environment	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
CHM	105	General Chemistry	3	0	0	3
CHM	106	General Chemistry Lab	0	1	0	1
PSY	109	Human Growth and Development	3	0	0	3
		TERM TOTAL	6	1	0	7
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
CMA	109	Clinical Medical Assistant	2	1	0	3
CMA	115	Immunology and Pharmacology	2	1	0	3
CMA	118	Medical Terminology	3	0	0	3
BIO	119	Clinical Applications of Med Term	0	1	0	1
		TERM TOTAL	7	3	0	10
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
CMA	209	EKG and Cardiovascular System	2	1	0	3
CMA	212	Clinical Procedures and the Urinary System	2	2	0	4
CMA	217	Phlebotomy	2	1	0	3
		TERM TOTAL	6	4	0	10
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
CMA	250	Clinical Medical Assistant Externship	1	0	3 (180 hrs)	4
CMA	248	Health Coaching and Communication	3	0	0	3
		TERM TOTAL	4	0	3 (180 hrs)	7
		CMA PROGRAM TOTAL	17	7	3 (180 hrs)	27
		A.S. + CMA PROGRAM TOTAL	50	9	3 (180 hrs)	62

ALLIED HEALTH – PRACTICAL NURSING ASSOCIATES (A.S.)
Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
BIO	120	Human Body Systems for Health Science	5	1	0	6
ENG	108	Composition	3	0	0	3
MTH	130	Mathematics for Health Care Professionals	3	0	0	3
		TERM TOTAL	11	1	0	12
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
ENG	215	Analytical Writing	3	0	0	3
HUM	140	Critical Thinking in the Modern Age	3	0	0	3
BIO	105	General Biology	3	0	0	3
BIO	106	General Biology Lab	0	1	0	1
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
CHM	105	General Chemistry	3	0	0	3
CHM	106	General Chemistry Lab	0	1	0	1
COM	108	Communication and Social Interaction	3	0	0	3
		TERM TOTAL	6	1	0	7
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
MTH	207	Statistics	3	0	0	3
BIO	118	Medical Terminology	3	0	0	3
		TERM TOTAL	6	0	0	6
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
NUR	140	Nursing Fundamentals	5	4	2 (120 hrs)	11
NUR	145	Role Development of the Practical Nurse I	1	0	0	1
		TERM TOTAL	6	4	2 (120 hrs)	12
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
NUR	152	Nursing Care of Adults	6	0	4 (240 hrs)	10
NUR	155	Principles of Pharmacology	1	1	0	2
		TERM TOTAL	7	1	4 (240 hrs)	12
Cod	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
NUR	162	Intravenous Therapy	1	0.5	0	1.5
NUR	165	Nursing Practice Specialties	3	1.5	4 (240 hrs)	8.5
NUR	167	Clinical Concepts of Pharmacology	1	1	0	2
		TERM TOTAL	5	3	4 (240 hrs)	12
Cod	**Number**	**Term 8**	**Lecture**	**Lab**	**Clinical**	**Credits**
NUR	170	Acute and Complex Care of Adults	7	0	4 (240 hrs)	11
NUR	175	Practical Nursing Capstone	3	0	0	3
		TERM TOTAL	10	0	4 (240 hrs)	14
		PN PROGRAM TOTAL	28(420 hrs)	8 (240 hrs)	14 (840 hrs)	50(1500 hrs)
		A.S. + PN PROGRAM TOTAL	60	11	14	85

Allied Health (AHT) Pre-Nursing (AHTPRN)

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

This associate degree program is designed for students who seek to be strong candidates for acceptance into the competitive Practical Nursing program. The curriculum is a flexible program that enables students to acquire the skills to prepare for a successful nursing career. Courses in this program are taught by highly experienced instructors and the nursing faculty who provide specific instruction and guidance for the direct preparation for joining the nursing profession.

To improve one's chances of being accepted into the Practical Nursing program, candidates must complete at least the first term in this program. Candidates for the nursing program who have fulfilled the admissions requirements elsewhere are not required to take the program's first term if they have submitted documentation that they have met the required TEAS threshold scores and have satisfied the other requirements. The first term in the program will be available in January, April, July, and October of every year. Subsequent courses in the program will also be offered each scheduled term.

Program Learning Objectives

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.
8. Complete the non-academic requirements for acceptance into the Practical Nursing program, including criminal background checks, drug clearance, child abuse clearance, documentation from a health care provider of up-to-date immunizations and/or titers, and a medical examination by a licensed health care provider.

NOTE: Successful completion of this program or specific terms in this program does not guarantee acceptance into the Practical Nursing program.

ALLIED HEALTH – PRE-NURSING ASSOCIATES (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
AHT	105	Healthcare Foundations	2	1	0	3
BIO	120	Human Body Systems for Health Science	5	1	0	6
		TERM TOTAL	7	2	0	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
ENG	108	English Composition	3	0	0	3
MTH	130	Mathematics for Healthcare	3	0	0	3
BIO	105	General Biology	3	0	0	3
BIO	106	General Biology Lab	0	1	0	1
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
COM	108	Communications & Social Interactions	3	0	0	3
MTH	207	Statistics	3	0	0	3
PSY	109	Human Growth and Development	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
PSY	105	Introduction to Psychology	3	0	0	3
HCM	107	Introduction to Health Care Management	3	0	0	3
CIS	110	Human Growth and Development	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
BEH	101	Introduction to Behavioral Health	3	0	0	3
ENG	215	Analytical Writing	3	0	0	3
____	____	Free Elective	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
HCM	219	Health Care Law and Ethics	3	0	0	3
MOT	115	Health Care in a Transcultural Environment	3	0	0	3
PSY	204	Psychology of Gender and Culture	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
BEH	107	Mental Health Disorders	3	0	0	3
CHM	105	General Chemistry	3	0	0	3
CHM	106	General Chemistry Lab	0	1	0	1
		TERM TOTAL	6	1	0	7
		PROGRAM TOTAL	58	4	0	62

Business Administration (BUS)

Associate of Science (A.S.)
Format: Online; Hybrid
Online Scheduling: Full-Time, Part-Time

The A.S. in Business Administration is a 61-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 program aims to provide students with the essential disciplinary knowledge, technical skills, and critical thinking abilities necessary for immediate entry into the workforce or seamless transfer to PIT's Bachelor of Science in Business Administration program. The curriculum emphasizes practical application, teamwork, and professionalism, preparing graduates for success in diverse business environments and further academic advancement.

Program Learning Outcomes

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

1. Explain core concepts in the major functional areas of business.
2. Apply basic business principles to propose solutions to organizational problems.
3. Evaluate business problems using critical thinking and data-informed reasoning.
4. Use standard business software and technology tools to complete workplace tasks.
5. Produce clear, professional business communications.
6. Describe effective teamwork strategies used to achieve business goals.

BUSINESS ADMINISTRATION: ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Internship	Credits
MTH	145	College Algebra and Trigonometry	3	0	0	3
ENG	108	Composition	3	0	0	3
BUS	113	Introduction to Business	3	0	0	3
		TERM TOTAL	9	0	0	9

Code	Number	Term 2	Lecture	Lab	Internship	Credits
ENG	215	Analytical Writing	3	0	0	3
BUS	120	Business Communication	3	0	0	3
CIS	110	Computer Information Systems	3	0	0	3
		TERM TOTAL	9	0	0	9

Code	Number	Term 3	Lecture	Lab	Internship	Credits
BUS	131	Principles of Management	3	0	0	3
BUS	256	Microeconomics	3	0	0	3
		Lecture/Lab Science Course Acceptable courses: • BIO105 General Biology (3 credits) & BIO106 General Biology Lab (1 credit) • CHM105 General Chemistry (3 credits) & CHM106 General Chemistry Lab (1 credit) • BIO128 Anatomy & Physiology I (3 credits) & BIO129 Anatomy & Physiology Lab (1 credit)	3	1	0	4
		TERM TOTAL	9	1	0	10

Code	Number	Term 4	Lecture	Lab	Internship	Credits
BUS	226	Principles of Marketing	3	0	0	3
BUS	231	Business Law	3	0	0	3
BUS	257	Macroeconomics	3	0	0	3
		TERM TOTAL	9	0	0	9

Code	Number	Term 5	Lecture	Lab	Internship	Credits
BUS	211	Financial Accounting	3	0	0	3
MTH	207	Statistics	3	0	0	3
		Hum/Social Science Elective	3	0	0	3
		TERM TOTAL	9	0	0	9

Code	Number	Term 6	Lecture	Lab	Internship	Credits
BUS	212	Managerial Accounting	3	0	0	3
BUS	239	Principles of Finance	3	0	0	3
BUS	225	Principles of HR Management	3	0	0	3
		TERM TOTAL	9	0	0	9

Code	Number	Term 7	Lecture	Lab	Internship	Credits
BUS		Business Elective	3	0	0	3

Acceptable courses:

- **BUS 214 Strategic Management Concepts**
- **BUS 219 Team Building and Conflict Resolution**

Hum/Social Science Elective	**3**	**0**	**0**	**3**
TERM TOTAL	**6**	**0**	**0**	**6**
PROGRAM TOTAL	**60**	**1**	**0**	**61**

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 towards the B.S. Cannabis Business Degree at P.I.T.

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.

Program Learning Outcomes

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

1. Interpret the history of medical cannabis throughout the USA and recognize the implications of medical legalization and its impact on healthcare.
2. Differentiate the benefits of medical marijuana and the properties of various strains, dosages and methods of consumption for different health issues.
3. Explain cannabis horticulture and extraction techniques, and their relation to various product and dosage forms
4. Explain the legal, business and market challenges facing the retail marijuana business.
5. Apply the tenets of professional, ethical responsibility in the context of a cannabis career.
6. Analyze marketing techniques and cannabis industry standards to determine the most appropriate strategies.
7. Employ accounting software and reports within the context of a cannabis business environment.

CANNABIS STUDIES – BUSINESS: ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
CAT	109	The Politics, History, and Ethics of the Cannabis Industry	3	0	0	3
ENG	108	Composition	3	0	0	3
BUS	113	Introduction To Business	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
ENG	215	Analytical Writing	3	0	0	3
CAT	108	The Science of Medical Cannabis	3	0	0	3
MTH	130	Mathematics For Healthcare Professionals	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	141	Cannabis Health Therapies I	3	0	0	3
CAT	131	Legal Aspects of Alternative Health Therapies	3	0	0	3
HUM	140	Critical Thinking in the Modern Age	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	146	Cannabis Health Therapies II	3	0	0	3
CAT	200	Alternative Therapeutic Health Horticulture I	3	0	0	3
BUS	211	Financial Accounting	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
CIS	110	Computer Information Systems	3	0	0	3
CAT	206	Principles of Psychedelic Therapies	3	0	0	3
CAT	180	Managing Retail Services and Dispensaries	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	218	Food and Agricultural Laws and Policies	3	0	0	3
BUS	257	Macro-Economics	3	0	0	3
CAT	225	Marketing Alternative Health Therapies	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
COM	108	Communications and Social Interaction	3	0	0	3
BUS	225	Principles of HR Management	3	0	0	3
MTH	207	Statistics	3	0	0	3
		TERM TOTAL	9	0	0	9
		PROGRAM TOTAL	63	0	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. There are currently numerous 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 our body's 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 at P.I.T.

Programmatic Learning Outcomes

1. Interpret the history of medical cannabis throughout the USA and recognize the implications of medical legalization and its impact on healthcare.
2. Differentiate the benefits of medical marijuana and the properties of various strains, dosages and methods of consumption for different health issues.
3. Explain cannabis horticulture and extraction techniques, and their relation to various product and dosage forms
4. Apply the tenets of professional, ethical and legal responsibility.
5. Explain the human endocannabinoid system and how phytocannabinoids play a role treating illness.
6. Employ accounting software and reports within the context of a cannabis business environment.

CANNABIS STUDIES – HEALTH THERAPY: ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
CAT	109	The Politics, History, and Ethics of the Cannabis Industry	3	0	0	3
ENG	108	Composition	3	0	0	3
HUM	140	Critical Thinking in the Modern Age	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
ENG	215	Analytical Writing	3	0	0	3
CAT	108	The Science of Medical Cannabis	3	0	0	3
CAT	206	Principles of Psychedelic Therapies	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	141	Cannabis Health Therapies I	3	0	0	3
CAT	131	Legal Aspects of Alternative Health Therapies	3	0	0	3
BUS	113	Introduction To Business	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	146	Cannabis Health Therapies II	3	0	0	3
CAT	200	Alternative Therapeutic Health Horticulture I	3	0	0	3
CAT	225	Marketing Alternative Health Therapies	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
BIO	118	Medical Terminology	3	0	0	3
BIO	119	Clinical Applications of Medical Terminology	0	1	0	1
CAT	218	Food and Agricultural Laws and Policies	3	0	0	3
CAT	180	Managing Retail Services and Dispensaries	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
CHM	105	General Chemistry	3	0	0	3
CHM	106	General Chemistry Lab	0	1	0	1
MTM	130	Mathematics For Healthcare Professionals	3	0	0	3
		TERM TOTAL	6	1	0	7
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
COM	108	Communications and Social Interaction	3	0	0	3
MTH	207	Statistics	3	0	0	3
PSY	105	Introduction To Psychology	3	0	0	3
		TERM TOTAL	9	0	0	9
		PROGRAM TOTAL	60	2	0	62

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 the B.S. Cannabis Business Degree at P.I.T.

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.

Program Learning Outcomes

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

1. Interpret the history of medical cannabis in Pennsylvania, New Jersey, and Delaware compared to 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. Apply the tenets of professional, ethical, and legal responsibility.
4. Explain the horticulture and botany associated with cannabis.
5. Analyze marketing techniques to determine the most appropriate strategies.
6. Employ accounting software and reports within the context of a cannabis business environment.
7. Evaluate the various extraction technologies used in the medical and adult-use cannabis industry.

CANNABIS STUDIES – HORTICULTURE: ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
CAT	109	The Politics, History, and Ethics of the Cannabis Industry	3	0	0	3
ENG	108	Composition	3	0	0	3
BIO	105	General Biology	3	0	0	3
BIO	106	General Biology Lab	0	1	0	1
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
ENG	215	Analytical Writing	3	0	0	3
CAT	108	The Science of Medical Cannabis	3	0	0	3
CAT	164	Principles of Botany	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	178	Soil Fertility and Growing Mediums	3	0	0	3
CAT	188	Irrigation Principles and Practices	3	0	0	3
CAT	131	Legal Aspects of Alternative Health Therapies	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	209	Plant Genetics and Breeding	3	0	0	3
CAT	200	Alternative Therapeutic Health Horticulture I	3	0	0	3
MTH	130	Mathematics for Healthcare Professionals	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	210	Alternative Therapeutic Health Horticulture II	3	0	0	3
CIS	110	Computer Information Systems	2	1	0	3
HUM	140	Critical Thinking in the Modern Age	3	0	0	9
		TERM TOTAL	8	1	0	9
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	206	Principles of Psychedelic Therapies	3	0	0	3
CAT	213	Introduction To Agribusiness	3	0	0	3
CAT	228	Plant Harvest and Extraction	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
COM	108	Communications and Social Interaction	3	0	0	3
MTH	207	Statistics	3	0	0	3
CAT	218	Food and Agricultural Laws and Policies	3	0	0	3
		TERM TOTAL	9	0	0	9
		PROGRAM TOTAL	62	2	0	64

Diagnostic Medical Sonography (DMS)

Associate in Science (A.S.)
Format: Traditional
Scheduling: Full-Time

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:

Program Outcomes

1. Demonstrate effective patient care through the practical application of medical sonography in accordance with CAAHEP protocols.
2. Demonstrate respect for interpersonal relationships, including moral and ethical responsibilities, to increase effective communication and empathy for the patient with an awareness of cultural diversity within the community.
3. Recognize pathologies and their influence on sonographic techniques.
4. Produce diagnostic images consistent with industry standards and protocols.

DMS – ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1 Health Science	Lecture	Lab	Clinical	Credits
BIO	118/119	Medical Terminology & Clinical Applications	3	1	0	4
ENG	108	Composition	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

Code	Number	Term 2 Health Science	Lecture	Lab	Clinical	Credits
BIO	128/129	Anatomy & Physiology 1/Lab	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 and Development	3	0	0	3
		TERM TOTAL	12	1	0	13

Code	Number	Term 3 Health Science	Lecture	Lab	Clinical	Credits
BIO	228/229	Anatomy & Physiology II/Lab	3	1	0	4
COM	108	Communications and Social Interaction	3	0	0	3
PHS	130	Physics	3	0	0	3
		TERM TOTAL	9	1	0	10

Code	Number	Term 1 Diagnostic Medical Sonography	Lecture	Lab	Clinical	Credits
DMS	101	Introduction to Sonography	2	.5	0	2.5
DMS	103	Basic Ultrasound Physics	3	0	0	3
DMS	104	Abdominopelvic Sonography	3	1.5	0	4.5
DMS	111	Clinical Sonography 1	0	0	60	1
		TERM TOTAL	8	2	1	11

Code	Number	Term 2 Diagnostic Medical Sonography	Lecture	Lab	Clinical	Credits
DMS	203	Advanced Physics	3	0	0	3
DMS	224	Introduction to Vascular Sonography	2	1	0	3
DMS	206	High Resolution Sonography	2	1	0	3
DMS	210	Sonography Clinical 2	0	0	75	1.25
		TERM TOTAL	7	2	1.25	10.25

Code	Number	Term 3 Diagnostic Medical Sonography	Lecture	Lab	Clinical	Credits
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	2.5
		TERM TOTAL	6	2	2.5	10.0

Code	Number	Term 4 Diagnostic Medical Sonography	Lecture	Lab	Clinical	Credits
DMS	231	Sonography of High-Risk Obstetrics	3	.5	0	3.5
DMS	285	Sonography Clinical 4	0	0	345	5.75
		TERM TOTAL	3	.5	5.75	9.25

Code	Number	Term 5 Diagnostic Medical Sonography	Lecture	Lab	Clinical	Credits
DMS	290	Advanced Ultrasound and Review	3	0	0	3

DMS	289	Sonography Clinical 5	0	0	360	6
		TERM TOTAL	3	0	6	9
		PROGRAM TOTAL	60	9	990(16.5cr)	85.5

General Studies (GEN)

Associate of 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 during 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.

Program 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
7. appropriateness,
8. Use and document sources and evidence in an ethical manner,
9. Apply mathematical techniques to the analysis of quantitative problems, and
10. Describe how the scientific method is used to generate new knowledge.

GENERAL STUDIES – ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
ENG	108	Composition	3	0	0	3
COM	108	Communications and Social Interaction	3	0	0	3
CIS	110	Computer Information Systems	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
BUS	113	Introduction to Business	3	0	0	3
HUM	140	Critical Thinking in the Modern Age	3	0	0	3
___	___	Free Elective	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
BUS	226	Principles of Marketing	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
___	___	Free Elective	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
ENG	215	Analytical Writing	3	0	0	3
MTH	145	College Algebra and Trigonometry	3	0	0	3
PSY	109	Human Growth and Development	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
BUS	231	Business Law	3	0	0	3
___	___	Free Elective	3	0	0	3
___	___	Free Elective	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
BUS	131	Business Management	3	0	0	3
MTH	207	Statistics	3	0	0	3
___	___	Free Elective	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
BIO	105	General Biology	3	0	0	3
BIO	106	General Biology Laboratory	0	1	0	1
___	___	Free Elective	3	0	0	3
___	___	Free Elective	3	0	0	3
		TERM TOTAL	9	1	0	10
		PROGRAM TOTAL	63	1	0	64

Health Care Management (HCM)

Associate of Science (A.S.)
Format: Online
Scheduling: Full-Time and Part-Time

The Health Care Management degree, which includes a Medical Billing and Coding Academy, has been designed to meet healthcare providers' innovative and ever-changing needs. Our classes are offered entirely online, offering students the opportunity to take courses at their own pace. Plus, we provide an innovative approach that we believe gives students a well-rounded education in varied areas of healthcare management including business, law, ethics, medical billing, medical coding, and more!

In addition to a comprehensive education, students are eligible to earn certifications within the first nine months of schooling with their healthcare management associate degree. With a healthcare management degree and additional certifications, students will gain the knowledge and skills necessary to become successful managers within the growing field of healthcare.

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, employment of medical records specialists is projected to grow 9% from 2023 to 2033, much faster than the average for all occupations. About 15,000 openings for medical records specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as retiring.

Employment Opportunities: Today's health care providers have expanded to include hospitals, clinics, urgent care centers, rehabilitation, 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.

Program Learning Outcomes

Health Care Management graduates should be able to:

1. Explain the breadth and scope of healthcare management.
2. Apply industry standards of quality control and safety in the workplace
3. Apply legal and ethical standards of patient privacy and confidentiality.
4. Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.
5. Demonstrate competency in basic office software applications.
6. Classify diseases based on applicable reimbursement codes.
7. Adapt the delivery of healthcare services in response to relevant cultural differences.
8. Apply fundamentals of strategic management practices and leadership skills.
9. Apply the principles of economic sustainability to a healthcare practice.

HEALTH CARE MANAGEMENT – ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
HCM	107	Introduction to Healthcare Management	3	0	0	3
HCM	117	Introduction to Healthcare Informatics	3	0	0	3
BIO	118	Medical Terminology	3	0	0	3
BIO	119	Clinical Applications of Medical Terminology	0	1	0	1
		TERM TOTAL	9	1	0	10
Code	Number	Term 2	Lecture	Lab	Clinical	Credits
HCM	120	ICD-10 Coding	3	0	0	3
HCM	125	CPT-4 Coding	3	0	0	3
BIO	128	Anatomy and Physiology I	3	0	0	3
BIO	129	Anatomy and Physiology I Lab	0	1	0	1
		TERM TOTAL	9	1	0	10
Code	Number	Term 3	Lecture	Lab	Clinical	Credits
HCM	130	Medical Office Administration Services	3	0	0	3
HCM	140	Health Insurance Claims	3	0	0	3
MOT	115	Healthcare in a Transcultural Environment	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	Number	Term 4	Lecture	Lab	Clinical	Credits
HCM	219	Health Care Law and Ethics	3	0	0	3
ENG	108	Composition	3	0	0	3
HCM	231	Financial Management of Health Care Organizations	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	Number	Term 5	Lecture	Lab	Clinical	Credits
HCM	235	Strategic Management of Health Care Organizations	3	0	0	3
CIS	110	Computer Information Systems	3	0	0	3
MTH	130	Math for Health Care Professions	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	Number	Term 6	Lecture	Lab	Clinical	Credits
ENG	215	Analytical Writing	3	0	0	3
HUM	140	Critical Thinking in the Modern Age	3	0	0	3
COM	108	Communication and Social Interaction	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	Number	Term 7	Lecture	Lab	Clinical	Credits
HCM	227	Emerging Issues in Health Care Management	3	0	0	3
MTH	207	Statistics	3	0	0	3
		TERM TOTAL	6	0	0	6
		PROGRAM TOTAL	62	2	0	64

Health Science (HSC)

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

Our Health Science associate degree program is designed to prepare you for admission to a more specialized healthcare program such as Diagnostic Medical Sonography or to continue your education by completing our Health Science bachelor's degree.

Academically challenging, our curriculum includes science-based courses in anatomy and physiology, biology and kinesiology. You will also benefit from courses in psychology, health care management, and behavioral health. You'll focus on oral, written, and interpersonal communications skills that are critical in any health-related career.

Flexible scheduling options – including online and blended learning options with day and evening classes – provide convenience and help you earn your associate degree in as little as 18 months. If you wish to pursue a bachelor's degree after earning your A.S. in Health Science, you'll have the advantage of a smooth transition to our bachelor's degree.

According to the U.S. Bureau of Labor Statistics, health science jobs are among the fastest-growing in the country. If you aspire to a career in the healthcare industry, earning a Health Sciences associate degree will help you achieve your professional goals.

Employment Opportunities: Graduates of this program of study are frequently employed in entry- level, clinical, and non-clinical positions for healthcare employers, including health specialists, health and wellness counselors, addiction counselors, community relations specialists, and health services coordinators, to name a few.

Bachelor's Degree: Graduates in this program of study may choose to further their education by pursuing P.I.T.'s bachelor's in health science degree.

Program Learning Outcomes

Health Science graduates should be able to:

1. Illustrate 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 of characterizing plants and animals.
4. Recognize the properties of matter, atomic structure, molecular geometry, periodic table arrangements, chemical bonding, and ionization.
5. Interpret the functional anatomy of the human body and associated kinesiology
6. Demonstrate an appreciation for delivering health care in an environment of continuously changing vulnerable, racial, ethnic, and cultural demographics.

HEALTH SCIENCE – ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
ENG	108	Composition	3	0	0	3
HSC	101	Introduction to Health Care Professions	3	0	0	3
CIS	110	Computer Information Systems	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
MTH	145	College Algebra and Trigonometry	3	0	0	3
BIO	118	Medical Terminology	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
ENG	215	Analytical Writing	3	0	0	3
BIO	128	Anatomy and Physiology I	3	0	0	3
BIO	129	Anatomy and Physiology I Lab	0	1	0	1
		TERM TOTAL	6	1	0	7
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
COM	108	Communication and Social Interaction	3	0	0	3
BIO	228	Anatomy and Physiology II	3	0	0	3
BIO	229	Anatomy and Physiology II Lab	0	1	0	1
PSY	109	Human Growth and Development	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
HCM	107	Introduction to Healthcare Management	3	0	0	3
BIO	105	General Biology	3	0	0	3
BIO	106	General Biology Lab	0	1	0	1
		TERM TOTAL	6	1	0	7
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
BIO	145	Introduction to Physical Therapy Kinesiology	3	1	0	4
MTH	207	Statistics	3	0	0	3
MOT	115	Healthcare in a Transcultural Environment	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
HCM	117	Healthcare Informatics	3	0	0	3
SOC	103	Introduction to Sociology	3	0	0	3
BEH	101	Introduction to Behavioral Health	3	0	0	3
		TERM TOTAL	9	0	0	9
		PROGRAM TOTAL	58	0	0	61

Psychology and Behavioral Health (PBH)

Associate in Science (A.S.)
Format: Online
Scheduling: Full-Time and Part-Time

This 100% online degree program provides a solid foundation for students who wish to work in the behavioral health field or further their education. Students interested in working in the socially relevant and rewarding field of Psychology and Behavioral Health will explore a broad range of topics related to mental health and overall well-being. Students will study the approaches, theories, history, techniques, and best practices that help others better their lives.

Coursework in the psychology and behavioral health program provides a comprehensive foundation for understanding the study of human behavior and interaction. Major course topics include human development, abnormal psychology, counseling techniques, and various treatment approaches for mental and emotional disorders. Students also learn about cultural and social factors that impact behavior and health and begin to develop skills in areas like case management, counseling approaches, and intervention strategies.

Fully asynchronous courses are delivered using a blend of content and real-world applications, which allows students to make personal connections to the helping field and prepare them for their next steps. Our program is designed for graduates to make an immediate impact on the lives of those they serve.

Pennsylvania Institute of Technology has transfer agreements with many colleges and universities in Philadelphia and surrounding areas.

Employment Opportunities: Upon completion of the associate degree program career options include behavioral or mental health technician, social service assistant, peer advocate, youth counselor, case manager, mental health aide, substance abuse counselor, psychiatric aide, geriatric care assistant, and others.

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, behavioral health, and other related programs.

Program Learning Outcomes

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

1. Explain the key psychology and behavioral health concepts related to human growth and development, abnormal behaviors, and overall mental health and well-being.
2. Utilize critical thinking and problem-solving skills to evaluate research and apply professional ethical standards.
3. Analyze various therapeutic approaches and interventions and begin to apply evidence-informed models and theories to support individuals, families, and groups.
4. Develop self-awareness and cultural sensitivity, including an understanding of personal biases, values, and how these impact interactions with diverse populations.

PSYCHOLOGY & BEHAVIORAL HEALTH – ASSOCIATE OF SCIENCE (A.S.)

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
ENG	108	Composition	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
CIS	110	Computer Information Systems	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
BEH	101	Introduction to Behavioral Health	3	0	0	3
ENG	215	Analytical Writing	3	0	0	3
HUM	140	Critical Thinking in the Modern Age	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
BEH	113	Group Dynamics	3	0	0	3
MTH	130	Mathematics for Health Care Professionals	3	0	0	3
PSY	109	Human Growth and Development	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
SOC	103	Introduction to Sociology	3	0	0	3
MTH	207	Statistics	3	0	0	3
PSY	215	Abnormal Psychology	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 5**	**Lecture**	**Lab**	**Clinical**	**Credits**
PSY	204	Psychology of Gender and Culture	3	0	0	3
BEH	123	Trends in Developmental Disabilities	3	0	0	3
		Free Elective	3	0	0	3
		TERM TOTAL	9	0	0	9
Code	**Number**	**Term 6**	**Lecture**	**Lab**	**Clinical**	**Credits**
BEH	203	Counseling Theories and Techniques	3	0	0	3
BEH	217	Behavioral Approaches	3	0	0	3
		Science Elective	3	1	0	4
		TERM TOTAL	9	1	0	10
Code	**Number**	**Term 7**	**Lecture**	**Lab**	**Clinical**	**Credits**
PSY	265	Criminal Psychology	3	0	0	3
BEH	229	Family Counseling	3	0	0	3
COM	108	Communications and Social Interaction	3	0	0	3
		TERM TOTAL	9	0	0	9
		PROGRAM TOTAL	63	1	0	64

CERTIFICATE PROGRAMS

Practical Nursing (PN)

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.

NOTE: Student class size may exceed the standard ratio in certain instances based on program needs, upon consultation between the respective Program Director and the Vice President of Academic Affairs.

Program 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 has 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 a US citizen, permanent resident, or eligible non-citizen.

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

Eligibility Requirements
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.
At least 18 years of age - provide documentation
U. S. citizen, permanent resident, or eligible non-citizen - provide documentation
Pre-requisite Requirements
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 an accredited institution
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
Pennsylvania Institute of Technology College Enrollment Application
Official high school transcript, GED transcript, or PA DOE CPE
Official college transcripts, if applicable

Completion of a PA Criminal background check within 12 months (Completed through ADB)
Completion of a PA Child Abuse background check within 12 months (Completed through ADB)
FBI Background Check is required within 12 months (Completed through ADB) -Depending on results additional background checks maybe required
Completion of satisfactory drug screening within 12 months; IF positive drug screening result, test may be redone onetime AFTER 60 days. (Completed through ADP)
Physical exam by health care provider within 12 months - Please note form MUST be signed and dated by provider
Proof of Mumps, rubella, rubeola, and varicella titers showing immunity. (uploaded and approved through ADB)

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 Student Success 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
Program Degree Plan/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 (6) credits of Anatomy and Physiology (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II with labs), which can be completed at P.I.T. or transferred from an accredited institution. Student class size may exceed the standard ratio in certain instances based on program needs, upon consultation between the respective Program Director and the Vice President of Academic Affairs.

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
NUR	140	Nursing Fundamentals	5	4	2 (120)	11
NUR	145	Role Development of the Practical Nurse	1	0	0	1
		TERM TOTAL	6	4	2 (120)	12
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
NUR	152	Nursing Care of the Adults	6	0	4 (240hrs)	10
NUR	155	Principles of Pharmacology	1	1	0	2
		TERM TOTAL	7	1	4 (240hrs)	12
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
NUR	162	Intravenous Therapy	1	0.5	0	1.5
NUR	165	Nursing Practice Specialties	3	1.5	4 (240hrs)	8.5
NUR	167	Clinical Concepts of Pharmacology	1	1	0	2
		TERM TOTAL	5	3	4 (240hrs)	12
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
NUR	170	Acute and Complex Care of Adults	7	0	4 (240hrs)	11
NUR	175	Practical Nursing Capstone	3	0	0	3
		TERM TOTAL	10	0	4 (240hrs)	14
		PROGRAM TOTAL	28 (420 hrs)	8 (240 hrs)	14 (840hrs)	50 (1500 hrs)

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 (ATC)

Certificate Recommended Course Sequence
Format: Hybrid

The Autopsy Technician Certificate is an entry-level, two-term program that prepares graduates for supported roles in medical examiner offices, coroner offices, morgues, and hospital pathology departments. Students progress from foundational medical language and anatomy through the professional, procedural, photographic, and pathological competencies of the role, culminating in a supervised externship. The curriculum prioritizes evidence-based standards from the organizations that govern medicolegal death investigation and forensic practice (including NAME, NIJ, ABMDI, ANSI/ASB, IACME, CAP, CDC, OSHA, OSAC, and HIPAA)

Program Learning Outcomes

Upon successful completion of the program, the graduate will be able to:

1. EPSLO - Perform the complete autopsy technician workflow, from decedent intake and identification through final release, in accordance with recognized forensic autopsy performance standards.
2. EPSLO - Analyze human anatomical, physiological, and pathological findings to support accurate interpretation and documentation of the postmortem examination.
3. EPSLO - Produce forensic photographic documentation of the decedent that meets recognized imaging and image-management standards.
4. EPSLO - Evaluate evidence-handling and chain-of-custody procedures to ensure the integrity of specimens, tissues, and personal effects.
5. EPSLO - Apply occupational safety and infection-prevention standards across all autopsy-suite operations.
6. EPSLO - Construct complete and accurate postmortem records and reports that satisfy medicolegal documentation requirements.
7. EPSLO - Evaluate the ethical, legal, jurisdictional, and psychological dimensions of medicolegal death work to maintain professional conduct and personal readiness.

AUTOPSY TECHNICIAN – CERTIFICATE PROGRAM

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
BIO	118	Medical Terminology	3	0	0	3
BIO	128	Anatomy & Physiology I	3	0	0	3
BIO	129	Anatomy & Physiology I Lab	0	1	0	1
ATC	105	Foundations of Autopsy Technician	3	0	0	3
		TERM TOTAL	9	1	0	10
Code	Number	Term 2	Lecture	Lab	Clinical	Credits
BIO	228	Anatomy & Physiology II	3	0	0	3
BIO	229	Anatomy & Physiology II Lab	0	1	0	1
ATC	130	Digital Forensic Photography in the Deceased	2	0	0	2
BIO	156	Disease and Pathology in the Deceased	2	1	0	3
ATC	190	Autopsy Technician Externship	0	0	3	3
		TERM TOTAL	7	2	3	12
		PROGRAM TOTAL	16	3	3	22

Cannabis Cultivation: Principles & Practices

Certificate Recommended Course Sequence
Format: Hybrid

The Cannabis Horticulture Certificate at the Pennsylvania Institute of Technology (PIT) is designed for individuals seeking specialized training in cannabis cultivation. This program combines scientific principles with practical skills to prepare students for careers in the rapidly growing cannabis industry. Students will learn sustainable cultivation techniques, plant biology, genetics, and best practices for indoor and outdoor production. The curriculum emphasizes compliance with state and federal regulations, ensuring graduates understand licensing, safety protocols, and industry standards.

Upon completion, students will be equipped for roles such as master growers, quality control specialists, and cannabis consultants, as well as for personal cultivation, where permitted by law. This certificate positions graduates at the forefront of an expanding cannabis horticulture market, providing a competitive edge in their careers. Graduates have an opportunity to transfer their credits from this program into both the P.I.T. Associate and Bachelor's Degree programs.

Program Learning Outcomes

1. Understand the fundamental principles of cannabis plant biology, genetics, and growth cycles.
2. Identify factors that influence successful cultivation in indoor and outdoor environments.
3. Apply sustainable horticultural practices to develop basic cannabis cultivation plans that optimize plant health and yield.
4. Describe the legal and regulatory requirements governing cannabis cultivation, including licensing, compliance standards, and safety protocols.

CANNIBIS CULTIVATION: PRINCIPLES & PRACTICES

CERTIFICATE PROGRAM

Program Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
CAT	190	Plant Biology and Growing Mediums	3	1	0	4
CAT	191	Cultivation Techniques	3	1	0	4
		TERM TOTAL	6	2	0	8
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
CAT	192	Harvest Products and Extraction	3	1	0	4
CAT	193	Regulations and Compliance	3	1	0	4
		TERM TOTAL	6	2	0	8
		PROGRAM TOTAL	12	4	0	16

Clinical Medical Assistant (CMA)

Certificate Recommended Course Sequence
Format: Hybrid

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 by 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.

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.

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

Program Learning Outcomes

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

CLINICAL MEDICAL ASSISTANT – CERTIFICATE PROGRAM

Program Degree Plan/Recommended Course Sequence

Code	Number	Term 1*	Lecture	Lab	Clinical	Credits
CMA	109	Clinical Medical Assistant	2	1	0	3
CMA	115	Immunology and Pharmacology	2	1	0	3
BIO	118	Medical Terminology	3	0	0	3
BIO	119	Clinical Applications of Med Term	0	1	0	1
		TERM TOTAL	7	3	0	10
Code	**Number**	**Term 2***	**Lecture**	**Lab**	**Clinical**	**Credits**
CMA	209	EKG and Cardiovascular System	2	1	0	3
CMA	212	Clinical Procedures and the Urinary System	2	2	0	4
CMA	217	Phlebotomy	2	1	0	3
		TERM TOTAL	6	4	0	10
Code	**Number**	**Term 3****	**Lecture**	**Lab**	**Clinical**	**Credits**
CMA	250	Clinical Medical Assistant Externship	1	0	3 (180 hrs)	4
CMA	248	Health Coaching and Communication	3	0	0	3
		TERM TOTAL	4	0	3 (180 hrs)	7
		CMA PROGRAM TOTAL	17	7	3 (180 hrs)	27

****Classes in terms 1 and 2 will be rotated on the college's term schedule. Students can start in either sequence of courses**

****All previous coursework must be complete before taking Term 3 courses: CMA250/CMA248**

*****Students MUST pass all CMA courses with a grade of 73% or higher to move forward in the CMA Program.*****

Neurodiagnostic Technology Program (NDT)

Certificate Recommended Course Sequence
Format: Hybrid (FLEX)

The Neurodiagnostic Technology Program at P.I.T. offers specialized education and training for individuals seeking to become neurodiagnostic technologists. These professionals play a crucial role in diagnosing and monitoring neurological conditions by performing tests that assess the electrical activity of the brain, spinal cord, and peripheral nerves.

Beginning with the Fall 2026 cohort, all new NDT applicants will be admitted first into the General Education degree pathway.

Students must successfully complete MATH 130, and BIO 118 (or equivalents) with a minimum grade of C or higher before matriculating into NDT courses are prerequisites.

Courses are structured so students will be required to take and pass three NDT courses each quarter for four quarters. Components of academic instruction will be presented in an online format through Canvas along with information presented using traditional methods.

Students will receive instruction on the following topics: Neurodiagnostic Technology, Infection Control, Medical Terminology, Neuroanatomy, Neurophysiology, Neurology and related Neuropathology.

Requirements for Graduation

Evaluation is an ongoing process. Course grades are based on a student's satisfactory completion of all course requirements including but not limited to assignments, class participation, attendance, clinical evaluations, projects, quizzes and tests. Students must have a minimum cumulative 2.0 GPA and a grade of 2.0 or above in all NDT courses.

Students are also required to perform a minimum of 100 NDT procedures, the majority of which need to be EEG's, to graduate from the NDT program. Other acceptable NDT procedures which may be used to meet the graduation requirement are PSG, NCS, EP, LTM, and IONM.

We encourage students to experience as many aspects of NDT as possible for a well-rounded education. If your site performs studies other than EEG please encourage the students to get involved. As with anything they do while on rotation, practice makes perfect.

Program Learning Outcomes

1. To provide quality education and training to our students in the field of Neurodiagnostic Technology.
2. Students/Graduate will be well trained in the basic concepts of Electroencephalogram, and an introduction to Evoked Potential, Long-term monitoring, OR monitoring, Nerve Conduction and Polysomnogram technology.
3. Students/Graduate will demonstrate the skill necessary to provide quality NDT services.
4. Students/Graduates will fulfill the community's need for registered Neurodiagnostic Technologists.
5. Students/Graduates will develop characteristics of a healthcare practitioner by displaying behavior consistent with ASET's Scope of Practice and Statement of Professional Ethics.

6. Students/Graduates will develop effective communication, critical thinking, and problem-solving skills.
7. Students/Graduates will be able to effectively evaluate, use, and manage patient information.

NEURODIAGNOSTIC TECHNOLOGY – CERTIFICATE PROGRAM

Program Degree Plan/Required Course Sequence (Cohort)

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
NDT	100	Foundations of NDT	30	30	0	3
NDT	101	NDT Technology I	30	30	0	3
NDT	102	Clinical Practicum I	0	0	180	3
		TERM TOTAL	60	60	180	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
NDT	103	Neuroanatomy/Physiology I	30	30	0	3
NDT	104	NDT Technology II	30	30	0	3
NDT	105	Clinical Practicum II	0	0	180	3
		TERM TOTAL	60	60	180	9
Code	**Number**	**Term 3**	**Lecture**	**Lab**	**Clinical**	**Credits**
NDT	200	Clinical Sciences I	30	30	0	3
NDT	201	NDT Technology III (PSG/EP)	30	30	0	3
NDT	202	Clinical Practicum III	0	0	180	3
		TERM TOTAL	60	60	180	9
Code	**Number**	**Term 4**	**Lecture**	**Lab**	**Clinical**	**Credits**
NDT	203	Clinical Sciences II	30	30	0	3
NDT	204	NDT Technology IV (NCS/LTN)	30	30	0	3
NDT	205	Clinical Practicum IV	0	0	180	3
		TERM TOTAL	60	60	180	9
		PROGRAM TOTAL	240	240	720	36

The Neurodiagnostic Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology. Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-210-2350 www.caahep.org.

Pennsylvania Institute of Technology adheres to the Commission on Accreditation for Education for Neurodiagnostic Technology's (CoA-NDT) published Standards and Guidelines and the Neurodiagnostic Technology Certificate program includes the "Neurodiagnostic Technology Program Graduate Competencies." For more information, visit www.coa-ndt.org.

Using Generative AI in the Workplace

Certificate Recommended Course Sequence
Format: Fully Online (Asynchronous)

Generative AI (GenAI) tools and resources are rapidly transforming how individuals learn, work, and create by generating content insights and solutions across a wide range of disciplines and industries. The Certificate, Using Generative AI in the Workplace, provides students with a comprehensive introduction to the concepts, tools, and applications of generative AI across professional and organizational contexts. This program progresses from foundational knowledge of AI systems, data, and prompt design to applied use in personal and workplace settings, data interpretation, storytelling, and organizational implementation.

At the 100-level, students will develop an understanding of generative AI concepts, responsible use, data fundamentals, and practical applications in everyday and workplace tasks. At the 200-level, students will expand their knowledge to include model comparison, data reasoning, advanced prompting, data-driven storytelling, and management strategies for integrating GenAI within organizations.

The program emphasizes ethical considerations, data literacy, and critical thinking through each course, preparing students to engage with GenAI thoughtfully and effectively. Finally, students will be equipped with practical skills to use GenAI tools, interpret outputs, communicate insights, and support responsible AI adoption in a variety of settings.

Program Learning Outcomes

1. Understand foundational concepts, terminology, and functions of Generative AI, and the role of data structure, quality, and bias in shaping outputs.
2. Demonstrate effective and responsible use of generative AI tools through various prompting techniques across a range of contexts.
3. Apply generative AI tools to complete academic and workplace tasks, including content creation, summarization, organization, and workflow support.
4. Assess the quality, accuracy, limitations, and potential bias of AI-generated outputs and interpret AI-generated insights to support informed decision-making.
5. Organize and prepare data for analysis to develop clear, data-informed narratives using AI-supported visualization and storytelling techniques.
6. Identify and describe ethical, legal, and compliance considerations and determine appropriate strategies for integrating generative AI in personal and professional environments to enhance productivity, collaboration, and communication.

USING GENERATIVE AI IN THE WORKPLACE – CERTIFICATE PROGRAM

Program Plan/Recommended Course Sequence

Code	Number	Term 1	Lecture	Lab	Clinical	Credits
GAI	101	Introduction to AI and Generative AI	1.5	1.5	0	3
GAI	102	AI Concepts, Data, and Modeling	1.5	1.5	0	3
GAI	103	Using Generative AI in the Workplace	1.5	1.5	0	3
		TERM TOTAL	4.5	4.5	0	9
Code	**Number**	**Term 2**	**Lecture**	**Lab**	**Clinical**	**Credits**
GAI	201	Generative Models, Machine Learning & Data Reasoning	1.5	1.5	0	3
GAI	202	Data Analysis and Building a Story	1.5	1.5	0	3
GAI	203	Managing Generative AI in the Workplace	1.5	1.5	0	3
		TERM TOTAL	4.5	4.5	0	9
		PROGRAM TOTAL	9	9	0	18

COURSE DESCRIPTIONS – EXPLANATIONS AND DEFINITIONS

Explanations

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

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:

- ENG 108 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.
- NUR 102 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.

AAS 200 AFRICAN AMERICAN STUDIES

This course provides an interdisciplinary overview of African American Studies, examining the field's historical development, major thinkers, methodological approaches, and key debates. Students explore key concepts, debates, and methods drawn from history, sociology, anthropology, and literary studies, while engaging influential texts and movements that shape the field. The course explores major themes such as freedom struggles, cultural expression, gender and class analysis, and the continuing impact of demographic and political change.

In this course, students will also develop a historical understanding from the colonial period to the early twenty-first century, including slavery, emancipation, Reconstruction, Jim Crow, the Great Migration, and the Civil Rights era. In this course, students learn through a variety of written materials, pre-recorded videos, curated video content, multimedia materials, and structured student forums and discussions. Students will apply what they have learned by assessing historical thinking, developing evidence-based positions, and undertaking projects that use historical reasoning to create new solutions to current challenges.

Credit Hours: Lecture-3, Lab-0, Credits-3
Pre-requisites: None

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 topics involved.

Credit Hours: Lecture-2, Lab-1, Credits-3
Pre-requisites: None

ATC 105 FOUNDATIONS OF AUTOPSY TECHNICIAN

Introduces the profession, the medicolegal death investigation system, and the foundational principles and practices of the autopsy technician role. Covers ethics, confidentiality, HIPAA, standard operating procedures, facility operations and chain of command, death and dying, and psychological readiness.

Establishes the professional conduct, communication, and safety awareness that anchor the remainder of the program.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

ATC 130 DIGITAL FORENSIC PHOTOGRAPHY IN THE DECEASED

Specialized training in digital imaging for documenting the deceased in forensic contexts. Covers camera operation, exposure, lighting, scale and measurement, and standardized photographic sequences for external documentation, aligned with OSAC/ASB imaging and image-management standards. Emphasis is placed on capturing accurate, complete, and admissible visual evidence with proper chain of custody.

Credit Hours: Lecture–2 Lab–0, Credits–2
Prerequisite(s): None

ATC 190 AUTOPSY TECHNICIAN EXTERNSHIP

Supervised externship in an approved medicolegal or pathology setting. Students progressively apply program competencies under preceptor supervision, from decedent intake and safety through autopsy support, specimen handling, and documentation, culminating in a demonstrated competency portfolio. The externship skill worksheet serves as the graded competency instrument, and a weekly seminar supports structured reflection.

Credit Hours: Lecture–0 Clinical–3, Credits–3
Prerequisite(s): None

BEH 101 INTRODUCTION TO BEHAVIORAL HEALTH

This course provides an introduction to the field of behavioral health, including its history and evolution, as well as the scope of the human service profession and settings for client services. Students will identify professional ethics, personal values, and self-understanding, and their applications to the workplace. Coursework also emphasizes the development of therapeutic communication skills within the behavioral health field

Credit Hours: Lecture–3, Lab 0, Credits–3
Prerequisite(s): None

BEH 113 GROUP DYNAMICS

This course explores how individuals interact within groups, examining the psychological and behavioral processes involved. It focuses on understanding group formation, development, and the dynamics that influence teamwork, decision-making, and overall group effectiveness. Students will learn about various group structures, roles, norms, ethics, cultural sensitivity, communication patterns, and leadership styles, and the intra- and interpersonal dynamics within small groups.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 123 TRENDS IN DEVELOPMENTAL DISABILITIES

This course provides an overview of various developmental disabilities, including their causes, characteristics, and impact on individuals across the lifespan. Coursework explores relevant legal and ethical considerations, service delivery models, and the role of professionals in supporting individuals with these disabilities. Students will also investigate different strategies for communication, collaboration, and advocacy in serving this population.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 203 COUNSELING THEORIES AND TECHNIQUES

This course provides a foundational understanding of the helping relationship, focusing on developing essential communication and interpersonal skills. Students learn about active listening, empathy, rapport building, and additional counseling techniques through a combination of theory and practical exercises. The course also emphasizes self-awareness, ethical practice, and the development of the helping relationship as emerging professionals.

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 an introductory study of the major counseling theories, basic helping skills, and applications to diverse populations. Students will become familiar with the origins, key concepts, interventions and techniques for each of the theories presented. Students will develop an awareness of how counseling theories drive the treatment process and apply theories to diverse case studies.

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

This course introduces students to the theory, assessment techniques, and intervention strategies used in the practice of family systems counseling. The focus of the course will be on building a theoretical base for understanding and applying family systems counseling strategies and techniques. Didactic and experiential learning provides students with the opportunity to apply and integrate knowledge and skills.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BIO 105 GENERAL BIOLOGY

This course examines the fundamental molecular, cellular, and genetic principles of 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 120 HUMAN BODY SYSTEMS FOR HEALTH SCIENCE

This course provides an in-depth exploration of the structure and function of the human body systems, emphasizing their relevance to health science disciplines. Students will examine the interrelationships between various organ systems, their roles in maintaining homeostasis, and their responses to internal and external stimuli. Through a combination of lectures, laboratory sessions, and interactive demonstrations, students will gain practical knowledge of human anatomy and physiology.

Credits Hours: Lecture- 5, Lab- 1, Credits- 6
Co-requisites: None
Pre-requisites: None

BIO 128 ANATOMY AND PHYSIOLOGY I

Course Description: Anatomy and Physiology 1 is an introductory course designed to explore the structure and function of the human body. This course provides a comprehensive study of the body's organ systems, focusing on integumentary, skeletal, muscular, and nervous systems. Students will gain an understanding of the anatomical terms and concepts, as well as the physiological processes that maintain homeostasis. Lectures will cover topics such as cell structure, microscopy, the skeletal system’s structure and function, muscle types, and the organization of the nervous system, including sensory and motor control mechanisms. This course will equip students with an understanding of how illness occurs when physiology is disrupted.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): BIO118 Medical Terminology
Co-requisite: BIO129 Anatomy & Physiology I Lab

BIO 129 ANATOMY AND PHYSIOLOGY I Lab

Course Description: Anatomy and Physiology 1 Lab is a hands-on laboratory course that complements the lecture portion of Anatomy and Physiology 1. The lab provides students with the opportunity to

explore the structure and function of the human body through practical exercises, including but not limited to dissections, microscopic examinations, and the use of models and simulations. Students will investigate the anatomy of the skeletal, muscular, and nervous systems, as well as explore physiological concepts through experiments and hands-on activities that demonstrate how the body's systems work together to maintain homeostasis.

Credit Hours: Lecture-0, Lab-1, Credits-1
Prerequisite(s): BIO118 Medical Terminology; Co-requisite: BIO128 Anatomy & Physiology I

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): BIO 128 Anatomy & Physiology I

BIO 156 DISEASE AND PATHOLOGY IN THE DECEASED

Explores diseases, conditions, and pathological processes encountered in deceased individuals and their postmortem manifestations. Building on anatomy and physiology, students examine disease at the organ and tissue level, correlate pathology with autopsy findings, and practice the technician's supporting role in specimen collection, toxicology, DNA sampling, and evidence handling, with strict attention to biosafety.

Credit Hours: Lecture-2 Lab-1, Credits-3
Prerequisite(s): BIO 128 /129 Anatomy & Physiology I and Lab I

BIO 205 General Biology II – Microbiology for the Healthcare Professional

General Biology II is designed to provide students with a comprehensive understanding of microorganisms and their impact on human health. Building upon the foundation laid in General Biology I, this course explores the impact of microbes on human health emphasizing microbial relationships with individual and community health. It will examine identification, diagnosis, and treatment of infectious diseases caused by bacteria, viruses, fungi, and parasites. Through lecture and discussions, students will delve into the principles involving the study and control of microorganisms, emerging infectious diseases and biotechnology.

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

∗ Prerequisites may be waived for eligible ADN-RN Bridge students.

BIO206: General Biology II Lab

General Biology II Lab is designed to complement and expand the concepts covered in the lecture-based General Biology II. This in-person laboratory course provides students with practical experience in key microbiological techniques and experimental methods, including laboratory safety, microscopy, aseptic technique, culturing, staining and identification, and methods of controlling microbial growth. Students identify microorganisms, their method of transmission and pathogenicity, and evaluate methods of controlling microbial growth using case studies drawn from healthcare settings.

Contact Hours: Lecture – 0, Lab- 1 (1 credit)
Prerequisite(s): BIO105 General Biology I, BIO106 General Biology I Lab
Corequisite(s): BIO205 General Biology II

∗ Prerequisites may be waived for eligible ADN-RN Bridge students.

BIO 228 ANATOMY AND PHYSIOLOGY II

Anatomy and Physiology 2 is a continuation of Anatomy and Physiology 1, focusing on the structure and function of the human body's remaining organ systems. This course covers the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, reproductive, and endocrine systems, along with the concepts of fluid and electrolyte balance and metabolism. Students will explore the intricate physiological processes that maintain homeostasis and support overall health, including mechanisms of hormonal regulation, feedback loops, reproduction, blood circulation, digestion, and waste elimination. Lectures will emphasize the interrelationships between the systems, and how dysfunction in one system can impact others. Students will also learn about the body's response to diseases and medical conditions, along with the integration of physiological knowledge in clinical practice.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): BIO 128 Anatomy & Physiology I, BIO129 Anatomy & Physiology I Lab
Co-requisite(s): BIO 229 Anatomy & Physiology II Lab

BIO 229 ANATOMY AND PHYSIOLOGY II Lab

Anatomy and Physiology 2 Lab is the laboratory component that accompanies the Anatomy and Physiology 2 lecture course. This hands-on lab experience allows students to explore the structure and function of the human body's organ systems, including the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, reproductive, and endocrine systems. Through dissections, microscopy, and interactive models, students will gain practical insights into the anatomical structures and physiological processes studied in the lecture. This lab emphasizes the application of theoretical concepts to real-world scenarios, allowing students to perform experiments, analyze data, and observe physiological phenomena. Key activities include blood typing, cardiovascular function analysis,

respiratory capacity testing, and kidney function studies. Students will also develop essential skills in data collection, analysis, and scientific inquiry.

Credit Hours: Lecture-0, Lab-1, Credits-0
Prerequisite(s): BIO 128 Anatomy & Physiology I, BIO129 Anatomy & Physiology I Lab
Co-requisite(s): BIO 228 Anatomy & Physiology II

BIO 230 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): BIO 128 Anatomy and Physiology I, BIO 129 Anatomy and Physiology I Lab, BIO 228 Anatomy and Physiology II, BIO 229 Anatomy and Physiology II Lab, BIO 145 Intro to PT Kines, PHS 210 Introduction to Physics

BIO 250 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

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 120 BUSINESS COMMUNICATION

This course explores professional business communication, including written, verbal, and digital strategies. Students will develop clear and concise business messages, professional emails, reports, and presentations while enhancing interpersonal and cross-cultural communication skills. Topics include audience analysis, business writing conventions, active listening, and workplace communication technologies. By the end of the course, students will be able to communicate effectively in various business settings.

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

Prerequisite(s): None

BUS 131 PRINCIPLES OF MANAGEMENT

This course explores fundamental management processes, including planning, organizing, staffing, leading, and controlling. By analyzing real-world cases and examples, students will develop a practical understanding of managerial roles and decision-making. The course emphasizes critical thinking, problem-solving, and leadership within organizational settings.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

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 212 MANAGERIAL ACCOUNTING

This course builds on financial accounting principles and introduces students to the use of accounting information for internal planning, decision-making, and control. Topics include cost behavior, budgeting, performance evaluation, and relevant costing. Emphasis is placed on practical application through case analysis and problem-solving.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): BUS 211 Financial Accounting

BUS 214 STRATEGIC MANAGEMENT CONCEPTS

This 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): None

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): None

BUS 225 PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

This course provides an overview of key human resource management (HRM) functions in business organizations. Students will explore topics such as recruitment, selection, training and development, compensation, performance management, and labor relations. The course emphasizes legal and ethical considerations, workplace diversity, and the strategic role of HR in business success. By the end of the course, students will understand the fundamental principles of HRM and how they contribute to organizational effectiveness.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

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 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 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 256 PRINCIPLES OF MICROECONOMICS

This course introduces students to the foundational concepts of microeconomics, focusing on the behavior of individuals, households, and firms in various market structures. Topics include supply and demand, price determination, elasticity, consumer choice, production and cost analysis, and the role of government in a market economy. Students will explore how economic decisions are made at the micro level and their impact on resource allocation and market efficiency.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

BUS 257 PRINCIPLES OF MACROECONOMICS

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 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): MTH 207 (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 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): None

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): None

BUS 322 SUPPLY CHAIN MANAGEMENT

This advanced course provides a comprehensive analysis of supply chain systems in both service and manufacturing contexts. Students examine the strategic integration of people, processes, technologies, and partners across the supply chain. Topics include supply chain design, capacity planning, demand forecasting, procurement, logistics, inventory control, and sales and operations planning. The course emphasizes sustainable, ethical, and legally compliant practices in global supply chain environments. Case studies and simulations challenge students to optimize supply chain performance while aligning operations with organizational strategy.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 324 INTRODUCTION TO PROJECT MANAGEMENT

This advanced course explores systematic planning, execution, and control of complex organizational projects. Students develop skills in creating project charters, work breakdown structures, realistic schedules, budgets, and risk management plans. Emphasis is placed on resource allocation, stakeholder communication, quality control, and the use of project management tools and software. Through case studies and hands-on assignments, students apply best practices to lead projects from initiation through closure, with a focus on achieving strategic goals within scope, time, and budget constraints.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 327 ORGANIZATIONAL BEHAVIOR

This advanced course explores the complex dynamics of individual, group, and organizational behavior within diverse business environments. Emphasizing evidence-based management and applied theory, students analyze topics such as motivation, leadership styles, organizational culture, decision-making, team dynamics, and conflict resolution. Through case studies and real-world applications, students evaluate behavioral challenges and develop strategies to improve organizational effectiveness.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

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 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 335 INTERNTIONAL BUSINESS

This advanced course examines the challenges and opportunities businesses face in the global marketplace. Students explore international trade theories, global economic environments, foreign direct investment, cross-cultural management, and international marketing and finance. Emphasis is placed on understanding how cultural, legal, political, and economic differences affect business strategy and operations across borders. Case studies and real-world examples prepare students to navigate complex global business issues and make informed decisions in an international context.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 337 BUSINESS STRATEGY

This advanced course integrates key concepts from management, marketing, finance, and operations to examine how organizations develop and implement effective business strategies. Students engage in strategic analysis, competitive positioning, and decision-making using real-world case studies and simulations. Emphasis is placed on aligning strategy with organizational capabilities, industry dynamics, and global market forces. The course fosters critical thinking and problem-solving as students assess internal and external environments to formulate and evaluate comprehensive strategic plans.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

BUS 339 ENTREPRENEURSHIP AND NEW VENTURES

This advanced course explores the process of launching and managing successful new ventures. Students learn to identify opportunities, assess market potential, acquire funding, and develop sustainable business models. Through case analysis and hands-on projects, students craft a comprehensive business plan that integrates strategy, marketing, operations, and financial planning. Emphasis is placed on innovation, risk analysis, and the execution of entrepreneurial ideas in competitive environments.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 341 ETHICS AND CORPORATE SOCIAL RESPONSIBILITY

This advanced course examines the ethical responsibilities of businesses and their leaders in a global society. Students explore frameworks for ethical decision-making, stakeholder theory, and the role of corporate governance, transparency, and accountability. Topics include ethical leadership, environmental sustainability, social impact, diversity and inclusion, and the integration of corporate social responsibility (CSR) into strategic planning. Through case studies and real-world examples, students evaluate how ethical and socially responsible practices influence organizational success and public trust.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 345 PRINCIPLES OF LEADERSHIP

This advanced course explores foundational and contemporary leadership theories and their application in organizational settings. Students examine leadership styles, emotional intelligence, ethical decision-making, and the dynamics of influence, motivation, and team development. Emphasis is placed on self-assessment, reflection, and the development of a personal leadership philosophy. Through case

studies, experiential activities, and leadership simulations, students gain practical skills to lead effectively in diverse and evolving business environments.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 347 FINANCIAL DECISION-MAKING FOR MANAGERS

This advanced course equips students with the financial tools and analytical frameworks needed to make informed managerial decisions. Topics include financial statement analysis, budgeting, capital structure, cost of capital, risk assessment, and investment decision-making. Emphasis is placed on interpreting financial data to support strategic planning, resource allocation, and long-term value creation. Students apply concepts through case studies and real-world business scenarios to develop sound financial strategies in a managerial context.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 348 ORGANIZATIONAL SUSTAINABILITY

This advanced course explores the strategic integration of environmental, social, and economic sustainability into organizational practices. Students analyze how sustainability initiatives can drive innovation, improve stakeholder relationships, and contribute to long-term profitability. Emphasis is placed on corporate social responsibility, environmental stewardship, sustainability reporting, and ethical decision-making in business operations. Case studies and real-world applications help students develop frameworks for embedding sustainability into core business strategy.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 350 OPERATIONS MANAGEMENT

This advanced course examines the design, operation, and improvement of systems that produce goods and services. Students explore process analysis, capacity planning, work design, quality management, and supply chain coordination, with an emphasis on operational efficiency and customer satisfaction. The course also addresses operations strategy in both domestic and global contexts, including ethical and sustainable practices. Through case studies and applied projects, students learn to align operations with organizational goals and competitive advantage.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 366 BUSINESS INNOVATION

This advanced course explores innovation as a strategic driver of organizational growth and competitive advantage. Students examine models, types, and processes of innovation, including disruptive

innovation, open innovation, and business model transformation. Emphasis is placed on the role of organizational culture, leadership, and systems in fostering innovation. Through case studies and applied projects, students analyze how businesses create value through new products, services, and processes, and how they adapt or redesign outdated models to thrive in dynamic markets.

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 405 OPERATIONAL RISK MANAGEMENT

This advanced course provides a strategic and analytical approach to identifying, assessing, and mitigating operational risk in service and manufacturing environments. Students critically evaluate risk management frameworks, quantitative models, and decision-making tools to analyze and respond to operational threats. Emphasis is placed on integrating operational risk management with quality management systems, internal controls, and regulatory compliance. Through case studies, students apply best practices to manage uncertainty, ensure business continuity, and strengthen organizational resilience.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

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): None

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 between 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

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 190 PLANT BIOLOGY AND GROWING MEDIUMS

This course provides a comprehensive introduction to plant biology, emphasizing plant anatomy, genetics, and the core physiological processes—such as photosynthesis, respiration, transpiration, hormone regulation, and nutrient uptake—that drive healthy growth and optimal development. Students will also examine the physical, chemical, and biological properties of the major growing media used in modern horticulture. Topics include soil and soilless substrates, hydroponic and aeroponic systems, nutrient requirements across plant life stages, balancing pH, and root-zone management.

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

CAT191 CULTIVATION TECHNIQUES

This course provides students with a comprehensive foundation in modern plant cultivation practices for both indoor and outdoor grow environments. Students will learn how irrigation methods, lighting, environmental factors, canopy management, and integrated pest management approaches interact to influence plant health and productivity. The course also covers essential cultivation techniques—including seed germination, cloning, transplanting, and plant-training methods—used to optimize yield. Additionally, students will gain the ability to identify, prevent, and manage common plant issues, pests and diseases using regulatory-compliant, sustainable strategies.

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

CAT192 HARVEST PRODUCTS AND EXTRACTION

This course provides a focused exploration of plant harvest, post-harvest handling, and extraction methods used in regulated cultivation and processing facilities. Students will learn how harvest timing, drying, curing, trimming, and storage practices affect product quality and chemical stability. The course also introduces essential extraction principles, including safety systems, refinement processes, and industry-standard quality-assurance procedures.

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

CAT193 REGULATIONS AND COMPLIANCE

Students will examine the evolving landscape of federal guidance and state-by-state regulatory models that shape cannabis cultivation, processing, distribution, and retail operations. Throughout the course, emphasis is placed on understanding the complex history behind the relationship between federal prohibition and state legalization and how that tension has influenced policy and industry standards. Key topics include licensing, mandated testing, safety protocols, possession limits, compliance standards and seed-to-sale tracking systems.

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

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

CAT 206 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 CAT 200, 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): CAT 200 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

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

CHM 230 ORGANIC CHEMISTRY

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): CHM 105 General Chemistry, CHM 106 General Chemistry Lab
Co-requisite(s): CHM 231 Organic Chemistry Lab

CHM 231 ORGANIC 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): CHM 105 General Chemistry, CHM 106 General Chemistry Lab
Co-requisite(s): CHM 230 Organic Chemistry

CIS 110 COMPUTER INFORMATION SYSTEMS

This course explores the essential role of Computer Information Systems (CIS) in organizations, focusing on both technical skills and ethical considerations. Students will gain hands-on experience with industry-standard software, including Microsoft Office Suite, to create reports, charts, and presentations. Key topics include information systems hardware, operating systems, desktop applications, and collaborative tools. Emphasis on ethical issues and responsible computer use equips students to navigate current IT challenges. Students will also apply root cause analysis to business scenarios, developing solutions using information and technology systems. This course builds foundational CIS knowledge to meet employer expectations in today's digital workplace. Students will need access to technology that supports Microsoft Office Suite.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CIS 300 SCIENCE, TECHNOLOGY, & CHANGE

Science and Technology have led to tremendous change and promise to continue doing so in the short- and long-term future. This course introduces how technological innovations impact social institutions, producing change in organizations, markets, and everyday life. This course also examines relationships

between society and technological change using core social science concepts and contemporary case studies.

Students explore how technologies are developed, adopted, and regulated, and how they reshape work, communication, inequality, and community life. Topics include the social shaping of technology; diffusion and adoption; regulation and governance; and impacts on work, organizations, markets, communication, and inequality. Students analyze intended and unintended consequences of technological change and practice evidence-based reasoning about tradeoffs among innovation, equity, and social well-being. Students are presented with recorded presentations, written content, case studies, and guided discussions, and will also be able to analyze various topics and participate in simulated activities.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): Enrollment in a Bachelor Program; General Education Course

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 URININARY 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 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.

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

COM 240 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

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

CRJ 111 ESSENTIALS OF CRIMINOLOGY

In this course, students will learn to assess the nature and extent of crime, explains its causes, and examines 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

CRJ 115 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

CRJ 201 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

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
Co-requisite(s): Sonography Clinical 4 (DMS 285)

ETH 300 ETHICS AND MORAL REASONING

Understanding and applying ethical principles in today's global and highly diverse market is an essential skill for individuals, regardless of their vocation. This course examines ethical theory and moral reasoning as tools for analyzing contemporary dilemmas in personal, professional, and civic life. Students explore how values, norms, incentives, and institutional contexts shape ethical judgment and behavior, and they practice identifying stakeholders, competing obligations, and likely consequences.

This course will also emphasize ethical decision-making, argument evaluation, and the ability to articulate and defend recommendations using explicit criteria and credible evidence. Students will have access to both written content and pre-recorded presentations, as well as additional video content. Further, students will apply what they have learned through simulations, guided discussions and forums, case analyses, and reflective and evaluative assignments.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): Enrollment in a Bachelor Program; General Education Course

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): ENG108 Composition

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 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

GAI 101 INTRODUCTION TO AI AND GENERATIVE AI

In this course, students will also learn foundational ethical considerations, including bias, privacy, and intellectual property considerations. The course prepares learners to use GenAI tools safely and effectively in academic, workplace, and personal settings. Students will have access to a balanced collection of written resources, recorded lectures, podcasts, and current events, and will participate in a series of activities using GenAI, structured online discussions, labs, case studies, and projects.

Credit Hours: Lecture-1.5, Lab-1.5, Credits-3
Prerequisite(s): None

GAI 102 AI CONCEPTS, DATA, AND MODELING

Through hands-on exercises, students will gain experience working with structured and unstructured information and learn to identify foundational data quality issues that influence output, responsible data practices, the principles of information literacy, and source evaluation. Through a balanced collection of written resources, recorded lectures, podcasts, and current events, and a series of activities using GenAI, structured online discussions, labs, case studies, and projects, students will gain the foundational knowledge necessary to engage with more technical GenAI coursework.

Credit Hours: Lecture-1.5, Lab-1.5, Credits-3
Prerequisite(s): None

GAI 103 USING GENERATIVE AI IN THE WORKPLACE

The course emphasizes collaboration skills, including how to work with teams that employ GenAI tools and resources and how to develop insights from GenAI that you can then share with diverse audiences. Learners are introduced to organizational policies, compliance requirements, and the ethical norms of workplace Gen AI adoption. Through a balanced collection of written resources, recorded lectures, podcasts, current events, and practical activities that will simulate real-world applications, students will build essential skills that they can take directly to the workplace.

Credit Hours: Lecture-1.5, Lab-1.5, Credits-3
Prerequisite(s): None

GAI 201 GENERATIVE MODELS, MACHINE LEARNING & DATA REASONING

In this course, students will develop new critical data-reasoning skills through activities that include interpreting GenAI model behavior, tracing errors, and evaluating system outputs in context with the situation. Through a balanced collection of written resources, recorded lectures, podcasts, current events, practical activities, and scenario-based projects, students learn to effectively use GenAI tools to support data-driven decision-making in professional, personal, and academic environments.

Credit Hours: Lecture-1.5, Lab-1.5, Credits-3
Prerequisite(s): GAI 101, GAI 102, GAI 103

GAI 202 DATA ANALYSIS AND BUILDING A STORY

This course will emphasize how to translate raw data into stories that support an individual's ability to communicate, present to diverse audiences, and drive decision-making in both the classroom and the workplace. Students will explore visualization tools and storytelling techniques to enhance the clarity and impact of a presentation across various settings. This course provides a balanced collection of written resources, recorded lectures, podcasts, practical activities, and scenario-based situations to help students develop these new skills.

Credit Hours: Lecture-1.5, Lab-1.5, Credits-3
Prerequisite(s): GAI 101, GAI 102, GAI 103

GAI 203 MANAGING GENERATIVE AI IN THE WORKPLACE

This course focuses on the managerial and organizational dimensions of GenAI adoption. Students learn how supervisors and team leaders can responsibly, equitably, and effectively implement GenAI. Topics include workforce readiness, change management, policy development, handling challenges, oversight, and building a culture of ethical AI use. Based on these techniques, students will also explore strategies for training teams, selecting appropriate GenAI tools and resources, and evaluating the impacts on productivity and performance. Students will be provided with a mix of instructional content, including written materials, presentations, case studies, and simulations. Using these resources and applying the skills they have learned, will make decisions about governance, risk mitigation, and resource allocation.

Credit Hours: Lecture-1.5, Lab-1.5, Credits-3
Prerequisite(s): GAI 101, GAI 102, GAI 103

HCM 107 INTRODUCTION TO HEALTHCARE 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 HEALTHCARE 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

HES 201 HEALTH AND ENVIRONMENTAL SUSTAINABILITY

In today's global environment, understanding the relationship between one's health and environmental sustainability is critical to our long-term survival. This course investigates how ecological conditions, including air, water, land, food systems, and the built environment, shape health outcomes for individuals and communities. Students examine exposure pathways and evaluate how environmental hazards and climate-related changes affect disease patterns and risk across diverse populations.

In this course, students will also study evidence-based practices for creating healthier communities and reducing environmental health risks. Students will have access to various written materials, recorded presentations, interactive case modules, data visualizations, and guided analysis of films and reports. Finally, students will apply what they learn by developing a critical evaluation of evidence, identifying problems and challenges, creating logical solutions, and developing a clear and concise environmental health advocacy.

Credit Hours: Lecture – 3, Lab – 0, Credits - 3
Prerequisite(s): None

HSC 101 INTRODUCTION TO HEALTH CARE PROFESSIONS

Course Description: This course provides an overview of the various professions within the health care industry, with a focus on the roles, responsibilities, and required skills of different health care providers. Students will explore the history and evolution of the health care system, examine the interdisciplinary nature of health care teams, and gain an understanding of ethical, legal, and cultural issues that impact patient care. Topics will include the functions of physicians, nurses, allied health professionals, administrators, and support staff, as well as the impact of emerging technologies on patient care. Through lectures, case studies, and guest speakers, students will gain foundational knowledge of the dynamic and diverse world of health care professions, helping them identify potential career paths in the field.

Contact Hours: Lecture- 3, Lab- 0 (3 credits)
Prerequisite(s): None

HSC 210 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

HSC 310 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): HSC 210 General Nutrition

HSC 315 SPECIAL TOPICS IN HEALTHCARE

This course explores contemporary and emerging issues in health care through a rotating selection of topics that reflect current trends, challenges, and innovations in the field. Areas of focus may include health equity, digital health technologies, global health initiatives, policy and reform, ethical considerations, and the impact of social determinants on health outcomes. Students will engage in critical analysis, case studies, guest lectures, and collaborative projects to deepen their understanding of the complexities and evolving nature of the health care landscape. Specific content will vary by semester and may be tailored to faculty expertise and real-time developments in the field.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)
Prerequisite(s): None

HSC 380 Capstone I – Foundations of Health Science Research and Practice

Capstone I is the first course in a two-part capstone experience designed to integrate and apply the knowledge and skills acquired throughout the Health Science program. In this course, students will identify a real-world health-related problem, conduct a comprehensive literature review, and develop a research or project proposal under faculty supervision. Emphasis is placed on critical thinking, scholarly inquiry, ethical research practices, and the application of evidence-based principles to health science.

Through individual and collaborative work, students will refine skills in problem identification, proposal writing, and the planning of interventions or investigations that address current challenges in health promotion, disease prevention, or health systems. This course serves as the foundation for the implementation and presentation of the final project in Capstone II.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)
Prerequisite(s): Junior standing in Health Science major; completion of core coursework

HSC 401 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

HSC 405 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

HSC 480 Capstone II – Implementation and Integration in Health Science

Capstone II is the culminating experience for Health Science majors, building on the foundation established in Capstone I. In this course, students will implement, analyze, and present their approved capstone project, which may involve original research, a community health intervention, a program evaluation, or another applied health initiative. Students will synthesize their academic training to address a real-world health issue, demonstrating professional-level competence in research, project execution, critical thinking, and communication. Throughout the course, students will document progress, troubleshoot challenges, and reflect on their professional growth. The course concludes with a formal presentation and a comprehensive written report that highlights findings, outcomes, and implications for health science practice.

Contact Hours: Lecture – 3, Lab- 0 (3 credits)
Prerequisite(s): HSC380 Capstone I; Senior standing in Health Science major

HSC 490 Senior Seminar in Health Science

This capstone seminar serves as the culminating academic experience for Health Science majors. The course emphasizes critical thinking, integration of interdisciplinary knowledge, and preparation for professional or graduate pathways in health-related fields. Students will explore current topics in health care, ethics, policy, and leadership while engaging in reflective practice and peer discussion. A central component of the course is the development of a professional portfolio, which showcases each student's academic achievements, applied skills, and career readiness. The portfolio includes a résumé, personal statement, sample work from core courses, reflective essays, and a capstone project or research paper demonstrating synthesis of learning and future goals.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): HSC 380 Capstone I, HSC 480 Capstone II

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

HIS 318 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

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.

HUM 304 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 (ENG 215)

MKT 302 CONSUMER BEHAVIOR

This advanced course examines the psychological, social, cultural, and economic factors that influence consumer decision-making. Students analyze how perceptions, attitudes, motivations, and post-purchase behaviors shape buying patterns across various markets. Emphasis is placed on applying consumer insights to develop data-driven marketing strategies, enhance customer engagement, and build brand loyalty. Real-world case studies and behavioral research are used to inform ethical and effective marketing practices.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

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

MKT 310 DIGITAL MARKETING AND SOCIAL MEDIA STRATEGY

This course provides an in-depth exploration of digital marketing tools, platforms, and trends shaping today's competitive landscape. Students develop strategic digital marketing plans using data analytics, content marketing, SEO/SEM, mobile apps, and social media engagement. Emphasis is placed on brand building, customer acquisition, and leveraging emerging technologies for measurable outcomes. Through real-world examples and hands-on projects, students craft integrated campaigns that align with organizational goals and market dynamics.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

MKT 320 LAW AND ETHICS IN MEDIA

This course explores key legal and ethical considerations in media, marketing, and digital content creation. Students examine intellectual property rights, defamation, privacy, Fair Use, and regulatory compliance in the context of advertising and online communication. Special focus is placed on ethical decision-making, risk mitigation, and the evolving legal landscape of digital platforms. Case studies and real-world scenarios prepare students to navigate complex issues with confidence and integrity in professional media environments.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

MKT 400 SEARCH ENGINE MARKETING AND OPTIMIZATION

This advanced course provides an in-depth analysis of Search Engine Optimization (SEO) and Search Engine Marketing (SEM) as critical tools for digital visibility and lead generation. Students learn to develop data-driven strategies to improve website performance, optimize content, manage paid search campaigns, and measure key performance indicators using industry-standard tools. Emphasis is placed on integrating SEO/SEM within a broader digital marketing strategy, aligning with business objectives, and adapting to evolving algorithms and consumer behavior. Students will apply advanced concepts through case studies, audits, and campaign simulations.

Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

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.

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

NDT 100 FOUNDATIONS of NEURODIAGNOSTIC TECHNOLOGY

This course is designed to prepare students for working in a health care setting. The course focuses on various aspects of NEURODIAGNOSTIC TECHNOLOGY and other allied health professions. Major components include the nervous system and other relevant medical terminology, infection control practices and patient safety assessments. Students will also be introduced to the historical perspectives of Neurodiagnostic Technology as well as The Scope of Practice for the NDT Technologist and professional ethics.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 101 NEURODIAGNOSTIC TECHNOLOGY I

This course will provide students with the fundamental concepts necessary for performing routine EEGs. Students will become familiar with the published guidelines for performing routine adult EEG and will learn the basic concepts of montage development, history taking and recording normal awake and sleep patterns.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 102 CLINICAL PRACTICUM I

Course Description: (16 hours/week X 11 weeks) 176 hours (lab and clinical rotations)

This course provides ongoing clinical instruction and an evaluation method for students to demonstrate clinical competency for EEG procedures. Students will learn about various hospitals department functions and will be oriented to lab equipment as well as lab policies and procedures. Students will

combine academic information with clinical experience and practice learned skills in real clinical situations. Skills practiced include measuring and electrode application according to the International 10-20 System, various methods of applying electrodes, pattern recognition and interpretation skills.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 103 NEUROANATOMY/PHYSIOLGY

Course Description: (3 hours/week X 11 weeks) = 33 hours

This course is designed to orient students to the anatomy and physiology of the nervous system. This course will also orient students to the levels of organization of the body as well as to the directional and anatomical terms of other relevant organ systems. (The muscular, cardiovascular and respiratory systems are covered in later courses.)

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 104 NEURODIAGNOSTIC TECHNOLOGY II

Course Description: (3 hours/week X 11 weeks) = 33 hours

This course expands on the basic concepts learned in EEG Technology I to introduce the advanced concepts of EEG technology. It includes maturation of the EEG, abnormal patterns, and patterns of unknown significance. This course also covers the basic concepts of polarity & localization and filters.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 105 CLINICAL PRACTICUM II

Course Description: (16 hours/week X 11 weeks) = 176 hours

This course is a continuation of NDT Clinical Practicum I and will allow you to expand the technical skills and knowledge you gained in Level I. This course provides ongoing clinical instruction and an evaluation method for students to demonstrate clinical competency for EEG procedures. Students will learn ACNS Guidelines for more complex EEG recordings, such as cerebral brain death studies and pediatric recording requirements. This course will also focus on basic effects of medications on NDT studies and sedation practices.

Students will combine academic information with clinical experience and practice learned skills in real clinical situations. Students will learn more advanced pattern recognition, interpretation and recording skills to better correlate clinical conditions with test results. Students will also explore recording strategies and parameter selections as they relate to special studies. Students will be able to discuss common medications, primarily antiepileptic drugs, and their effects on the EEG. Students will also demonstrate knowledge of sedation practices.

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

Prerequisite(s): None

NDT 200 CLINICAL SCIENCES I

Course Description: (3 hours/week X 11 weeks) = 33 hours

This course provides detailed information about the neurological examination and specific neurological diseases processes relevant to the field of Neurodiagnostics. Students will gain knowledge of specific neurological disease processes such as: Epilepsy & seizures, epileptic syndromes, cerebrovascular diseases, dementia, syncope, coma, congenital and developmental disorders, CNS infections, psychiatric and psychological disorders, movement disorders, headache. Several sessions will focus on related anatomy and pathology to correlate clinical findings and NDT test results.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 201 NEURODIAGNOSTIC TECHNOLOGY III (PSG/EP)
Course Description: (3 hours/week X 11 weeks) = 33 hours

This course is designed to provide students with information regarding EP instrumentation and the basic clinical and technical concepts of visual, auditory and somatosensory evoked potentials. Participants will learn the recommended standards for montage and parameter selection, waveform identification and the criteria for clinically significant abnormalities as well as the applicable graduate competencies for evoked potentials.

In addition, the second half of this course is designed to prepare students for the duties involved in performing Polysomnography testing procedures. This course will introduce students to the basic clinical and technical components of all night sleep studies, multiple sleep latency tests, and maintenance of wakefulness tests. This course also provides basic introductory instruction about normal sleep architecture, PSG electrode application/hook-up, and recording.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 202 CLINICAL PRACTICUM III

Course Description: (16 hours/week X 11 weeks) = 176 hours

This course is a continuation of EEG Clinical Practicum II and will allow you to expand the technical skills and knowledge you gained in Level II. This course provides ongoing clinical instruction and an evaluation method for students to demonstrate clinical competency for EEG procedures. Students will learn in detail about seizure classification and epileptic syndromes. This course will also focus on EEG interpretation as associated with seizure disorders, epileptiform abnormalities, and artifact recognition.

Students will combine academic information with clinical experience and practice learned skills in real clinical situations. Students will also learn more complex pattern recognition and interpretation skills and clinical correlations.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 203 CLINICAL SCIENCES II

Course Description: (3 hours/week X 11 weeks) = 33 hours

This course provides ongoing clinical instruction and an evaluation method for students to demonstrate clinical competency for electroencephalogram (EEG) procedures and advanced monitoring. During this semester the students will apply critical thinking skills to distinguish the monitoring techniques in the operating room, nerve conduction lab and long term monitoring environment. During clinical rotations the students will generate a hypothesis based on the evidence of the data of the history and technologist's assessment of the patient. This course introduces the students to advanced monitoring techniques performed in the Epilepsy monitoring unit, Neonatal and Adult Intensive Care Units, as well as multiple procedures performed in the operating room.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 204 NEURODIAGNOSTIC TECHNOLOGY IV (NCS/LTM)

Course Description: (3 hours/week X 11 weeks) = 33 hours

This course provides ongoing clinical instruction and an evaluation method for students to demonstrate clinical competency for EEG procedures, as well as apply skills learned in NDT 201, Evoked Potentials and Polysomnography to the clinical environment. Students will be introduced to the basic concepts involved in Nerve Conduction Studies (NCS). Topics will include pertinent anatomy and physiology, instruction in the recording and stimulation parameters associated with obtaining routine nerve conduction studies, troubleshooting techniques, and discussion of neuromuscular disease processes. Additionally, students will learn in detail about seizure classification and epileptic syndromes. This course will also focus on EEG interpretation as associated with seizure disorders, epileptiform abnormalities, and artifact recognition. This will be in conjunction with an introduction to the advanced EEG practice of Long-Term Monitoring (LTM).

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NDT 205 CLINICAL PRACTICUM IV

Course Description: (16 hrs./week X 11 weeks) = 1 hour

This course provides ongoing instruction and an evaluation method for students to demonstrate clinical competency for EEG procedures. This course is a continuation of EEG Clinical Practicum III and will allow the students to expand the technical skills and knowledge they have previously gained and pursue

additional clinical experience in the field of choice. Students will also learn the indications for long-term monitoring for epilepsy and basic seizure management and precautions. There will be a review of basic LTM procedures including ambulatory EEG, monitoring with surface leads and intracerebral leads using video/EEG, continuous EEG, and intensive care monitoring. Finally, an introduction to intra-operative neurophysiologic monitoring will be provided. Students may select a specialized rotation in EEG, IONM, NCS and/or LTM. This course will give students the opportunity to integrate what is being learned in other course areas into the clinical spectrum. They will be given the opportunity to observe and work with physicians in the clinical setting. Students will also begin organized board review sessions to help prepare for the written ABRET exam.

Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NUR 140 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.

Course Hours: Lecture–75, Lab–120, Clinical–120 Credits–11
Prerequisite(s): Acceptance to the Practical Nursing Program

NUR 145 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.

Course Hours: Lecture–15, Lab–0, Clinical–0 Credits–1
Prerequisite(s): Acceptance to the Practical Nursing Program

NUR 152 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.

Course Hours: Lecture–90, Lab–0, Clinical–240 Credits–10
Prerequisite(s): Successful completion of NUR 140 & NUR145

NUR 155 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 systems 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.

Course Hours: Lecture–15, Lab–30, Clinical–0 Credits–2
Prerequisite(s): Successful completion of NUR 140 & NUR 145

NUR 162 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.

Course Hours: Lecture–15, Lab–15, Clinical–0 Credits–2
Prerequisite(s): Successful completion of NUR152 & NUR 155

NUR 165 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 sage patient care.

Course Hours: Lecture–30, Lab–0, Clinical–0 Credits–2

Prerequisite(s): Successful completion of NUR 152 & NUR 155

NUR 167 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.

Course Hours: Lecture–30, Lab–0, Clinical–0 Credits–2
Prerequisite(s): Successful completion of NUR 152 & NUR 155

NUR 170 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.

Course Hours: Lecture–105, Lab–0, Clinical–240 Credits–11
Prerequisite(s): Successful completion of NUR162, NUR 165, & NUR 167

NUR 175 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.

Course Hours: Lecture–45, Lab–0, Clinical–0 Credits–3
Prerequisite(s): Successful completion of NUR 162, NUR 165, & NUR 167

NUR 305 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

NUR 310 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

NUR 315 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

NUR 405 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

NUR 410 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

NUR 415 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

NUR 420 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

NUR 440 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

NUR 450 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.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): MTH 145 College Algebra and Trigonometry

PHS 210 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- 1 (4 credits)
Prerequisite(s): MTH145 College Algebra and Trigonometry

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

PSY 105 INTRODUCTION TO PSYCHOLOGY

This course explores a range of topics including cognition and language, sensation and perception, memory, personality, intelligence, health, stress, and coping, social psychology, and psychological disorders. Students will explore the research methods, historical trends, and theories, and critical

analysis used in contemporary psychology. This course is designed to make concepts and theories presented in psychology beneficial in everyday life.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

PSY 109 HUMAN GROWTH AND DEVELOPMENT

This course explores human growth and development across the lifespan from conception to death. Students will examine physical, cognitive, behavioral, and socioemotional changes, as well as the important milestones that signify typical development. Topics in this course are addressed using developmental psychology theories as well as foundational and modern research.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

PSY 204 PSYCHOLOGY OF GENDER AND CULTURE

This course examines gender from psychological, sociological, and cultural perspectives. It explores the psychological aspects of gender, examining how gender influences thoughts, feelings, and behaviors. Topics include gender identity, roles, stereotypes, cultural norms, and their impact on mental health and interpersonal relationships. Readings and assignments focus on the application of gender theories, research, and applying course concepts to real-life scenarios.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

PSY 215 ABNORMAL PSYCHOLOGY

This course explores the nature, causes, and treatments of psychological disorders. Students will learn about various mental health conditions, their symptoms, diagnostic criteria, and the factors contributing to their development, including biological, psychological, and sociocultural influences. The course also delves into the history of abnormal psychology, the negative impact of stigma related to the diagnosis of mental health disorders, different theoretical perspectives, and current research on mental illness.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite: PSY105 (Introduction to Psychology)

PSY 265 CRIMINAL PSYCHOLOGY

This course provides an overview of the psychological factors that contribute to criminal behavior, and explores the theories, research, and applications within the legal and criminal justice systems. The course examines the motivations behind criminal acts, different types of offenders, and the psychological impact of crime on individuals and society. Students gain the knowledge and skills to understand, analyze, and address criminal behavior from a psychological perspective.

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

Prerequisite: PSY 105 (Introduction to Psychology)

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

SPA 101 SPANISH FUNDAMENTALS I

Spanish is one of the most useful skills you can bring to today's workforce and communities. Spanish Fundamentals I introduces the Spanish language and the cultures of Spanish-speaking communities. No prior Spanish study is required. You will learn to talk about yourself, your family, your home, and your daily life. You will listen to, read, and watch real Spanish-language materials from Spanish-speaking countries. You will practice speaking, listening, reading, and writing in Spanish from your first class, working with partners and in small groups. You will complete hands-on projects for each unit. You will also learn core Spanish grammar, such as the present tense, the difference between ser and estar, and how to describe people, places, and preferences. By the end of the course, you will be able to introduce yourself, ask and answer everyday questions, and understand basic spoken and written Spanish.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

SPA 102 SPANISH FUNDAMENTALS II

Spanish Fundamentals II builds on the Spanish you already know, so you can speak with more confidence in a diverse, bilingual workplace. This course covers travel and celebrations, daily routines, childhood memories, and shopping. You will hold longer conversations and read and listen to real Spanish-language materials. You will complete hands-on multimedia projects connected to your own life. You will also learn new grammar tools, such as reflexive verbs, formal commands, the difference between por and para, and the past tense. These tools let you describe your routines and talk about things that have already happened. By the end of the course, you will hold everyday conversations, tell simple stories about the past, and understand spoken and written Spanish at a more advanced level.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): SPAN 101 Spanish Fundamentals I

This is the last page of the College Catalog.