Pennsylvania Institute of Technology

Campus
800 Manchester Avenue
Media, PA 19063-4098
(610) 892-1500

www.pit.edu

"The College That Empowers Students to Succeed"

CATALOG OF COURSES
2022 – 2023

Contents

Winter 2022

New Student Orientation	December 29, 2021
Start	January 10, 2022
Add/Drop	January 10-14, 2022
Martin Luther King, Jr. Holiday - College Closed	January 17, 2022
Mid-Term Examinations	February 7-11, 2022
Last Day for Course Withdrawal with a grade of "W"	February 25, 2022
Classes End	March 18, 2022
Final Exams	March 21-25, 2022

Spring 2022

New Student Orientation	March 30, 2022
Commencement	April 7, 2022
Start	April 11, 2022
Add/Drop	April 11-15, 2022
Mid-Term Examinations	May 9-13, 2022
Memorial Day Holiday - College Closed	May 30, 2022
Last Day for Course Withdrawal with a Grade of "W"	June 3, 2022
Classes End	June 17, 2022
Final Exams	June 20-24, 2022

Summer 2022

New Student Orientation	June 29, 2022
Independence Day - College Closed	July 4, 2022
Start	July 11, 2022
Add/Drop	July 11-15, 2022
Mid-Term Examinations	August 8-12, 2022
Labor Day - College Closed	September 5, 2022
Last Day for Course Withdrawal with a Grade of "W"	September 2, 2022
Classes End	September 16, 2022
Final Exams	September 19-23, 2022

*Dates subject to change

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

ACADEMIC CALENDAR 2022 - 2023

Fall 2022	
New Student Orientation	September 21, 2022
Commencement	September 29, 2022
Start	October 3, 2022
Add/Drop	October 3-7, 2022
Mid-Term Examinations	October 31 - November 4, 2022
Last Day for Course Withdrawal with a Grade of "W"	November 23, 2022
Thanksgiving Holiday - College Closed	November 24-25, 2022
Classes End	December 9, 2022
Final Exams	December 12-16, 2022

Winter 2023	
New Student Orientation	December 28, 2022
Start	January 9, 2023
Add/Drop	January 9 - 13, 2023
Martin Luther King, Jr. Holiday - College Closed	16-Jan-23
Mid-Term Examinations	February 6 - 10, 2023
Last Day for Course Withdrawal with a Grade of "W"	March 3, 2023
Classes End	March 17, 2023
Final Exams	March 20-24, 2023

Spring 2023	
New Student Orientation	March 29, 2023
Commencement	
Start	April 10, 2023
Add/Drop	April 10 - 14, 2023
Mid-Term Examinations	May 8 - 12, 2023
Memorial Day Holiday - College Closed	May 29, 2023
Last Day for Course Withdrawal with a Grade of "W"	June 2, 2023
Classes End	June 16, 2023
Final Exams	June 19 - 23, 2023

*Dates subject to change

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Summer 2023	
New Student Orientation	June 28, 2023
Independence Day - College Closed	July 4, 2023
Start	July 10, 2023
Add/Drop	July 10 - 14, 2023
Mid-Term Examinations	August 7 - 11, 2023
Last Day for Course Withdrawal with a Grade of "W"	September 1, 2023
Labor Day - College Closed	September 4, 2023
Classes End	September 15, 2023
Final Exams	September 18 - 22, 2023

Fall 2023	
New Student Orientation	September 20, 2023
Commencement	
Start	October 2, 2023
Add/Drop	October 2 - 6, 2023
Mid-Term Examinations	October 30 - November 3, 2023
Last Day for Course Withdrawal with a Grade of "W"	November 22, 2023
Thanksgiving Holiday - College Closed	November 23 - 24, 2023
Classes End	December 8, 2023
Final Exams	December 11 - 15, 2023

*Dates subject to change

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

ACCREDITATION AND APPROVALS

P.I.T. is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (267) 287-5000. 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.

The Physical Therapist Assistant Program at the Pennsylvania Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: (703) 706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

IMPORTANT NOTICE – Rights Reserved

This catalog supersedes previous catalogs. The information contained in this catalog is for information purposes only and 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, although 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 of Course 2022 – 2023* 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., or otherwise.

The history of P.I.T. is defined by a long-standing commitment to student success and meeting the changing educational needs of the Greater Philadelphia region that it serves.
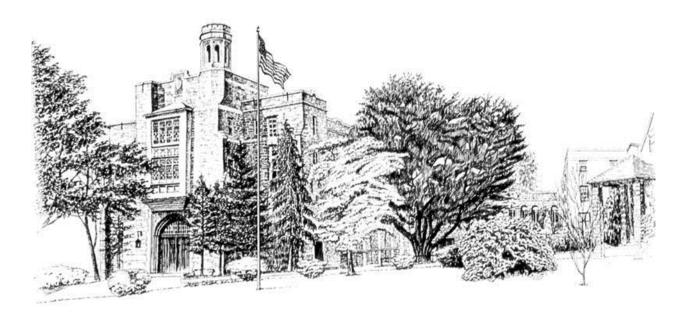
P.I.T. was founded in April 1953 by Walter R. Garrison, a practicing engineer. Mr. Garrison recognized that many of the technical positions in the industry did not require a four-year engineering degree but rather a shorter, practical, "hands-on" technical curriculum. Shortly after, the first P.I.T. classes began in one classroom near the 69th Street Terminal in Upper Darby, Pennsylvania. A dozen students attended evening classes in which they studied mathematics and technical subjects, such as aircraft stress analysis. The program of study also included engineering, which is still offered today.

As enrollment grew, day classes were added, and the school relocated to several increasingly larger locations in Upper Darby. In 1982, P.I.T. moved to its current 14-acre main campus at 800 Manchester Avenue (near Baltimore Pike), in Media, Pennsylvania.

In 1976, the Pennsylvania Department of Education (PDOE) authorized P.I.T. to award specialized associate degrees in its technical programs. In 1983, the Pennsylvania Institute of Technology was accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

In 1987 and 1989, the PDOE authorized P.I.T. to award associate degrees in its business programs.

In 1995, the PDOE authorized P.I.T. to operate as a two-year college in the Commonwealth, thus becoming Pennsylvania's *first* private, non-profit, two-year Technology College.

During 2004, the college expanded its service to the community by establishing certificate programs in allied health and selected other fields. The college enabled students who did not have the financial resources to spend two years to earn an associate degree to begin their career in one year.

In 2006, MSCHE reaffirmed the college's accreditation through 2016, the longest period possible. That year, the college received The College Board's Best Practices Award for its Academic Developmental Program, which helps students in mathematics, reading comprehension, and critical thinking skills.

In October 2007, the college held its first Practical Nursing Commencement and Pinning Ceremony.

In April 2008, the college received the 2008 Leaders of Distinction Education Award of "The Foundation of the Delaware County Chamber."

In April of 2015, the Commission on Accreditation of Physical Therapy Education (CAPTE) accredited the college to offer Associate of Science degrees. CAPTE is the only nationally recognized accrediting agency for physical therapist and physical therapist assistant education programs.

April of 2018 marked the 65th Anniversary of P.I.T.'s founding.

July of 2019, the college broke ground by becoming the first regionally accredited college in the Nation to offer a two-year degree in the field of Cannabis by offering majors in Cannabis Business and Cannabis Health Therapies.

In May 2021, P.I.T. was approved by the Middle States Commission on Higher Education to offer two bachelor-level degrees. In addition to an RN to BSN program, the College also introduced a Bachelor of Arts in General Studies. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Over more than half a century, P.I.T. has grown from its humble beginnings in one classroom with a dozen students to today's thriving college.

A MESSAGE FROM THE PRESIDENT

In 1953, Walter R. Garrison, P.E. founded the Pennsylvania Institute of Technology to provide every deserving student an opportunity to reach their academic and career goals through advanced technical education. The Mission of the Pennsylvania Institute of Technology is student success. YOUR SUCCESS!!!!

Our classes are small, so you are given the proper help and nurturing to learn the subject being taught. Our professors are dedicated to teaching, and you receive the attention and assistance to assure your success as a Pennsylvania Institute of Technology student.

Our educational delivery systems include traditional classrooms, online courses, and hybrid courses that combine elements of traditional and online to accommodate your busy schedule.

Welcome to the Pennsylvania Institute of Technology!

Matt Meyers
President

Mission Statement

The mission of the Pennsylvania Institute of Technology is Student Success. The College provides a supportive environment to enable committed students to succeed by offering the best collegiate education for career advancement, transfer opportunities, and personal growth.

Vision Statement

Pennsylvania Institute of Technology aspires to grow our enrollment by offering r o b u s t , innovative programs and increasing recognition for our supportive environment that transforms our students into individual success stories.

Core Values

The College provides a supportive environment to enable committed students to write their own success story through embodying:

Educational Excellence

The behaviors that demonstrate we are living this value are our high placement rates of students, high graduation rates, spending extra time with students, paying attention to all aspects of the students' life, and providing programs that meet best practices in the industry.

Collaborative Care

The behaviors that demonstrate we are living this value are that we take people where they need to go to get a question answered, we work as a team, and we complement each other's service. We are the embodiment of a "team."

Diversity and Inclusion

The behaviors that demonstrate we are living this value are our diverse population, our efforts to consciously reach out to people who have experienced failure in the past, and our commitment to seeing people as the individuals they are.

Mutual Respect

The behaviors that demonstrate we are living this value are that we welcome opposing views and respect them, we nurture the relationship between superiors and subordinates, and we include all constituencies in decision-making wherever possible.

Professional and Intellectual Integrity

The behaviors that demonstrate we are living this value are knowing where we stand, being willing to say no if we can't meet their needs, being honest and realistic about who we are, presenting ourselves fairly to the outside, expressing realistic outcomes, and recognizing that silence isn't always golden.

Social Responsibility

The behaviors that demonstrate we are living this value are allowing people to become what they can become, supporting the community and embracing people, and providing graduates that are going to part of that community. Our mission statement embodies this.

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 college publications.

The seal represents the life-changing benefits and enduring value of a P.I.T. education, as well as 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 in life.

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

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

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

Bachelor Degrees

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

The bachelor. degree is awarded to students who have been graduated from the following majors:

- Bachelor of Arts in General Studies
- RN to BSN

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 A.S. degree is awarded to students who have been graduated from the following majors:

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

Certificates

Practical Nursing Certificate:

The *Practical Nursing* program is a four-term curriculum that prepares graduates to sit for the Practical Nursing (NCLEX-PN®) examination. After passing the exam, graduates are qualified for entry-level positions requiring LPN licensure.

Practical Nursing graduates may further their education at P.I.T. by completing additional required courses for an A.S. in AHT-PN degree.

Clinical Medical Assistant

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

Admission to P.I.T. is open to those who can benefit from the programs that P.I.T. offers.

Although enrollment is open to high school graduates or those who have 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 to Associate and bachelor's degree majors and our certificate programs 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.
- Physical Therapy Assistant (PTA) and Diagnostic Medical Sonography (DMS) program applications are accepted throughout the year for the 12-month, full-time day program that starts in July of every year.

Admissions Policy

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

Additionally, the College accepts the United States Department of Defense Form DD214 Certificate of Release or Discharge from Active Duty, as proof that the applicant is a high school graduate or equivalent of Form DD214 clearly indicates that the individual is, in fact, a high school graduate or equivalent.

Steps for Admission

Application Form

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

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

> Generally, the College is open to meet with prospective students at these times:
> - Monday through Thursday: 8:00 am to 5:00 pm
> - Fridays: 8:00am to 4:30pm
> - 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.

Placement Assessment

Placement tests are designed to provide information about the individual skills in English and mathematics to place students in the course appropriate to their level of preparation. Certain students, such as those who have submitted recent SAT or ACT scores or who have already earned an associate degree or higher, may not need to take the placement assessment.

TUITION, FEES, AND OTHER EXPENSES

Tuition and fees are established by the P.I.T. Board of Trustees. 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/

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 Monthly Payment (TFC Student Financing)
P.I.T. partners with TFC Student Financing to service student monthly payments. To make payments or to inquire about your account, please call 1 (800) 872-9832, or visit TFCStudentinfo.com

How to Make a Lump Sum Payment or Pay a One-time Fee
Students may choose to make a payment of the entire balance before starting classes by paying through the student portal or contacting P.I.T.'s Student Account Administrator. Students may also be required to make one-time fees, such as graduation fee, transcript fee, etc.

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

- Registered students may make a payment online at http://students.pit.edu.
- Students may mail payments to the Student Accounts Administrator at the Business Office.
- Students may pay their bill over the phone to the Student Accounts Administrator in the Business Office by calling (610) 892-1596.

For additional information, contact student accounts at (610) 892-1517 or (610) 892-1596.

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 will be issued that is greater than 100% of the tuition and fees charged less any required deposits. 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 change of status after the Add-Drop Period.

College Total Withdrawal Tuition and Fee Adjustment Policy for All Terms
The College policy for the tuition and fee adjustment for the proper student-initiated Total Withdrawal from all courses for all students is:
- 100% adjustment prior to the first day of the semester and up to the end of the 5th day of classes
- 25% adjustment upon commencing the 6th through the 10th day of classes
- 0% adjustment after commencing the 11th day of classes

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 Stafford Loan Program, Federal Work-Study Program, and the Academic Competitiveness Grant Program.

> *It is extremely important that students 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
It is extremely important that students contact their College Financial Aid Advisor, especially if they are considering a total withdrawal. A total withdrawal can significantly affect future financial aid options.

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

FINANCIAL AID AND STUDENT LOAN INFORMATION

The primary purpose of P.I.T.'s financial aid and scholarship programs is to provide financial assistance so that qualified students can reach their educational and career goals. A variety of financial aid programs are available to assist individuals and families unable to meet the full cost of a college education.

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

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

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

Applying for Financial Aid
To be considered for financial aid, students must:

1. Gather the following information to complete the FAFSA:

    - Your Social Security number (can be found on your Social Security card)

    - Your driver's license (if any)

    - Your W-2 Forms from two years prior and other records of money earned

    - Your Federal Income Tax Return from two years prior

    - Your parents' 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 fsaid.ed.gov prior to completing the FAFSA if you do not have one already.** With a Username and Password, you can electronically sign your application, make corrections to your submitted application, complete your entrance counseling, and master promissory note.

3. Apply for Financial Aid online at https://studentaid.gov/h/apply-for-aid/fafsa

4. Enter P.I.T.'s federal school code of 010998 on the FAFSA.

5. Sign the FAFSA electronically by using your Username and Password.

6. Complete your entrance counseling requirements (if you are not a first-time borrower) at: https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance

7. Complete your Master Promissory Note to sign for your loans at: https://studentaid.gov/mpn/subunsub/landing

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) which will allow the Financial Aid Advisor to determine award eligibility.

Awards are credited to the student's account after the term has begun.

Verification

Verification is the process the U.S. Department of Education uses to check the accuracy and validity of the information that a student provides 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 selection of an applicant for verification is completed by the Processing Center for the U.S. Department of Education. It does not necessarily indicate that P.I.T. believes that the information you have 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, Selective Service Administration, Immigration and Naturalization Services, or Veterans Affairs Administration.
- 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 in order 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 any additional financial aid 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 are required to notify the Financial Aid Office of any changes, which may affect financial aid eligibility.

Changes to Contact Information

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

Grants

A *Grant* is 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. To receive federal and state grant aid, students must be U.S. citizens or eligible non-citizens.

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 Pell Grant: This program is federally administered and awards grants to full-time, part-time, and less than half-time undergraduate students who have demonstrated financial need and who are enrolled in a matriculated program. The maximum Federal Pell grant is determined each award year. Eligibility is for undergraduate students only.

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

Pennsylvania Higher Education Assistance Agency (PHEAA) Grant: Pennsylvania distributes grants from a fund appropriated each year 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 which is at least two (2) full years in length, and not have earned a bachelor's degree. Students must also complete a FAFSA application. **Students must file their FAFSA prior to May 1**. For more information, visit PHEAA's website at www.pheaa.org.

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

STUDENT LOANS

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

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

Federal Student Loans: Funds are borrowed from the federal government and are delivered to P.I.T. on behalf of the student. These low-interest loans are insured by the U.S. Department of Education. Repayment of these loans to the bank or private lender 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. Federal law requires first-time borrowers to complete entrance counseling.

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 is required to co-sign. The government pays the interest during the period the student is in school, the six-month grace period thereafter, and during a period of deferment. 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 the payment of educational expenses. Financial need is not required. Parents may borrow up to the cost of attendance minus all other financial assistance. The borrower is responsible for paying the interest. To be eligible to receive a PLUS Loan, the parent is required to pass a credit check. The parent may complete a Master Promissory Note at www.studentloans.gov. If a parent is denied a PLUS loan, a dependent student is then eligible for an additional unsubsidized loan 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 actual 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 amounts outstanding for loans at other schools, overall. 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 levels.
- 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 begin repaying the loan because the federal government subsidizes the interest during this time.

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

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

Obtaining a Loan

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

Repaying Your Loan

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

Private Loans

When federal loans and other aid do not cover your cost of education, private or alternative educational

loans are available. Private educational loan programs vary by lender. P.I.T. uses ElmSelect to allow students to compare all their private lender options in one spot. Visit the website to view and apply:

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

Please contact specific lenders to find out about terms and conditions that may apply.

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

COLLEGE AND FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal regulations require P.I.T. to establish and apply standards of financial aid satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. SAP is a federal student aid (FSA) eligibility requirement and is 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 three standards: 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, in the manner 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 that the student has attempted. The requirements are listed below:

Students in a certificate program 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 the cumulative grade point average of 2.0 for any term are placed on Academic Warning. Students placed on Academic Warning are required to meet with their Academic Support Counselor to review their scholastic standing. Students with Academic Warning status may be advised to consider registering for fewer courses until such time that 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 the student attempts 12 credit hours, they must earn a minimum of 8 credit hours to meet the completion ratio.

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

Other than the above requirements for those receiving financial aid, the College does not have a credit hour completion ratio.

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 are unable to complete their certificate program or their associate degree program within the timeframe limitation will be suspended from FSA program eligibility. The maximum timeframe limit may be reevaluated, on a case-by-case basis, by the P.I.T. 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. For financial aid purposes, all credits attempted will be used to determine SAP.

SAP Notification
Students are notified of the SAP policy in the P.I.T. catalog and website. All periods of enrollment at P.I.T. are calculated in SAP, including periods of enrollment 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 who are 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 who are repeating a passed class (D, C, B, A) may use Title IV funds the first time only (i.e., one repetition per passed class to count towards enrollment status). Repeated courses will count toward the qualitative and quantitative progress requirement of SAP. They will also count towards the maximum time frame for eligibility.

Incomplete or Missing Grades
Students receiving federal student aid may receive incomplete or missing grades, as allowed under P.I.T. academic policy. Incomplete and missing grades will count toward the quantitative and maximum timeframe elements of SAP. 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 will be 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 Warning 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
If a student is suspended from financial aid, 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 the conditions of their Financial Ad Probation 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 of which 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 special 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 special circumstance, may prevent a student from achieving satisfactory academic progress. The Academic Support Counselor will submit completed SAP appeal petitions to the Director of Financial Aid for review. If the appeal is approved by the office of Financial Aid, a student will have a probationary period during their next term of at least 5 attempted credit hours during which he or she will receive federal student aid and reestablish eligibility under SAP. The Director of Financial Aid will make the final determination on 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 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 have to be repaid. Each scholarship has its own eligibility criteria such as financial need, academic achievement, the program of study, or a special 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

Presidential Scholarship

Provides $1,000 toward an Associate Degree.

Eligibility:
All Full-Time students enrolled in Associate Degree programs who complete at least nine credits per term or semester and maintain a cumulative GPA of 3.75 or better.

Requirements:
Candidates for the Presidential Scholarship must:
- Complete Financial Aid for the term in which the scholarship is being requested.
- Submit one letter of recommendation from a faculty or staff member of the Pennsylvania Institute of Technology.
- Submit a personal letter that explains the financial need for the scholarship.

Award:
- Twelve (12) Presidential Scholarships will be awarded each year.
- Presidential Scholarships will be awarded in the order they are received each year.

No stipends are allowed.

New Student Scholarship

Provides up to $500 for students entering their first term in any program at P.I.T.

Eligibility
Applicants who are enrolled in their first term at P.I.T.

Requirements
To apply, candidates for the High School Scholarship must:
- Be registered for 9 credits or more.
- Submit a personal essay that explains why you want to go to college and why you chose your program of study.

- Complete Financial Aid (if using) prior to the start of classes.

Award
- An individual may only receive the New Student Scholarship one time.
- New Student Scholarships will be awarded in the order they are received each year.

No stipends are allowed.

Committed Learner Scholarship

Provides $250 for a student who demonstrates a serious commitment to academic success based on a recommendation by an instructor or program manager as well as other listed requirements.

Eligibility:
Applicants who are enrolled in an associate degree program.

Requirements:
To apply, candidates for the Committed Learner Scholarship must:
- Be recommended in writing by an instructor or program manager who has observed the student's commitment to academic excellence.
- *A student's commitment should be measure by the following characteristics:*
    1. High academic achievement
    2. Cooperative and collaborative behavior in class or online
    3. Demonstrates the determination to succeed despite life's challenges
    4. Exhibits the highest level of professional behavior
- Be enrolled in an Associate Degree program.
- Have completed at least one full term of classes.
- Be registered for 9 credits or more.
- Have at least a 3.0 cumulative GPA.
- Complete Financial Aid for the term in which the scholarship is being requested.

Award:
- An individual may only receive the Committed Learner Scholarship once.
- Four (4) Committed Learner Scholarships will be awarded each year.
- Committed Learner Scholarships will be awarded in the order they are received each year.

No stipends are allowed.

Mascot Scholarship

The Pennsylvania Institute of Technology is pleased to announce an exciting new opportunity that will see our next mascot performer receive a scholarship! P.I.T will award scholarship money to the student who is chosen to perform inside the Manny the Monster costume.

Requirements:
To apply, candidates for the Committed Learner Scholarship must demonstrate the following characteristics:
- *Manny the Monster was designed to capture the fun, welcoming, open feel of the P.I.T. community- and the new mascot performer is expected to share those same traits!*
- *We are looking for a student who is high energy, can move comfortably inside the Monster Costume, and is available throughout each term for appearances and video content creation.*
- Applicants will be asked to audition to gauge performance talent.

Tentative Calendar of Mascot Appearances:
- First Tuesday of the Term for the Welcome Back event and/or video creation on Campus

- One Day During Midterms Week to create an atmosphere of school spirit and/or video creation on Campus
- One Day During Finals Week to create an atmosphere of school spirit and/or video creation on Campus
- Breaking news videos for social media as opportunities arise
- Off campus appearances as opportunities arise

Award:
The successful candidate will be awarded at $250/term for each term they are the Mascot. Award is not dependent upon the College scheduling an appearance/event.

No stipends are allowed.

Practical Nursing Academic Excellence Scholarship

Provides up to but not to exceed $450 for the clinical portion of the Practical Nursing program.

Eligibility:
All full-time students accepted into our Practical Nursing Program who have demonstrated academic excellence but have a short-term financial hardship that will force them to withdraw from the program.

Requirements:
Candidates for the Practical Nursing Academic Excellence Scholarship must:
Complete all requirements for acceptance into the Practical Nursing Certificate program:
- Meet class and grade prerequisites
  - C or better in AHT 180 or an accepted TEAS Score
  - C or better in BIO 140 (or equivalent)
- Have submitted (or have proof of submission of) all medical and background clearance
  - ✓ American Databank Account created
  - ✓ Official high school transcript, GED transcript, or PA Department of Education (DOE) Certificate of Preliminary Education (CPE) or proof of request
  - ✓ Negative Drug Screen Results
  - ✓ FBI Clearance including fingerprints
  - ✓ PA Child Abuse Clearance
  - ✓ PA Criminal Record Check
  - ✓ Current Adult, Child and Infant CPR (Healthcare Provider) certification
  - ✓ Mumps, rubella, rubeola, and varicella titers/ Booster vaccination(s) of mumps, rubella, rubeola, and/or varicella if titer non-reactive/non-immune with a repeat titer to verify immunity
  - ✓ Tetanus-diphtheria booster vaccination within the last 10 years
  - ✓ Tuberculosis screening 2 step OR Quantiferon blood test: negative results
  - ✓ Please note: if positive results must provide Chest X-ray result done within last 5 years.
  - ✓ Hepatitis B vaccination series of three (3) doses completed OR in progress
  - ✓ Seasonal Flu vaccine is required
  - ✓ Current Certification in Adult, Infant and Child Healthcare Provider Cardiopulmonary Resuscitation (CPR) (American Heart Association recommended)
  - ✓ Physical exam signed and dated by the healthcare provider.

- Complete all Financial Aid for the Practical Nursing program
- Submit a one-page essay explaining the short-term financial hardship
- The deadline for applications to this scholarship is July

Award:
A Practical Nursing Academic Excellence Scholarship will be awarded "up to" but not to exceed $450 for the clinical portion of the Practical Nursing program. Funds will be applied to the student's account only after PHEAA and PELL grants have been awarded in each term, in order to meet unfulfilled financial needs for the current term. No student stipends or refunds will be released directly to students from funds awarded through a Practical Nursing Academic Excellence Scholarship.

- Practical Nursing Academic Excellence Scholarships will be awarded in the order they are received each year.
- Institutional scholarship awards may not be combined.

No stipends permitted.

Certificate Scholarship

Provides $250 for a student who demonstrates a serious commitment to academic success in a certificate program.

Eligibility:
Applicants who are enrolled in a certificate program.

Requirements:
To apply, candidates for the Certificate Scholarship must:
- Submit a letter of recommendation by an instructor or program director who has observed the student's commitment to academic excellence.
- The student will submit an essay that explains the *student's commitment to academic success measured by the following characteristics:*
    a. High academic achievement
    b. Cooperative and collaborative behavior in class or online
    c. Demonstrates the determination to succeed despite life's challenges
    d. Exhibits the highest level of professional behavior
- Be enrolled in a certificate program.
- Have completed at least one full term of classes.
- Be registered for 6 credits or more.
- Have at least a 3.0 cumulative GPA.
- Complete Financial Aid for the term in which the scholarship is being requested.

Award
- An individual may only receive the Certificate Scholarship one time.
- Four (4) Certificate Scholarships will be awarded each year.
- Certificate Scholarships will be awarded in the order they are received each year.

No stipends are allowed.

Madonna Family Scholarship

This Scholarship, provided by the Madonna Family, provides up to $1000 in scholarship funds to a student in need.

Eligibility for Consideration
Students must have completed a minimum of 30 credits in one of the College's Health Care Programs:
- Allied Health-Clinical Medical Assistant
- Allied Health-Practical Nursing
- Allied Health-Pre-Nursing
- Behavioral Health
- Cannabis Health Therapy
- Diagnostic Medical Sonography
- Health Care Management with Coding Academy
- Health Science
- Physical Therapist Assistant
- Psychology and Human Services
- Clinical Medical Assistant

- Practical Nursing

Interested students must submit:
- a letter of recommendation from an instructor or community leader
- an essay addressed to the Madonna Family Scholarship Fund
  ➢ essay must detail applicant's need/reason for request
  ➢ essay must detail applicant's plan to contribute to their community post-graduation
- Special consideration will be given to single mother's and/or working students

Completed application is due: TBA

Award
- An individual may only receive the Madonna Scholarship one time.
- The Scholarship Committee makes no decisions regarding the awarding of funds from the Madonna Family Scholarship. Scholarships will be awarded exclusively by the Madonna family.

Next Step (Transfer) Scholarship

This scholarship provides up to $500 to a recent P.I.T. graduate towards their transfer to a four-year college or university.

Eligibility:
Candidates must be a P.I.T. alumni.

Requirements:
To apply, candidates for the Next Step Scholarship must:
- Have graduated after P.I.T. within the previous 12 months with a cumulative GPA of 3.0 or higher
- Transfer to a college or university within one year of being awarded this scholarship.

Award:
- Students must submit proof of registration from a new college or university to P.I.T.'s business office within one year of being awarded this scholarship along with a scholarship award letter.
- Scholarship monies will be sent directly to the transfer college or university.

No stipends are allowed.

Notification Letter
Students who are awarded a scholarship will receive an emailed notification, which states the amount to be credited to their student account. The actual award amount will be adjusted not to exceed the recipients' tuition and fees. The amount of a scholarship award may be affected by federal and/or state grants for which the student is determined to be eligible.

Return to Learn Scholarship

Provides $250 for students enrolled and registered in an associate degree at P.I.T.

Eligibility
New applicants enrolled and registered in their first term in an associate degree at P.I.T. who have graduated from high school or obtained their G.E.D. more than one year before enrollment.

Requirements
To apply, candidates for the Return to Learn Scholarship must:
- Be registered for 9 credits or more.
- Submit a personal essay that explains your need for the scholarship.

- Complete Financial Aid (if using) for the term in which the scholarship is being requested.

Award
- An individual may only receive the Return to Learn Scholarship one time.
- Two (2) Return to Learn Scholarships will be awarded each year.
- Return to Learn Scholarships will be awarded in the order they are received each term.

No stipends are allowed.

Out-of-State Scholarship

Provides scholarships for students enrolled and registered in the following Associate's Degrees: Cannabis Business, Cannabis Health Therapy, Cannabis Horticulture, or Health Care Management with Coding Academy.

Eligibility
Applicants who reside outside of the state of Pennsylvania and are enrolled and registered in one of the above-listed Associate Degree programs at P.I.T.

Requirements
To apply, candidates for the Out-of-State Scholarship must:
- Be registered for 9 credits or more each term.
- Maintain a GPA of 3.0 or higher.
- Be a resident of any state outside of Pennsylvania and submit proof of residency.
- Complete Financial Aid (if using) for the term in which the scholarship is being requested.
- An individual may reapply every term for review.

Award
- Four (4) Out-of-State Scholarships will be awarded each year.
- Out-of-State Scholarships will be awarded in the order they are received each term.

No stipends are allowed.

External Scholarship Information:

UPS Scholarship Program

The UPS Foundation created the UPS Educational Endowment Fund at the Foundation for Independent Higher Education (FIHE). Each FIHE-affiliated college awards the UPS Scholarship to any full-time undergraduate student the school chooses. The scholarship may also be divided among multiple recipients. At P.I.T., the Scholarship Committee selects the recipient(s) based on academic achievement and community service. The monetary amount of the yearly award varies.

Other Scholarship Sources
Numerous private scholarships are funded by foundations, corporations, unions, fraternities, and 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.

Web sites include:

Fastweb

FinAid

Scholarships.com

Big Future by the College Board

CollegeNET

UNIGO

GoodCall

VETERANS EDUCATION BENEFITS

Most Programs at P.I.T. are approved for the use of 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 need to 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). This form and a Certificate of Eligibility should be presented to your Financial Aid Advisor as soon as possible before starting classes. 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, or 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 following the receipt of 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 his or her 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., contact Kamira Evans, P.I.T. VA Liaison, at (610)-892-1504 or email kevans@pit.edu; or the Financial Aid Director, Laura Blomgren at (610)-892-1536 or lblomgren@pit.edu.

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

EMPLOYER TUITION REIMBURSEMENT PLANS

Numerous companies offer full or partial tuition reimbursement programs that are designed to assist employees to advance their careers through higher education. Students pay their tuition then receive a full or partial refund from their employer. Students should inquire of their employers for further information.

STUDENT AFFAIRS INFORMATION

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

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

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

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

Academic Support
Student Affairs Coaches are trained and experienced professionals available to all students to provide educational counseling as well as 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 reach out to their Student Affairs Coach for any reason!

Tutoring Services:
Tutoring Services are provided in the Student Success Center by a peer, associate, or professional tutors. Professional tutors are required to 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 whose office is in the Innovation Center.

TRANSFER AND CAREER ASSISTANCE

We are here to assist you in your goals after graduation. Whether you are interested in pursuing a career, transferring to complete your bachelor's degree or both, the Student Affairs Department is committed to helping you realize those goals.

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

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

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

Students are advised that their transcripts may be requested by future employers.

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

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

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

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

Transferring to Four-Year Institutions to Achieve Higher Education:
The Coordinator for Job Placement and College Transfer can also assist students who are looking to further their education and transfer into a four-year college or university. Students need to schedule an initial one-on-one meeting at least one year prior to graduation, especially if students are not certain where they would like to transfer, to meet all four-year institutions' application deadlines.

Degree Job Placement and Transfer to Four-Year Institutions
Lifelong placement services are available to each graduate upon completion of their degree program. Many prominent Delaware Valley companies such as Boeing, Exelon Energy, State Farm Insurance, PENNDOT, Crozier Chester Medical Center, Elwyn Institute, and Southco, as well as many others have employed P.I.T. graduates.

Students and alumni are encouraged to use the resource and reference materials available in the Job Placement and College Transfer Services Office and the P.I.T. Library. Computer terminals for viewing

job postings are in the Library and the Student Resource Center.

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

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

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

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

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

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

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

their last term, they are required to meet with the Coordinator for Job Placement and College Transfer and begin their job search on a part-time basis. The Coordinator for Job Placement and College Transfer will review job search readiness and give suggestions as the student begins the job search.

Transferring to Four-Year Institutions to Achieve Higher Education
The Coordinator for Job Placement and College Transfer can also assist students who are looking to further their education and transfer into a four-year college or university. Students need to schedule an initial one-on-one meeting at least one year prior to graduation, especially if students are not certain where they would like to transfer, to meet all four-year institutions' application deadlines.

Certificate Job Placement
Job placement assistance for Certificate students and alumni is provided by the Coordinator for Job Placement and College Transfer. To engage Certificate students in the job search process, the Coordinator for Job Placement and College Transfer presents to Certificate students during class time, usually in their second term (as pre-arranged with instructors) to cover areas such as resume and cover letter writing, interviewing, interview preparation and the job search. Also addressed are topics such as dressing for success, professionalism, and expectations related to certificate students pursuing and succeeding in a professional position they are likely to pursue with their MA certificate.

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

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

ADDITIONAL STUDENT SUPPORT

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

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

This position also allows you to be a Student Representatives to increase student governance and leadership engagement. As Representatives, you are a liaison between the student body and the college administration as both strive towards the mutual mission of promoting, encouraging, and facilitating student success.

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

Student Success Center/Computer Access

The Student Success Center and the Library provide computer access. The Library offers recreational reading in addition to resources to support the College curricula.

Student Lounge
The College provides a Student Lounge located by the PIT café. Students are encouraged to make use of the lounge and to 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, which is not already 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 interest. Student suggestions for activities should be provided to the Director of Student Affairs. Being a team player is an important aspect of the work environment in today's economy. Therefore, students

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

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

GRANTS SUPPORTING STUDENT AFFAIRS

Student Support Services (SSS)
Student Support Services (SSS) is a federally funded support program that provides a wide range of services, including basic skills instruction, tutoring, and academic support counseling. This program is available to all students who take basic skills courses and who 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
A student is expected to attend every class and laboratory for which he or she has 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 make effective and efficient use of communication and learning tools, such as e-mail and Internet connectivity. P.I.T. will allow the use of these tools for personal activities, providing that this use has no adverse effects on the productivity and work environment of others and does not violate the guidelines established as policy by P.I.T. (see the *Student Handbook*).

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

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

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

Inclement Weather Notification:
During extreme weather conditions, P.I.T. may be closed, have a delayed opening, or an early closing. Students and staff who have provided contact information to the P.I.T. **Emergency Message System** (E.M.S.) will be automatically notified via text alerts, voice messages, or emails. In addition to the E.M.S., students and staff may obtain information from the sources listed below:

The Campus Snow Codes are Day 504 and Evening 2504.

Students and staff may:
- Listen to radio station KYW 1060 AM for the snow codes.
- Visit the P.I.T. website at www.pit.edu for closing information.
- Call (610) 892-1500 for closing information.

Non-Discrimination Policy:
It is the policy of P.I.T. not to discriminate on the basis of sex, disability, race, age, color, religion, national origin, veteran status, or 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) 892-1504; e-mail – kevans@pit.edu.

Parking Policy:

P.I.T. students, faculty, and staff are required to display a valid parking permit when parking 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. The cost for each student parking permit is a one-time fee of $15.00. 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 clearly visible to any official checking your car.

All students must complete the parking permit form before they can purchase 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. Handicapped space usage is governed by the laws of the Commonwealth of Pennsylvania.

Enforcement of the parking rules and regulations is overseen by the Facilities Department and the Director of Student Affairs. Persons who obtain several parking violation notices in an academic term may be subject to the loss of parking privileges or the towing of the vehicle 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 on the College. Regulations concerning appropriate conduct on the part of students are published in the *P.I.T. Student Handbook*. The policies require that student behavior contribute positively to student welfare and safety to enhance the quality of the campus environment and to develop respect for the rights of others. These principles and regulations are designed to advance the goals and objectives of the individual and P.I.T.

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

Satisfactory Academic Progress (SAP) Policy:

See the FINANCIAL AID and SCHOLARSHIP PROGRAMS section of this Catalog.

Student Records

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

1. **The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day P.I.T. receives your access request.** You should submit any such request to the Registrar's Office in writing, identifying the records you wish to inspect. The Registrar's Office will make access arrangements and notify you of the time and place where the records may be inspected. Records customarily open for student inspection will be accessible without a written request.

2. **The right to request the amendment of your education records if you believe them to be inaccurate.** You should submit any such request to the Registrar's Office in writing, clearly identifying the records that you want to have amended and specified the reasons you believe them to be inaccurate. The Registrar's Office will notify you of its decision or any further action that should be taken by you before P.I.T. can issue a decision. If the decision is negative, 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 contained in your education records, except to the extent 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 his or her 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 such 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 at any time, 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 are entitled to file a "Student Academic Information Release Form" available through the ARO. By signing and returning this form to the Registrar's Office, you may authorize P.I.T. to release your grades and other information from your education records to your parents or other individuals. This consent remains in effect until changed in writing with the Registrar's Office. Continuing students who did not fill out the form in their first year may do so at any subsequent time. If you choose not to file the form, you are urged to inform your parents of your decision.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by P.I.T. to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Student Responsibility:

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

Each student is personally responsible for all regulations in this Catalog that may affect academic progress, financial obligations, and 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: https://www.pit.edu/consumer-disclosures/Graduation Rates of Students – Academic Records Office and on the P.I.T. Website: Consumer Disclosures

GRADING SYSTEM

The quality of a student's work is measured by a system of letter grades and cumulative quality points. 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

*Notes: 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 opinion of the instructor, completed assignments or course activities, or both were insufficient to make normal 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 Provost or an Associate Dean of Academic Affairs. 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.

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

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

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

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

Academic Dismissal
Students meeting the criteria for Academic Warning or Probation are referred to the Provost. The Provost will recommend action to the President and Chief Executive Officer. The President and Chief Executive Officer's decision is final.

Readmission:
- **Degree Students**: P.I.T. students who have been enrolled continuously for less than one (1) academic year may apply for readmission by contacting the ARO. Once readmitted, the student will be matriculated under the current academic catalog. Students who return after more than a one (1) academic year absence are considered a new student instead of readmission.

- **Certificate Students:** Certificate students who wish to readmit to the College must email readmit@pit.edu to begin the readmission process. Once this is 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 what financial aid options are available.

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

GRADUATION

P.I.T. hosts the graduate commencement ceremonies for Degree, Practical Nursing, Physical Therapist Assistant, DMS, and CMA students during the spring and fall terms.

Degree Programs:
P.I.T. confers degrees after the end of the fall, winter, spring, and summer terms.

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 prior to the proposed graduation date. The student owns the cap and gown upon graduation.

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

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

Dual Degrees
A P.I.T. student may qualify for dual degrees. To qualify for a second major, a student must:
- Matriculate in the second major immediately after completing the requirements for the first degree.
- Meet all requirements for the second major.
- Complete at least six (6) courses (18 credits) at P.I.T. after completing requirements for a degree in the first major.
- Obtain the written approval for both majors from the appropriate Program Manager(s) and the Dean of Academic Affairs.
- 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.
- Need no more than two (2) outstanding courses (6 credits) to complete their degrees, as confirmed by the Registrar.
- Registered for the outstanding course(s) during the previous term.
- Submitted a *Petition to Graduate* form to the ARO.
- Paid a Graduation Fee to the Business Office.
- Submitted a *Cap and Gown* request to the ARO no later than two (2) months prior to 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 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 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, energies, ideas, service, and support to College functions, activities, organizations, groups, faculty, and staff (presented at the discretion of the Dean 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*
- *Behavioral Health*
- *Cannabis Studies*
- *Clinical Medical Assistant*
- *Diagnostic Medical Sonography*
- *English/Humanities*
- *Walton Hill-Oscar Charles Mathematics*
- *Physical Therapy Assistant*
- *Practical Nursing*
- *Psychology and Human Services*

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.

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

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.

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

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

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

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

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

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

ACADEMIC AFFAIRS STUDENT SUCCESS PROGRAMS

The Academic Affairs Department provides comprehensive student success programs, designed to help students start college with confidence, successfully meet the challenges of college life, 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 Managers 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 for strengthening student's skill levels with individualized learning in Reading, Sentence Structure, Writing, and Arithmetic required by four-year colleges and universities as well as employers.

AEP uses an alternative educational approach enabling students to immediately enroll in a program of study without delay while strengthening these important 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 are 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 alumni that support their educational and lifelong learning goals while providing a gateway to the world of knowledge and information.

Library resources consist of 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. To use print volumes and audiovisual materials, students are welcome to visit the campus.

Alumni have abbreviated 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 who are enrolling for the first time at P.I.T. The on-campus program

eases a student's transition into college life. Students learn about faculty expectations, college policies, academic and student support services, important dates to remember, and how to be a successful college student. Students learn the location of various classrooms and offices, as well as how to access their P.I.T. email and student accounts. Faculty and staff are available to answer questions students may have.

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

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

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

Tutoring - PTA Program
PTA faculty provides individualized and group tutoring in PTA subjects throughout the Academic Year.

Tutoring - Certificate Courses
The certificate faculty provides individualized and group tutoring in CMA throughout the Academic Year.

COLLEGE COMPETENCIES

P.I.T. has specific objectives for each of the courses offered and student learning outcomes for graduates of each Associate Degree and Certificate program. 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 six competencies that enhance degree and certificate programs and general education learning outcomes. The general education courses as well as degree requirements will help students develop and improve their skills in six critical areas. While it's impossible for one course to successfully cover all the competencies, lessons will be embedded in the course objectives of many different courses at different levels of the curricula. This will provide students the opportunity to learn and demonstrate mastery of these competencies.

Students who complete a program of study and graduate from P.I.T. should:

Information Literacy	• Demonstrate competency with information literacy, including how to identify needed information, access the information, evaluate the content, and communicate the information
Critical Thinking	• Be a competent critical thinker who has developed proficiency in conceptualization, analysis, synthesis, evaluation, interpretation, and application of ideas and information.
Communication	• Demonstrate professional communication skills, including presentation techniques.
Mathematical Literacy	• Exhibit the ability to interpret quantitative information and apply appropriate mathematical models to solve problems.
Flexible Thinking	• Display the ability to think, work, and respond in ways characterized by perspective and creativity.
Respect for Diversity	• Be able to identify, evaluate, and integrate influences and social contexts from the perspective of a shared human experience.

Registration and Class Scheduling

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 Program Manager's approval to accommodate cooperative work experiences, employment, and personal needs. Evening classes are held 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 per week while the rest of the course is completed 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 during the designated period on the Academic Calendar. Students who intend to return are encouraged to pre-register to ensure an optimum class schedule and to be reasonably certain of obtaining the classes they want.

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

Registration for each term includes:
- Consulting with an Admissions Specialist (for new students) or a Program Manager (for continuing students) to confirm appropriate courses for the forthcoming term.
- Consulting with the Financial Aid Office each term to finalize eligibility for any needed financial aid and support.
- Paying tuition and fees via the P.I.T. Student Portal or to the Business Office.
- Obtaining an official class schedule from the ARO.
- Purchasing required textbooks and supplies.

PN Program

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

PTA Program

The 12-month, full-time day program classes are scheduled Monday through Friday from 8:30 AM – 3:30 PM. During the last semester of the program, full-time clinical rotations occur (40 hours per week). There is a possibility of day and evening hours during clinical rotations.

CMA Program

Day classes typically meet Monday through Friday from 8:30 AM - 4:30 PM, and evening classes meet Monday, Tuesday, and Thursday from 6:00 PM - 10:00 PM.

Registration is conducted for each new term. The Program Manager or Academic Support Coaches assist students with registration as needed.

Academic Information

An officially registered student has been:

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

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

Student Academic Load:

- **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 he or she has maintained a cumulative GPA of at least 3.0. Written approval by the student's Program Director and an Associate Dean of Academic Affairs is required.

Formation of Sections and Cancellation of Courses

The formation and continuation of class sections and courses of instruction are subject to adequate enrollment. The College administration reserves the right to cancel a course or section, to change the time of the meeting, to subdivide a section, or to combine two (2) or more sections as circumstances may require.

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

Transfer of Credit

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

Transfer Credit for College Coursework

Students who have attended another institution of higher education and who wish to transfer to P.I.T.

must submit an Application for Admission and **official** transcripts of all post-secondary education credits. Transfer applicants may be asked to submit catalogs, including course descriptions, so credits may be evaluated, and an appropriate schedule of courses developed.

Generally, courses considered for transfer to P.I.T. are those earned at institutions accredited by one (1) of the six (6) regional accrediting agencies. The College reserves the right to accept only post-secondary credits for **science courses** that were earned within **five years** from the date of application. The Practical Nursing, Physical Therapist Assistant, and Diagnostic Medical Sonography program have other restrictions on advanced placement 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 who have questions concerning transfer credits should seek assistance from an Associate Dean of Academic Affairs or the Office of Admissions.

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

Advanced placement credit is also awarded to students for prior academic learning and/or work experience. Credits are determined using standardized examinations such as the College Level Examination Program (CLEP), through in-house challenge examinations, or by assessment of the student's work. Students may petition the Associate Dean of Academic Affairs for advanced placement credit. There is an in-house challenge examination fee that is 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 Physical Therapist Assistant programs have other restrictions on advanced placement credits. Please consult their student handbooks for detailed information. Students who have questions concerning 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 that 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 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, especially in Practical Nursing and Physical Therapist Assistant programs. 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.

Slow readers should be prepared to add extra time in reading course materials including textbooks. As an example, to read a page of a textbook for simply understanding the basic concepts students will spend 1-2 minutes per page. To read and fully comprehend a course textbook and thoroughly understand its nuances and relation to other course material, the average reader will need to spend 4-6 minutes per page. A slower reader may need to double that time.

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

Course Audits
If students wish to take a course for enrichment purposes, they may choose to audit the course. They may attend the lectures, take part in the 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 of "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 provide students with the opportunity 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 and are open only to students who have completed at least one term of study and who have the written approval of the instructor and the Program Manager. Objectives, time commitments, and credits awarded are determined through consultation with the instructor subject to the approval by an Associate Dean 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 course as a Directed Study course.

Arrangements for such courses will be made with the individual instructor and must be approved by an 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 regular course, and the grade for the course is determined by the same procedures.

Students who wish to take a course through directed study must have a cumulative GPA of 2.5 or higher, complete the required form available from the ARO, and obtain the written approvals of the instructor, the Program Manager, and an Associate Dean of Academic Affairs.

Change of Program (Curriculum)
To change from one academic program to another, students must obtain a *Change of Program Form* and a copy of their degree evaluation from the ARO. After receiving the approval and signature of their original Program Manager, a student must obtain the approval and signature of the new Program Manager and an Associate Dean of Academic Affairs. The Academic Support Coaches can also assist students with the process.

Students are notified by their new Program Manager 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 are required to consult with the Financial Aid Office before they finalize the change of program 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
To drop a course during the 5-class day Add-Drop Period of the term, the student must obtain an *Add-Drop Form* from the ARO. Courses dropped during the Add-Drop Period do not appear on a student's academic record. Courses may be added within the posted Add-Drop Period of the term. Students should see their Academic Support Coach to assist with the process.

> *Students need to confer with the Financial Aid Office to determine and understand the effect that adding or dropping courses will have on their financial aid status.*

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

> *Students need to confer with the Financial Aid Office to determine and understand the effect that adding or dropping courses will have on their financial aid status.*

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

> *Students need to confer with the Financial Aid Office to determine and understand the effect that adding or dropping courses will have on their financial aid status.*

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

It is important that students are aware that withdrawal may impact their financial aid status. Full-time or part-time status is determined as of the end of the Add-Drop Period. No adjustment of charges will be

granted based on a change of status 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 is used in the calculation of 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.

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

Accredited by:

The Middle States Commission on Higher Education (MSCHE)

3624 Market Street

Philadelphia, PA 19104

(267) 284-5000

MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education

and the Council for Higher Education Accreditation.

The Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street
Alexandria, Virginia 22314
(703) 706-3245
accreditation@apta.org
http://www.capteonline.org

Approved by:

Department of Education, Commonwealth of Pennsylvania as a Two-year College

Pennsylvania State Board of Nursing for the Practical Nursing Program

A Member of:

Access Pennsylvania

Association of Independent Colleges and Universities of

Pennsylvania Cisco Networking Academy

College Board

Council for Opportunity in Education Delaware County

Chamber of Commerce

Hispanic Association of Colleges and Universities (HACU)

National Association of Independent Colleges and Universities

National Council for State Authorization Reciprocity Agreements (NC-SARA)

National Healthcareer Association

National League for Nursing

OCLC (Online Computer Library Center)

Pennsylvania Association of Nonprofit Organizations (PANO)

Pennsylvania Association of Practical Nursing Administrators

Phi Theta Kappa International Honor Society

AUTHORIZED TRAINING AND TESTING SITES

American Red Cross
P.I.T. serves as an American Red Cross authorized provider for the following certification examinations on campus:
- Cardiopulmonary Resuscitation (CPR)
- First Aid

National Healthcareer Association (NHA)
P.I.T. serves as an approved NHA testing site for the following certification examinations on campus:

- NHA Clinical Certification:
    - Certified Clinical Medical Assistant (CCMA)
    - Certified EKG Technician (CET)
    - Certified Phlebotomy Technician (CPT)
    - Certified Patient Care Technician (CPCT)

- NHA Medical Administrative Certification:
    - Certified Billing and Coding Specialist/Certified Medical Administrative Assistant (CBCS/CMAA)
    - Certified Medical Administrative Assistant (CMAA)

COLLEGE PERSONNEL

As of January 1, 2022

EXECUTIVE LEADERSHIP TEAM

H. Matthew Meyers
President
BS, Muhlenberg College
MBA, Western Governors University

Kristin Bernet
Director of the Library
BA, American University
MLIS, Catholic University of America

Laura A. Blomgren
Director of Admissions and Financial
Aid
BS, Goldey-Beacom College
MBA, Goldey-Beacom College

Annamarie Cassidy
Chief Financial Officer
BS, West Chester University
CPA, Commonwealth of
Pennsylvania

Rachelle Chaykin
Associate Dean of Academic Affairs
   and Director of General Studies
BS, University of Delaware
MA, Rutgers University

Kamira A. Evans
Director of Student Affairs and
   Student Support Services Grant
BS, Drexel University
MPA, Villanova University

Fred Fivecoat
Director of Facilities

Craig M. Jacobs
Director of Data & Technology
BS, Drexel University
MA, Temple University

Grace Martinelli
Human Resources Specialist/ Executive Assistant
BA, Kutztown University of Pennsylvania
aPHR Certification, Human Resources Certification
Institute

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

ACADEMIC AFFAIRS LEADERSHIP

Dr. Heather Pfleger
 Chief Academic Officer and Dean of Academic
     Affairs
BA, Rutgers University/Douglass
MBA, Fairleigh Dickinson University
Ed.D., St. John's University

Rachelle Chaykin
Associate Dean of Academic Affairs and
     Online Education
BS, University of Delaware
MA, Rutgers University

Kristin Bernet
Director of the Library
BA, American University
MLIS, Catholic University of America

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

Danielle Giuliano
Director, Practical Nursing
RN, Immaculata University
MSN, Thomas Edison State College
Ph.D., Capella University

Robyn Tarpley
Director, Health and Medical Services
BS, West Chester University
MS, West Chester University

Kelly W. Thompson
Director, Physical Therapist Assistant
PTA, Central Penn College
ATC, West Chester University
MHA, St. Joseph's University

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

Jeffrey Cohen
eLearning and Digital Instruction Coordinator
AAS, Delaware County CC
AA, Delaware County CC
BS, Temple University
MS, Drexel University

Terri Walklett
Coordinator for Academic Assessment
BA, Widener University
MA, Widener University

FULL-TIME FACULTY

Elizabeth Castelli
Academic Enhancement Skills Instructor
BA, Penn State University

Francine Hepler
Academic Coordinator of Clinical Education
PT, University of Delaware
DPT, Temple University
GCS, Board Certified Geriatric Clinical
Specialist

Shirley Kelly
Faculty--Nursing
Medical Assistant
AS, Nursing, DCCC RN
BS, Neumann University RN

Stephen Miller
Faculty—Cannabis Studies
Master Gardener Certification, Colorado State
University

Kathleen Prendergast
Faculty—Nursing
Diploma in Nursing, Ohio Valley General
Hospital School of Nursing
BSN, Allegheny University of the Health
Sciences
Certificate in Clinical Research Operations,
LaSalle University
MSN, Drexel University

Regina Ravert
Faculty—Nursing
BSN, Penn State University
MSN, Widener University

Marianne Schwalbe
Faculty--Nursing
BSN, Immaculata University
RN, Del Tech Institute of Technology
MS, Neumann University

Michael Smith
Instructor – Physical Therapist Assistant
BA, Temple University
PTA, Hahnemann University

Geralyn Swindell
Faculty
BSN, Thomas Jefferson University RN

Scott Voshell
Instructor
PT, University of Pittsburgh
MHS, Drexel University
DPT, Widener University

Kamira A. Evans
Director of Student Affairs, TRIO-SSS Program
Director, Title IX Coordinator
BS, Drexel University
MPA, Villanova University

Teresa Flemming
Academic Support Coach
BA, Neumann College

Garrison Lockley
Academic Support Coach, Tutorial and
Supplemental Instruction Coordinator
BA, Widener University
M.Ed., Widener University

Roswitha Marcher
Academic Support Coach
BA, Widener University
MJ, Widener University School of Law

IMPORTANT COLLEGE NUMBERS

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

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

Financial Aid - (610) 892-1536; FAX: (610) 892-1537

Job Placement Services - (610) 892-1566; FAX: (610) 892-1516

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

Practical Nursing Program – (610) 892-1568

Innovation Center - (610) 892-1503

Student Affairs - (610) 892-1504; FAX: (610) 892-1516

Transfer Services - (610) 892-1566; FAX: (610) 892-1516

SNOW CLOSING CODES
- **KYW 1060 Snow Code – Day 504; Evening 2504**
- **Check the College websites:** http://www.pit.edu **or** http://my.pit.edu**.**
- **Call the General Information numbers listed above.**

DIRECTIONS TO P.I.T.

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

By Car:
- **From Philadelphia, PA, and Camden, NJ:**
  From either the Benjamin Franklin or Walt Whitman Bridges
  I-95 South to I-476 North (Blue Route) towards Plymouth Meeting
  I-476 North to Exit 3 (SWARTHMORE-MEDIA)
  *Turn left at the end of the exit ramp towards Media on Baltimore Pike
  Proceed to the 5th traffic light
  Turn left onto Manchester Avenue (Dunkin' Donuts on left)
  P.I.T. is approximately ½ mile on the right

- **From the Pennsylvania Turnpike (I-276):**
  PA Turnpike (I-276) to I-476 South (Blue Route) towards Chester
  I-476 South to Exit 3 (SWARTHMORE-MEDIA)
  **Turn right at the end of the exit ramp towards Media on Baltimore Pike
  Proceed to the 4th traffic light
  Turn left onto Manchester Avenue (Dunkin' Donuts on left)
  P.I.T. is approximately ½ mile on the right

- **From the Schuylkill Expressway (I-76):**
  Schuylkill Expressway to I-476 South (Blue Route) towards Chester
  I-476 South to Exit 3 (SWARTHMORE-MEDIA)
  **Follow directions for Pennsylvania Turnpike (I-276) above

- **From Delaware:**
  I-95 North to I-476 North (Blue Route) towards Plymouth Meeting
  I-476 North to Exit 3 (SWARTHMORE-MEDIA)
  *Follow directions Philadelphia, PA, and Camden, NJ above

- **From Southern New Jersey (Gloucester and Salem Counties):**
  From the Commodore Barry Bridge, take I-95 North to I-476 North (Blue Route) towards Plymouth Meeting
  I-476 North to Exit 3 (SWARTHMORE-MEDIA)
  *Follow directions 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.

Across the Curriculum

The College's *Across the Curriculum* program prepares students for academic success by including the following elements in the learning outcome requirements for all courses:

- Collaborative Learning
- Communications
- Computer Literacy
- Critical Thinking and Problem Solving
- Ethical Behavior
- Information Literacy and Research
- Mathematical Proficiency
- Professional Competency
- Scientific Reasoning

These learning outcomes will also engage students in actively engaging in the College Competences, which enhances the overall growth of the student.

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

Bachelor Degrees

The College offers two online bachelor's degrees designed to accommodate students seeking a degree but who require maximum flexibility. These programs are the *RN to BSN degree* and the *B.A. in General Studies.*

Associate Degrees

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

Physical Therapist Assistant License

The Physical Therapist Assistant program is a five-semester curriculum that prepares graduates to sit for the National Physical Therapist Assistant Examination (NPTAE). After passing the exam, graduates are qualified for entry-level PTA positions.

Certificates

Practical Nursing Certificate

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

Clinical Medical Assistant Certificate:

- Clinical Medical Assistant is a three-term program that prepares graduates to sit for industry certification examinations.
- Graduates of these Allied Health certificates may further their education at P.I.T. by

completing additional required courses for the respective A.S. in AHT degrees.

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

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

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

Each Gen Ed course carries three (3) credits. Degree students must earn a minimum of 21 credits in Gen Ed requirements:
- Two (2) courses in English (6 credits)
- Two (2) courses in Mathematics (6 credits), AND
- Three (3) courses in the Humanities and Social Sciences (9 credits).

English Competencies – Required: 6 credits

ENG 108	ENG 215
English Composition	Analytical Writing

Mathematics/Quantitative Analysis Competencies – Required: 6 credits

Allied Health

MTH 130	MTH207
Mathematics for Health Care Professionals	Statistics

Behavioral Health

MTH 130	MTH207
Mathematics for Health Care Professionals	Statistics

Cannabis Studies: Business

MTH 145	MTH207
College Algebra & Trigonometry	Statistics

Cannabis Studies: Health

MTH 130	HCM221
Mathematics for Health Care Professionals	Statistics for Healthcare

Cannabis Studies: Horticulture

MTH 145	MTH207
College Algebra & Trigonometry	Statistics

Diagnostic Medical Sonography

MTH 145	PHS260
College Algebra & Trigonometry	Physics for Sonography

General Studies

MTH 145	MTH207
College Algebra & Trigonometry	Statistics

Health Care Management

MTH 130 Mathematics for Health Care Professionals	HCM221 Statistics for Healthcare

Health Science

MTH 130 Mathematics for Health Care Professionals	MTH 145 College Algebra & Trigonometry

Psychology and Human Services

MTH 130 Mathematics for Health Care Professionals	MTH207 Statistics

Humanities and Social Science Competencies - Required: 9 credits

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

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

Humanistic writings and social science research continue to provide a solid foundation for exploring and understanding the way cultures and individuals interact.

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

HIS 180 History of Religion	SOC 103 Introduction to Sociology

Note: If you have questions about any of these humanities courses, please contact the Associate Dean.

Bachelor-Level Degrees

General Studies (GEN)

Bachelor of Arts
Format: Online
Scheduling: Full-Time, Part-Time

A bachelor's degree in General Studies is characterized by a multidisciplinary curriculum. Students explore the arts, sciences, and humanities to earn a thoroughly robust education. A general studies program focuses on marketable and transferable skills like analytical thinking, flexible problem solving, and communication.

A General Studies degree also offers a high level of customization. If students know what career path they are interested in, they can choose courses that teach career-specific skills and competencies. Alternatively, if students are undecided about the type of career they want to pursue, they can select a broad course of study.

Programmatic Learning Outcomes

Upon completion of the program requirements for the General Studies degree, students will be able to demonstrate success in meeting the following learning outcomes:

1. Effectively analyze and synthesize the relationship between multiple disciplines of study.
2. Identify and recognize cultural differences and the impact of an educated citizen and responsible member in a global society.
3. Demonstrate the ability to effectively communicate ideas using various media (oral, written, visual) and information technologies.
4. Analyze the arts and media in social, cultural, technical, and entertainment contexts.
5. Describe contemporary global problems within their historical, cultural, and cultural contexts and the similarities, differences, and interdependencies.
6. Identify and apply critical thinking skills to solve problems effectively.
7. Describe and analyze multiple perspectives on social and cultural change and assess the strengths and weaknesses of conflicting points of view.

Students can transfer up to 90 credits for this degree.

GENERAL STUDIES (GEN)
Bachelor of Arts (B.A.)
Recommended Course Sequence

TERM 1

		Lecture	Lab	Credits
COM 108	Communications and Social Interaction	3	0	3
ENG 108	Composition	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 2

		Lecture	Lab	Credits
_____	History/Political Science Elective	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
_____	Science Elective	3	1	4
TERM TOTAL		**9**	**1**	**10**

TERM 3

		Lecture	Lab	Credits
_____	Mathematics Elective	3	0	3
PSY 105	Introduction to Psychology	3	0	3
_____	Arts, Culture, & Language Elective	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 4

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
_____	Arts, Culture, & Language Elective	3	0	3
PSY 109	Human Growth and Development	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 5

		Lecture	Lab	Credits
BUS 247	Macroeconomics	3	0	3
_____	History/Political Science Elective	3	0	3
_____	Science Elective	3	1	4
TERM TOTAL		**9**	**1**	**10**

TERM 6

		Lecture	Lab	Credits
_____	Arts, Culture, & Language Elective	3	0	3

		Lecture	Lab	
MTH 207	Statistics	3	0	3
SOC 103	Introduction to Sociology	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 7

Credits		Lecture	Lab	
_____	History/Political Science Elective	3	0	3
_____	Arts, Culture, & Language Elective	3	0	3
_____	Science Elective	3	1	4
TERM TOTAL		**9**	**1**	
10				

TERM 8

Credits		Lecture	Lab	
_____	Psychology/Sociology Elective	3	0	3
_____	Arts, Culture, & Language Elective	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 9

Credits		Lecture	Lab	
_____	Arts, Culture, & Language Elective	3	0	3
_____	Arts, Culture, & Language Elective	3	0	3
_____	History/Political Science Elective (UL)[1]	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 10

Credits		Lecture	Lab	
_____	Free Elective (UL)	3	0	3
_____	Interdisciplinary Elective (UL)	3	0	3
_____	Arts, Culture, & Language Elective (UL)	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 11

Credits		Lecture	Lab	
_____	Arts, Culture, & Language Elective (UL)	3	0	3
_____	Interdisciplinary Elective (UL)	3	0	3
_____	History/Political Science Elective (UL)	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 12

Credits		Lecture	Lab	
_____	Free Elective (UL)	3	0	3

[1] UL = Upper Level (300 & 400 Level Courses)

		Lecture	Lab	
_____	Interdisciplinary Elective (UL)	3	0	3
_____	Arts, Culture, & Language Elective (UL)	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 13

		Lecture	Lab	
Credits				
_____	Free Elective (UL)	3	0	3
_____	Interdisciplinary Elective (UL)	3	0	3
_____	Arts, Culture, & Language Elective (UL)	3	0	3
TERM TOTAL		**9**	**0**	**9**

PROGRAM TOTAL		**117**	**3**	**120**

RN to BSN Degree

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

The new RN-to-BSN program is designed to provide registered professional nurses (R.N.'s) the educational foundation required to enhance job opportunities and be better prepared for leadership and management roles in a healthcare setting.

Online program delivery provides working RNs with the flexibility to navigate the challenges of balancing work and education. Even as an online student at P.I.T., students are afforded all the same support services as in-class students, including access to the physical and online libraries, individual academic coaching, a designated financial aid advisor, one-on-one live video tutoring, and more.

Programmatic Learning Outcomes

Upon completion of the program requirements for the General Studies degree, students will be able to demonstrate success in meeting the following learning outcomes:

1. Utilize the student's liberal education to integrate knowledge, skills, and values from the arts and sciences to provide humanistic, safe quality care; to act as advocates for individuals, families, groups, communities, and/or populations; and to promote social justice from a foundation of professional values and standards.

2. Identify, assess, and evaluate practice in care delivery models based on contemporary nursing science and are feasible within current cultural, economic, organizational, and political perspectives.

3. Integrate reliable evidence from multiple ways of knowing to inform practice and make clinical judgments. In collaboration with other healthcare team members, graduates participate in documenting and interpreting evidence for improving patient outcomes.

4. Demonstrate competence in using both patient care technologies and information management systems.

5. Demonstrate an understanding of healthcare's broader context, including how patient care services are organized and financed and how reimbursement is structured. Describe the scope and role of these agencies and how healthcare issues are identified, how healthcare policy is both developed and changed, how that process can be influenced through the efforts of nurses and other healthcare professionals and lay and special advocacy groups.

6. Demonstrate competent and confident interactions and communication skills to improve teamwork, collaboration, practice, and patient outcomes.

7. Identify determinants of health, prioritize primary prevention, when possible, actively identify and reach out to those who might benefit from a service, and use available resources to assure the best overall improvement in the health of the population.

8. Demonstrate professional values and value-based behavior to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability, including accountability for oneself and nursing practice, professional engagement, and lifelong learning.

Students can transfer up to 50 credits for this degree.
*Students will receive 40 credits towards the completion of the program with their **active** RN license.*

RN to B.S.N. Program
Bachelor of Science (B.S.N.)
Recommended Course Sequence

Students who enroll in this program will provide documented proof of a current RN license. This license is the equivalent of **40 credits**.

TERM 1

		Lecture	Lab	Credits
MTH 130	Mathematics for Healthcare Professionals	3	0	3
SOC 103	Introduction to Sociology	3	0	3
PSY 105	Introduction to Psychology	3	0	3
_____	English Elective (100/200)	3	0	3
TERM TOTAL		**12**	**0**	**12**

TERM 2

		Lecture	Lab	Credits
_____	Science Elective	3	1	4
PSY 109	Human Growth & Development	3	0	3
COM 108	Communications and Social Interaction	3	0	3
IGH 230	Holistic Nutrition	3	0	3
TERM TOTAL		**12**	**1**	**13**

TERM 3

		Lecture	Lab	Credits
_____	Humanities Elective (100/200 level)	3	0	3
PSY 204	Psychology of Gender & Culture	3	0	3
_____	Interdisciplinary Elective (300 or 400 level)	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 4

		Lecture	Lab	Credits
COM 304	Cross-Cultural Communications	3	0	3
CAT 308	Medical Cannabis and Pain Management	3	0	3
IGH 368	Stress Management for Healthcare Providers	2	0	2
_____	Interdisciplinary Elective (300/400 level)	3	0	3
TERM TOTAL		**11**	**0**	**11**

TERM 5

		Lecture	Lab	Credits
ENG 350	Writing for Nurses	3	0	3
IGH 346	Wellness Coaching	3	0	3
_____	Interdisciplinary Elective (300 or 400 level)	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 6

	Lecture	Lab	Hours Clinical	Credits
NUR 305	Economics of Healthcare	2	0	2
NUR 310	Introduction to Research & Informatics	3	0	3

NUR 315	Population Health Nursing/Clinical 4	3	0	45	
TERM TOTAL		**8**	**0**	**45 (1 cr)**	**9**

TERM 7		Lecture	Hours Lab	Clinical	Credits
NUR 405	Nursing Leadership	3	0	45	4
NUR 410	Global Health Policy	2	0	0	2
NUR 415	Genetics in Nursing	2	0	0	2
TERM TOTAL		**7**	**0**	**45 (1 cr)**	**8**

TERM 8		Lecture	Hours Lab	Clinical	Credits
NUR 420	Ethical Issues in Healthcare	3	0	0	3
NUR 440	Holistic Health Nursing	3	0	0	3
NUR 450	Nursing Capstone	3	0	0	3
TERM TOTAL		**9**	**0**	**0**	**9**

PROGRAM TOTAL		**77**	**1**	**90 (2 cr)**	**80**
		RN License	**40**		
			120 Credits		

Associate Degrees

ALLIED HEALTH (AHT)
Associate in Science (A.S.)

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

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

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

Students pursuing an A.S. Degree in AHT can expect maximum opportunities for health care 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 that will enhance their career mobility in the health care setting. Students who are interested in a broad understanding of Allied Health can major without a concentration. This degree also prepares students to pursue further education at the bachelor's degree level.

Programmatic Learning Outcomes:
The major objectives of an A.S. Degree in AHT are as follows:

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

A.S. Allied Health Degrees
- Clinical Medical Assistant
- Practical Nursing

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

ALLIED HEALTH (AHT)

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

TERM 1

		Lecture	Lab	Credits
BIO 105	General Biology	3	0	3
BIO 106	General Biology Laboratory	0	1	1
ENG 108	Composition	3	0	3
SIT 203	Basic Office Software Applications	2	1	3
TERM TOTAL		**8**	**2**	**10**

TERM 2

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
MTH 130 Or	Mathematics for Health Care Professionals	3	0	3
MTH 145	College Algebra and Trigonometry			
TERM TOTAL		**9**	**0**	**9**

TERM 3

		Lecture	Lab	Credits
COM 108	Communications & Social Interaction	3	0	3
MTH 207	Statistics	3	0	3
PSY 109	Human Growth and Development	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 4

		Lecture	Lab	Credits
CHM 105	General Chemistry	3	0	3
CHM 106	General Chemistry Laboratory	0	1	1
PSY 105	Introduction to Psychology	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		**9**	**1**	**10**

TERM 5

		Lecture	Lab	Credits
BIO 135	Anatomy and Physiology I	3	1	4
HCM 107	Introduction to Health Care Management	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		**9**	**1**	**10**

TERM 6

		Lecture	Lab	Credits
BIO 136	Anatomy and Physiology II	3	1	4
BUS 116	Introduction to Human Resources	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		**9**	**1**	**10**

TERM 7

		Lecture	Lab	Credits
HCM 219	Health Care Law and Ethics	3	0	3
MOT 115	Health Care in a Transcultural Environment	3	0	3
TERM TOTAL		**6**	**0**	**6**
PROGRAM TOTAL		**59**	**5**	**64**

(Effective October 2020)
Associate in Science (A.S.)
Recommended Course Sequence

TERM 1

	Lecture	Lab	Credits
BIO 105 General Biology	3	0	3
BIO 106 General Biology Laboratory	0	1	1
ENG 108 Composition	3	0	3
SIT 203 Basic Office Software Applications	2	1	3
TERM TOTAL	**8**	**2**	**10**

TERM 2

	Lecture	Lab	Credits
HUM 140 Critical Thinking in the Modern Age	3	0	3
ENG 215 Analytical Writing	3	0	3
MTH 130 Mathematics for Health Care Professionals	3	0	3
TERM TOTAL	**9**	**0**	**9**

TERM 3

	Lecture	Lab	Credits
MTH 207 Statistics	3	0	3
PSY 105 Introduction to Psychology	3	0	3
MOT 115 Healthcare in a Transcultural Environment	3	0	3
TERM TOTAL	**9**	**0**	**9**

TERM 4

	Lecture	Lab	Credits
CHM 105 General Chemistry	3	0	3
CHM 106 General Chemistry Laboratory	0	1	1
PSY 109 Human Growth and Development	3	0	3
TERM TOTAL	**6**	**1**	**7**

TERM 5

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

TERM TOTAL   **8**   **2**   **10**

TERM 6

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

TERM TOTAL   **6**   **4**   **10**

TERM 7

		Lecture	Clinical	Credits
CMA 250	Clinical Medical Assistant Externship	1	180 hours (3 cr)	4
CMA 248	Health Coaching and Communication	3	0	3

TERM TOTAL   **4**   **3**   **7**

PROGRAM TOTAL	**50**	**12**	**62**

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

TERM 1

		Lecture	Lab	Credits
BIO 140	Anatomy & Physiology for Practical Nursing	4	1	5
ENG 108	Composition	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3
TERM TOTAL		**10**	**1**	**11**

TERM 2

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

TERM 3

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

TERM 4

		Lecture	Lab	Credits
MTH 207	Statistics	3	0	3
_____	Humanities Elective	3	0	3
TERM TOTAL		**6**	**0**	**6**

TERM 5

		Lecture	Hours Lab	Hours Clinical	Credits
NUR 106	Introduction to Nursing Practice	75	120	120	11
NUR 112	Role Development of the Practical Nurse I	15	0	0	1
TERM TOTAL		**90**	**120**	**120**	**12**

TERM 6

		Lecture	Hours Lab	Hours Clinical	Credits
NUR 121	Nursing Practice I	45	45	240	8.5
NUR 114	Intravenous Therapy	15	15	0	1.5
NUR 117	Pharmacology for Practical Nurses I	15	30	0	2
TERM TOTAL		**75**	**90**	**240**	**12**

TERM 7		Hours Lecture	Hours Lab	Clinical	Credits
NUR 122	Nursing Practice II	90	0	240	10
NUR 119	Pharmacology for Practical Nurses II	15	30	0	2
TERM TOTAL		**105**	**30**	**240**	**12**

TERM 8		Hours Lecture	Hours Lab	Clinical	Credits
NUR 129	Nursing Practice III	105	0	240	11
NUR 132	Role Development of the Practical Nurse II	45	0	0	3
TERM TOTAL		**150**	**0**	**240**	**14**
PROGRAM TOTAL		**420**	**240**	**840**	**50**

Associate in Science (A.S.)
Recommended Course Sequence
Effective January 2022
Format: Online, Hybrid, Traditional
Scheduling: Full-Time and Part-Time

TERM 1

		Lecture	Hours Lab	Credits
BIO 140	Anatomy & Physiology for Practical Nursing	4	1	5
ENG 108	Composition	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3
TERM TOTAL		**10**	**1**	**11**

TERM 2

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

TERM 3

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

TERM 4

		Lecture	Hours Lab	Credits
MTH 207	Statistics	3	0	3
_____	Humanities Elective	3	0	3
TERM TOTAL		**6**	**0**	**6**

TERM 5

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

TERM 6

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

TERM 7

		Hours Lecture	Hours Lab	Clinical	Credits
NUR 162	Intravenous Therapy	15	15	0	1.5
NUR 165	Nursing Practice Specialties	45	45	240	8.5
NUR 167	Clinical Concepts of Pharmacology	15	30	0	2
TERM TOTAL		**75**	**90**	**240**	**12**

TERM 8		Hours Lecture	Hours Lab	Clinical	Credits
NUR 170	Acute and Complex Care of Adults	105	0	240	11
NUR 175	Practical Nursing Capstone	45	0	0	3
TERM TOTAL		**150**	**0**	**240**	**14**
PN PROGRAM TOTAL		**420**	**240**	**840**	**50**
A.S. + PN PROGRAM TOTAL		**59**	**11**	**14**	**84**

ALLIED HEALTH – 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 enabling students to acquire the skills required to prepare for a successful nursing career. Courses in this program are taught by highly experienced instructors as well as 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 first term of this program if they have submitted documentation that they have met the required TEAS threshold scores and they 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.

Learning Objectives
1. Demonstrate a strong foundation in health-related sciences, applied mathematics, English, humanities, and social sciences that are required in health care 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, and chemical bonding and ionization,
5. Understand the functional anatomy of the human body and associated kinesiology,
6. Gain an appreciation for the delivery of health care in the 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, but not limited to, 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.

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

TERM 1

		Lecture	Lab	Credits
AHT 180	TEAS Test Preparation	2	1	3
BIO 140	Anatomy & Physiology for Practical Nursing	4	1	5
TERM TOTAL		**6**	**2**	**8**

TERM 2

		Lecture	Lab	Credits
ENG 108	English Composition	3	0	3
MTH 130	Mathematics for Healthcare	3	0	3
BIO 105	General Biology	3	0	3
BIO 106	General Biology Laboratory	0	1	1
TERM TOTAL		**9**	**1**	**10**

TERM 3

		Lecture	Lab	Credits
COM 108	Communications & Social Interaction	3	0	3
MTH 207	Statistics	3	0	3
PSY 109	Human Growth and Development	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 4

		Lecture	Lab	Credits
PSY 105	Introduction to Psychology	3	0	3
HCM 107	Introduction to Health Care Management	3	0	3
SIT 203	Basic Office Software Applications	2	1	3
TERM TOTAL		**8**	**1**	**9**

TERM 5

		Lecture	Lab	Credits
BEH 101	Introduction to Behavioral Health	3	0	3
ENG 215	Analytical Writing	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 6

		Lecture	Lab	Credits
HCM 219	Health Care Law and Ethics	3	0	3
MOT 115	Health Care in a Transcultural Environment	3	0	3
PSY 204	Psychology of Gender and Culture	3	0	3

	Lecture	Lab	Credits
TERM TOTAL	**9**	**0**	**9**

TERM 7

	Lecture	Lab	Credits
BEH 107 Mental Health Disorders	3	0	3
CHM 105 General Chemistry	3	0	3
CHM 106 General Chemistry Laboratory	0	1	1
TERM TOTAL	**6**	**1**	**7**
PROGRAM TOTAL	**56**	**5**	**61**

BEHAVIORAL HEALTH (BEH)

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

Students who are interested in working in the dynamic and fulfilling field of Health Services will benefit from our Behavioral Health program. Our program provides a solid foundation and understanding of behavior, mental disorders, social programs, and treatment options in the United States.

Students who major in Behavioral Health study several treatment models and theories that emphasize the collaborative nature of health services. Coursework emphasizes the way behavioral health has evolved since health professionals identified disorders and began to understand that treatment was a vital role in improving the individual as well as society as a whole. Political issues, such as the war on drugs, the deficiency of government funding for mental health programs, and the rise of public awareness are addressed. Specific attention is paid to the way science has changed the way behavioral health issues are understood and treated. Additionally, the ability to communicate effectively is highlighted to improve connections between families, individuals, cultural groups, and behavioral health specialists.

Employment Opportunities: Graduates of this program are often employed in entry-level positions in a range of different fields, including Substance Abuse Counselors, Behavioral Disorder Counselors, Social Service Assistants, Program Administrators, and Human Service Assistants.

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

Student Learning Outcomes:

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

1. Demonstrate an understanding of the evolution of how mental health has been perceived in the United States over the past hundred years.
2. Exhibit the highest levels of professional communication skills and intercultural behaviors.
3. Develop a critical self-awareness to understand the influence of personal biases and values when interacting with diverse groups.
4. Identify ways in which oppression, privilege, discrimination, and social and economic disadvantage contribute to inequalities and injustices within the health services system.
5. Critically evaluate issues and concepts related to behavioral health.
6. Evaluate the credibility of research data as well as sources of information.
7. Foster the development of ethical standards.
8. Identify appropriate methods for working with clients to improve their psycho-social experiences and daily living.

BEHAVIORAL HEALTH (BEH)

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

TERM 1

		Lecture	Lab	Credits
BEH 101	Introduction to Behavioral Health	3	0	3
ENG 108	Composition	3	0	3
SIT 203	Basic Office Software Applications	2	1	3
TERM TOTAL		**8**	**1**	**9**

TERM 2

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
PSY 105	Introduction to Psychology	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 3

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

TERM 4

		Lecture	Lab	Credits
BEH 203	Counseling Theories and Techniques	3	0	3
COM 108	Communications and Social Interaction	3	0	3
BEH 107	Mental Health Disorders	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 5

		Lecture	Lab	Credits
BEH 123	Trends in Developmental Disabilities	3	0	3
BEH 217	Behavioral Approaches	3	0	3
BIO 112	Introduction to Anatomy and Physiology	3	1	4
TERM TOTAL		**9**	**1**	**10**

TERM 6

		Lecture	Lab	Credits
BEH 221	Resolution-based Counseling Skills	3	0	3
BEH 229	Family Counseling	3	0	3
MTH 207	Statistics	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 7

		Lecture	Lab	Credits
CRJ ___	Criminal Justice Elective	3	0	3
BEH 215	Behavioral Health Care Management	3	0	3
_____	Free Elective	3	0	3
TERM TOTAL		**9**	**0**	**9**

PROGRAM TOTAL		**62**	**2**	**64**

Cannabis Studies: Business (CAB)

Associate of Science Degree
Format: Traditional, Hybrid, Online
Scheduling: Full-Time and Part-Time

The goal of this program is to provide committed learners with a 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 their own business, work for a dispensary or grow operation, or transfer credits to a university to earn a bachelor's degree!

Legal cannabis is currently the greatest job-creation machine in America. The cannabis workforce increased by 21% in 2017. It gained another 44% in 2018. We expect at least another 20% growth in jobs in 2019. That would represent a 110% growth in cannabis jobs in just three years.

Students will focus on a combination of pathways to determine the most favorable path for their careers. 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 business models as well as small business models.

Programmatic 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 as well as recognize the implications of medical legalization and its impact on healthcare

2. Differentiate the benefits of medical marijuana for different health issues

3. Explore and understand the legal challenges of working in the cannabis industry or consuming cannabis-based health products

4. Analyze and assess the research on medicinal effects of marijuana products

5. Compare and contrast other alternative health treatments that can be used in conjunction with medical marijuana

6. Evaluate the commercial hemp market for potential business opportunities

7. Recognize and apply the tenets of professional ethical responsibility

8. Analyze marketing techniques to determine the most appropriate strategies.

9. Employ the use of accounting software and reports within the context of a cannabis business environment.

10. Develop a clear understanding of the horticulture and botany associated with cannabis

CANNABIS STUDIES: BUSINESS

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

TERM 1

		Lecture	Lab	Credits
CAT 109	The Politics, History, and Ethics of the Cannabis Industry	3	0	3
ENG 108	Composition	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 2

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
CAT 108	The Science of Medical Cannabis	3	0	3
CAT 101	Introduction to Alternative Health Therapies	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 3

		Lecture	Lab	Credits
CAT 140	Alternative Health Therapies I	3	1	4
CAT 131	Legal Aspects of Alternative Health Therapies	3	0	3
BUS 113	Introduction to Business	3	0	3
TERM TOTAL		**9**	**1**	**10**

TERM 4

		Lecture	Lab	Credits
CAT 145	Alternative Health Therapies II	3	1	4
CAT 200	Alternative Therapeutic Health Horticulture I	2	1	3
CAT 225	Marketing Alternative Health Therapies	3	0	3
TERM TOTAL		**8**	**2**	**10**

TERM 5

		Lecture	Lab	Credits
SIT 203	Basic Office Software Applications	2	1	3
CAT 210	Alternative Therapeutic Health Horticulture II	2	1	3
CAT 180	Managing Retail Services & Dispensaries	3	0	3
TERM TOTAL		**7**	**2**	**9**

TERM 6

		Lecture	Lab	Credits
BUS 211	Financial Accounting	3	0	3
MTH 145	College Algebra and Trigonometry	3	0	3
BUS 247	Principles of Macro-Economics	3	0	3

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

<u>**TERM 7**</u>

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

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

PROGRAM TOTAL	**60**	**5**	**65**

Cannabis Studies: Health Therapy (CAT)

Associate of Science Degree
Format: Traditional, Hybrid, Online
Scheduling: Full-Time and Part-Time

The goal of this program is 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 a variety of illnesses. In the state of Pennsylvania, there are currently 20 diagnoses that allow patients to enter the medical cannabis program. The active chemicals in medical marijuana are called Cannabinoids, and they are similar to chemicals the body makes naturally that affect appetite, memory, movement, and pain. These cannabinoids bind to receptors in the Endocannabinoid System.

The Endocannabinoid (EC) System impacts the way 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 will qualify for either placement into the medical cannabis field or transfer to complete their four-year degree in healthcare, allied health, or botany.

Programmatic Learning Outcomes

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

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

CANNABIS STUDIES: HEALTH THERAPY TRACK

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

TERM 1

		Lecture	Lab	Credits
CAT 109	The Politics, History, and Ethics of the Cannabis Industry	3	0	3
ENG 108	Composition	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 2

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
CAT 108	The Science of Medical Cannabis	3	0	3
CAT 101	Introduction to Alternative Health Therapies	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 3

		Lecture	Lab	Credits
CAT 140	Alternative Health Therapies I	3	1	4
CAT 131	Legal Aspects of Alternative Health Therapies	3	0	3
BUS 113	Introduction to Business	3	0	3
TERM TOTAL		**9**	**1**	**10**

TERM 4

		Lecture	Lab	Credits
CAT 145	Alternative Health Therapies II	3	1	4
CAT 200	Alternative Therapeutic Health Horticulture I	2	1	3
CAT 225	Marketing Alternative Health Therapies	3	0	3
TERM TOTAL		**8**	**2**	**10**

TERM 5

		Lecture	Lab	Credits
BIO 112	Introduction to Anatomy and Physiology	3	1	4
CAT 210	Alternative Therapeutic Health Horticulture II	2	1	3
CAT 180	Managing Retail Services & Dispensaries	3	0	3
TERM TOTAL		**8**	**2**	**10**

TERM 6

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

TERM TOTAL	6	1	7

TERM 7

	Lecture	Lab	Credits
COM 108 Communications and Social Interaction	3	0	3
HCM 221 Health Care Statistics	3	0	3
PSY 105 Introduction to Psychology	3	0	3
TERM TOTAL	**9**	**0**	**9**

PROGRAM TOTAL	58	6	64

Cannabis Studies: Horticulture (CAH)

Associate of Science Degree
Format: Traditional, Hybrid, Online
Scheduling: Full-Time and Part-Time

The goal of this program is 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 their own business, work for a dispensary or grow/extraction operation, or transfer credits to a university to earn a bachelor's degree!

Legal cannabis is currently the greatest job-creation machine in America. The cannabis workforce increased by 21% in 2017. It gained another 44% in 2018. We expect at least another 20% growth in jobs in 2019. That would represent a 110% growth in cannabis jobs in just three years.

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

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

1. Interpret the history and legal issues of cannabis in Pennsylvania, New Jersey, and Delaware compared to other states as well as recognize the implications of medical legalization and its impact on healthcare.

2. Differentiate the benefits of medical marijuana and its applications to qualifying medical conditions.

3. Explore and understand the legal requirements of working in the cannabis industry or consuming cannabis-based health products.

4. Analyze and assess the research on the medicinal effects of marijuana products.

5. Compare and contrast various cannabis growing methods and irrigation systems.

6. Identify opportunities in hemp-based agriculture.

7. Recognize and apply the tenets of professional ethical responsibility

8. Analyze planting techniques to determine the most appropriate strategies specific to the cannabis strain.

9. Develop a clear understanding of the horticulture and botany associated with cannabis.

10. Discuss how the laws and policies related to cannabis agriculture have evolved during the 20th and 21st centuries.

Cannabis Studies: Horticulture (CAH)

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

TERM 1

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

TERM 2

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

TERM 3

		Lecture	Lab	Credits
CAT 178	Soil Fertility & Growing Mediums	2	1	3
CAT 188	Irrigation Principles and Practices	3	0	3
HUM 140	Critical Thinking in the Modern Age	3	0	3
TERM TOTAL		**8**	**1**	**9**

TERM 4

		Lecture	Lab	Credits
CAT 208	Plant Genetics and Breeding	3	1	4
CAT 200	Alternative Therapeutic Health Horticulture I	2	1	3
MTH 145	College Algebra and Trigonometry	3	0	3
TERM TOTAL		**8**	**2**	**10**

TERM 5

		Lecture	Lab	Credits
CAT 210	Alternative Therapeutic Health Horticulture II	2	1	3
CAT 131	Legal Aspects of Alternative Health Therapies	3	0	3
SIT 203	Basic Office Software Applications	2	1	3
TERM TOTAL		**7**	**2**	**9**

TERM 6

		Lecture	Lab	Credits
BUS 211	Financial Accounting	3	0	3

CAT 213	Introduction to Agribusiness	3	0	3
CAT 228	Plant Harvest and Extraction	2	1	3
TERM TOTAL		**8**	**1**	**9**

TERM 7

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

PROGRAM TOTAL	**58**	**7**	**65**

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

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

The Diagnostic Medical Sonography Program at PIT is committed to serving the local community and students in providing for the training of necessary job skills, and the proper education needed to fulfill the duties of a diagnostic medical sonographer. The program is also committed to graduate students capable of attaining the status of Registered Diagnostic Medical Sonographer. The program provides access and equal opportunity to all qualified individuals who apply.

A balanced curriculum of general didactic and practicum courses offers the student an opportunity for cultural development, as well as occupational competence. Clinical sites include major hospitals, affiliates, and clinics. Practicum sites will be assigned by the department chair and faculty.

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

1. Demonstration of practical application in the professional and technical aspects of patient care related to medical sonography.
2. Skills in demonstrating respect for interpersonal relationships, including moral and ethical responsibilities to increase effective communication and empathy for the patient.
3. Provision for an understanding of the goals, philosophies, and organization of the sonography and affiliate diagnostic sonography departments; and an appreciation of the career in medical sonography through knowledge of medical history, as well as the evolution of sonographic technology and its professional organizations.
4. Proficiency in comprehending the principles of the various modalities of imaging available to the profession. Recognizing the common factors in the production of a sonographic image regardless of the imaging system used.
5. Ability to maintain and/or troubleshoot malfunctions in processing systems, evaluate sonograms for the presence of artifacts, and correct or compensate for the cause.
6. Proficiency in applying the principles of structure and function within the human body. A comprehensive study of the physiology of the various systems. Ability to correlate the anatomy from a sectional standpoint.
7. Ability to comprehend medical terminology, follow directions, and communicate effectively with others.
8. An understanding of disease entities and their influence on sonographic techniques, enabling the student to produce optimum diagnostic sonograms and insure effective care to the patient.
9. Familiarization with routine sonographic procedures and supplementary techniques such as radiology, conventional tomography, computerized axial tomography, angiography, nuclear medicine, radiation therapy, and magnetic resonance imaging.
10. Assure that both practicum and didactic education relate to practice needs, prepare competent and humane sonographers, and foster mutual appreciation and collaboration among the health professions.
11. Competence in cardiopulmonary resuscitation.
12. To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
ASSOCIATE in SCIENCE (A.S.) DEGREE PROGRAM
October 2021

RECOMMENDED COURSE SEQUENCE

Health Science Domain

TERM 1 - HEALTH SCIENCE			Lecture	Lab	Clinical	Credits
BIO	112	Introduction to Anatomy & Physiology	3	1	0	4
ENG	108	Composition I	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
MTH	145	College Algebra and Trigonometry	3	0	0	3
		TERM TOTAL	**12**	**1**	**0**	**13**

TERM 2 – HEALTH SCIENCE						
BIO	135	Anatomy & Physiology I	3	1	0	4
PHS	260	Physics for Sonography	3	0	0	3
MOT	115	Healthcare in a Transcultural Environment	3	0	0	3
PSY	109	Human Growth & Development	3	0	0	3
		TERM TOTAL	**12**	**1**	**0**	**13**

TERM 3 – HEALTH SCIENCE						
ENG	215	Analytical Writing	3	0	0	3
BIO	136	Anatomy & Physiology II	3	1	0	4
		TERM TOTAL	**6**	**1**	**0**	**7**

Diagnostic Medical Sonography Domain

TERM 1 - DIAGNOSTIC MEDICAL SONOGRAPHY			Hours		Hours	
			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	Sonography Clinical I	0	0	90	1.5
		TERM TOTAL	**8**	**2**	**1.5**	**11.5**

TERM 2 – DIAGNOSTIC MEDICAL SONOGRAPHY						
DMS	203	Advanced Physics	3	0	0	3
DMS	204	Sonography of Obstetrics/Gynecology	3	1	0	4
DMS	205	Sonography of Superficial Structures	2	1	0	3
DMS	211	Sonography Clinical 2	0	0	90	1.5
		TERM TOTAL	**8**	**2**	**1.5**	**11.5**

TERM 3 – DIAGNOSTIC MEDICAL SONOGRAPHY						
DMS	221	Sonography of High-Risk Obstetrics	3	1	0	4
DMS	222	Abdominopelvic Pathophysiology	3	0	0	3
DMS	223	Introduction to Vascular Technology	2	1	0	3
DMS	250	Sonography Clinical 3	0	0	90	1.5
		TERM TOTAL	**8**	**2**	**1.5**	**11.5**

TERM 4 – DIAGNOSTIC MEDICAL SONOGRAPHY						
DMS	288	Sonography Clinical 4	0	0	360	6
DMS	290	Advanced Ultrasound and Review	3	0	0	3

			TERM TOTAL	3	0	6	9

		TERM 5 - DIAGNOSTIC MEDICAL SONOGRAPHY		Lecture	Lab	Clinical	Credits
DMS	289	Sonography Clinical 5		0	0	360	6
COM	108	Communications and Social Interaction		3	0	0	3
			TERM TOTAL	3	0	6	9

			PROGRAM TOTAL	60	9	990(16.5 cr)	85.5

GENERAL STUDIES (GEN)

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

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

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

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

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

Student Learning Outcomes:

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

GENERAL STUDIES (GEN)

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

TERM 1

		Lecture	Lab	Credits
COM 108	Communications and Social Interaction	3	0	3
ENG 108	Composition	3	0	3
SIT 203	Basic Office Software Applications	2	1	3
TERM TOTAL		**8**	**1**	**9**

TERM 2

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

TERM 3

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

TERM 4

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

TERM 5

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

TERM 6

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

TERM 7

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

PROGRAM TOTAL	**62**	**2**	**64**

HEALTH CARE MANAGEMENT (HCM) WITH CODING ACADEMY

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

The new A.S. Health Care Management that includes a Medical Billing and Coding Academy has been designed to meet the innovative and ever-changing needs of health care providers.

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

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

Bachelor's Degree
Program graduates who choose to further their education may transfer to a baccalaureate degree program.

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

HEALTH CARE MANAGEMENT (HCM) with CODING ACADEMY

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

TERM 1 **Coding Academy**

		Lecture	Lab	Credits
BIO 112	Introduction to Anatomy & Physiology	3	1	4
HCM 107	Introduction to Health Care Management	3	0	3
HCM 120	ICD-10 Coding	3	0	3
TERM TOTAL		**9**	**1**	**10**

TERM 2 **Coding Academy**

		Lecture	Lab	Credits
BIO 135	Anatomy & Physiology I	3	1	4
SIT 203	Basic Office Software Applications	2	1	3
HCM 125	CPT-4 Coding	2	1	3
TERM TOTAL		**7**	**3**	**10**

TERM 3 **Coding Academy**

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

TERM 4

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

TERM 5

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

TERM 6

		Lecture	Lab	Credits
HCM 231	Financial Management of Health Care Organizations	3	0	3
MOT 115	Health Care in a Transcultural Environment	3	0	3
HCM 221	Introduction to Health Care Statistics	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 7

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

	Lecture	Lab	Credits
A.S. PROGRAM TOTAL	**59**	**6**	**65**

	Lecture	Lab	Credits
CODING ACADEMY TOTAL	**23**	**6**	**29**

HEALTH SCIENCE (HSC)

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

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

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

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

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

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

Student Learning Outcomes

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

1. Demonstrate a strong foundation in health-related sciences, applied mathematics, English, humanities, and social sciences that are required in health care 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, and chemical bonding and ionization,
5. Understand the functional anatomy of the human body and associated kinesiology,
6. Gain an appreciation for the delivery of health care in the environment of continuously changing vulnerable, racial, ethnic, and cultural demographics.
7. Demonstrate the principles of critical thinking in the process of problem resolution.

Health Science (A.S.)

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

TERM 1

		Lecture	Lab	Credits
BIO 135	Anatomy and Physiology I	3	1	4
ENG 108	Composition	3	0	3
MOT 115	Healthcare in a Transcultural Environment	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3
TERM TOTAL		**12**	**1**	**13**

TERM 2

		Lecture	Lab	Credits
BIO 136	Anatomy and Physiology II	3	1	4
BIO 145	Introduction to Physical Therapy Kinesiology	3	1	4
PSY 109	Human Growth and Development	3	0	3
MTH 145	College Algebra and Trigonometry	3	0	3
TERM TOTAL		**12**	**2**	**14**

TERM 3

		Lecture	Lab	Credits
BIO 105	General Biology	3	0	3
BIO 106	General Biology Lab	0	1	1
HCM 221	Introduction to Health Care Statistics	3	0	3
PSY 105	Introduction to Psychology	3	0	3
TERM TOTAL		**9**	**1**	**10**

TERM 4

		Lecture	Lab	Credits
ENG 215	Analytical Writing	3	0	3
HCM 107	Introduction to Health Care Management	3	0	3
SIT 203	Basic Office Software Applications	2	1	3
TERM TOTAL		**8**	**1**	**9**

TERM 5

		Lecture	Lab	Credits
CHM 105	General Chemistry	3	0	3
CHM 106	General Chemistry Lab	0	1	1
COM 108	Communications and Social Interaction	3	0	3
PHS 260	Physics for Sonography	3	0	3
TERM TOTAL		**9**	**1**	**10**

TERM 6

		Lecture	Lab	Credits
HCM 117	Introduction to Health Care Informatics	3	0	3

HUM 140 Critical Thinking in the Modern Age	3	0	3
TERM TOTAL	**6**	**0**	**6**

PROGRAM TOTAL	**56**	**6**	**62**

PHYSICAL THERAPIST ASSISTANT (PTA)*

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

The Mission

The mission of the Pennsylvania Institute of Technology's PTA Program is to graduate well-prepared, professional, and responsible entry-level clinicians. The Program provides evidence-based physical therapy education. Students are provided with classroom and clinical instruction using relative and current practices. The PTA Program faculty cares about the success of its students and encourages them to remain life-long learners as they make an immediate impact on the surrounding community and continue to make meaningful contributions to the profession and society.

The Vision

The P.I.T. PTA Program seeks to develop and produce the region's most mature, successful, professional, and skillful entry-level Physical Therapist Assistants who will provide exceptional patient care.

Program Philosophy

The underlying philosophy of the P.I.T. PTA Program is to ensure adherence to the criteria and performance expectations outlined in detail in *A Normative Model of Physical Therapist Education* published by the Commission on Accreditation in Physical Therapy Education (CAPTE). Complying with these criteria and performance expectations ensures that students will receive a solid foundation in the skills to be successful PTAs under the supervision of Physical Therapists.

The PTA program integrates general education courses and professional coursework throughout the curriculum. Students build upon the knowledge and skills acquired in basic courses as they advance through the curriculum. Further, many non-laboratory courses in the PTA Program incorporate both didactic and "hands-on" learning experiences enabling students with different learning styles to acquire the appropriate knowledge.

Student Learning Outcomes

Upon the successful completion of this program of study, entry-level Physical Therapist Assistants will be able to:

1. Demonstrate an understanding of their role and scope of practice within the profession and healthcare field.
2. Demonstrate awareness of ethical behavior, legal responsibility and the PT/PTA professional relationship.
3. Demonstrate competent communication skills (both verbal and non-verbal) to develop effective interpersonal relationships with patients, families, and colleagues.
4. Under the direction and supervision of a licensed Physical Therapist, use critical thinking and problem-solving skills to select the most appropriate patient care interventions in a safe and legal manner.
5. Perform physical therapy interventions within the POC, skillfully and safely.
6. Perform data collection for the physical therapist to use for assessment purposes.
7. Demonstrate knowledge of the normal structure and function of the human body and understand the physiological and psychological effects of disease and injury.
8. Recognize the values and beliefs of diverse patient populations and display empathetic responses to the patient.
9. Successfully pass the NPTE licensure exam and begin practice as an entry-level Physical Therapist Assistant.
10. Accept responsibility for life-long learning including professional and personal growth.

The Physical Therapist Assistant Program at the Pennsylvania Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone 703-706-3245; accreditation@apta.org; website: http://www.capteonline.org

*Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM

ASSOCIATE in SCIENCE (A.S.) DEGREE PROGRAM
RECOMMENDED COURSE SEQUENCE (Curriculum Summary)

TERM 1 - HEALTH SCIENCE

			Lecture	Lab	Clinical	Credits
BIO	135	Anatomy & Physiology I	3	1	0	4
ENG	108	Composition I	3	0	0	3
MOT	115	Health Care in a Transcultural Environment	3	0	0	3
MTH	130	Mathematics for Health Care Professionals	3	0	0	3
		TERM TOTAL	**12**	**1**	**0**	**13**

TERM 2 – HEALTH SCIENCE

BIO	136	Anatomy & Physiology II	3	1	0	4
MTH	145	College Algebra and Trigonometry	3	0	0	3
PSY	109	Human Growth & Development	3	0	0	3
		TERM TOTAL	**9**	**1**	**0**	**10**

TERM 3 – HEALTH SCIENCE

ENG	215	Analytical Writing	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
BIO	145	Introduction to Physical Therapy Kinesiology	3	1	0	4
		TERM TOTAL	**9**	**1**	**0**	**10**

TERM 1 - PHYSICAL THERAPIST ASSISTANT

			Hours		Hours	
			Lecture	Lab	Clinical	Credits
PTA	102	Introduction to Physical Therapy	2	0	0	2
PTA	130	Diseases of the Human Body	3	0	0	3
PTA	135	Functional Anatomy & Kinesiology	3	2	0	4
		TERM TOTAL	**8**	**2**	**0**	**9**

TERM 2 – PHYSICAL THERAPIST ASSISTANT

PTA	116	Therapeutic Procedures I	2	4	0	4
PTA	215	Therapeutic Procedures II	1	4	0	3
PTA	221	Physical Therapist Assistant Modalities	2	2	0	3
		TERM TOTAL	**5**	**10**	**0**	**10**

TERM 3 – PHYSICAL THERAPIST ASSISTANT

			Hours		Hours	
			Lecture	Lab	Clinical	Credits
PTA	227	Clinical Practice 1 (4 weeks)	0	0	160	4
PTA	231	Therapeutic Exercise (7 weeks)	2	4	0	3
PTA	233	Special Populations (7 weeks)	3	0	0	2
		TERM TOTAL	**5**	**4**	**160**	**9**

TERM 4 – PHYSICAL THERAPIST ASSISTANT

PTA	225	Orthopedic and Neurological Rehabilitations (11 weeks)	3	2	0	4
PTA	229	Rehabilitation Techniques (11 weeks)	3	2	0	3
PTA	249	PTA Seminar	2	0	0	2
		TERM TOTAL	**8**	**4**	**0**	**9**

TERM 5 - PHYSICAL THERAPIST ASSISTANT

			Hours		Hours	
			Lecture	Lab	Clinical	Credits
PTA	237	Clinical Practice II (6 weeks)	0	0	240	6
PTA	247	Clinical Practice III (6 weeks)	0	0	240	6
		TERM TOTAL	**0**	**0**	**480**	**12**
		PROGRAM TOTAL	**55**	**23**	**640**	**82**

Health Science

Physical Therapist Assistant

Psychology and Behavioral Health

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

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

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

The Pennsylvania Institute of Technology has transfer agreements with a number of colleges and universities in the Philadelphia area. These educational institutions will accept the credits earned in P.I.T.'s A.S. Psychology and Human Services program.

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

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

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

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

TERM 1

		Lecture	Lab	Credits
ENG 108	Composition	3	0	3
PSY 105	Introduction to Psychology	3	0	3
SIT 203	Basic Office Software Applications	2	1	3
TERM TOTAL		**8**	**1**	**9**

TERM 2

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

TERM 3

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

TERM 4

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

TERM 5

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

TERM 6

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

TERM 7

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

	Lecture	Lab	Credits
PROGRAM TOTAL	**62**	**2**	**64**

Psychology and Human Services

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

The Psychology and Human Services program provides students with a comprehensive understanding of how a person's mental health evolves over time. The theoretical side of psychology is blended with real-world applications, often using case studies, so that the student is prepared to enter the workforce as a mental health professional, such as a psychiatric aide.

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

The Pennsylvania Institute of Technology has transfer agreements with a number of colleges and universities in the Philadelphia area. These educational institutions will accept the credits earned in P.I.T.'s A.S. Psychology and Human Services program.

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

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

Student Learning Outcomes
Upon the successful completion of this program of study, graduates should be able to:
1. Describe key concepts, principles, and overarching themes in psychology
2. Describe applications of psychology
3. Use scientific reasoning to interpret psychological phenomena
4. Apply ethical standards to evaluate psychological science and practice
5. Gain an appreciation for the delivery of health care in the environment of continuously changing vulnerable, racial, ethnic, and cultural demographics.
6. Exhibit effective verbal and writing skills to enhance interpersonal skills.
7. Demonstrate the principles of critical thinking in the process of problem resolution.

Psychology and Human Services

Associate in Science (A.S.)
Recommended Sequence of Courses

TERM 1

		Lecture	Lab	Credits
CRJ 101	Introduction to Criminal Justice	3	0	3
ENG 108	Composition	3	0	3
PSY 105	Introduction to Psychology	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 2

		Lecture	Lab	Credits
BEH 101	Introduction to Behavioral Health	3	0	3
PSY109	Human Growth & Development	3	0	3
MTH 130	Mathematics for Health Care Professionals	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 3

		Lecture	Lab	Credits
CRJ 115	Introduction to Criminal Law	3	0	3
BEH 217	Behavioral Approaches	3	0	3
BEH 107	Mental Health Disorders	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 4

		Lecture	Lab	Credits
CRJ 201	Theories of Juvenile Delinquency	3	0	3
MTH 207	Statistics	3	0	3
BEH 203	Counseling Theories and Techniques	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 5

		Lecture	Lab	Credits
PSY 204	Psychology of Gender and Culture	3	0	3
BEH 221	Resolution-Based Counseling Skills	3	0	3
CRJ 205	Introduction to Corrections	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 6

		Lecture	Lab	Credits
MOT 115	Healthcare in a Transcultural Environment	3	0	3
ENG 215	Analytical Writing	3	0	3
SOC 103	Introduction to Sociology	3	0	3
TERM TOTAL		**9**	**0**	**9**

TERM 7

	Lecture	Lab	Credits
CRJ 245 Introduction to Scientific Crime Detection	2	1	3
PSY 210 Introduction to Research Methods	2	1	3
COM 108 Communications and Social Interaction	3	0	3
TERM TOTAL	**8**	**2**	**10**

	Lecture	Lab	Credits
PROGRAM TOTAL	**62**	**2**	**64**

CERTIFICATE PROGRAMS

PRACTICAL NURSING (PN)

CLINICAL MEDICAL ASSISTANT (CMA)

PRACTICAL NURSING (PN) - CERTIFICATE PROGRAM

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

This program is designed to prepare the student for a successful Licensed Practical Nursing (LPN) career and employment in the health care 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.

Student Learning Outcomes
Graduates receiving a PN Certificate should be able to:
1. Utilize knowledge, skill, and abilities to provide nursing care for individuals and families under the supervision of an experienced RN, physician, or dentist
2. Use the nursing process as the framework to assist in identifying and meeting the basic needs of individuals and families with diverse needs across the lifespan
3. Function within the ethical, legal, and professional standards of practice for the practical nurse as developed by national nursing organizations and the state
4. Use effective therapeutic communication, and interpersonal and technological skills with individuals, families, and members of the health care team
5. Utilize basic critical thinking skills to provide safe, therapeutic nursing care to clients
6. Collaborate with other members of the health care team to meet the basic needs of clients
7. Assist in the utilization of the teaching/learning process to promote, maintain, and restore health to individuals and families
8. Demonstrate leadership abilities in the long-term care setting by organizing and delegating client care under the supervision of an RN
9. Function as a patient advocate
10. Establish a pattern of personal responsibility, self-development, and life-long learning
11. Sit for the NCLEX-PN®

To be admitted to the PN Program, an applicant must:
- Be at least 17 years of age.
- Have an official high school transcript or GED diploma with scores; or, if a high school graduate from a foreign country, or have an out-of-state GED, must obtain a Certificate of Preliminary. Education (CPE) from the Pennsylvania Department of Education. A CPE is not required with evidence (an official transcript) of satisfactory completion of post-secondary work in an approved educational institution.
- Demonstrate satisfactory performance on the pre-admission test, Assessment Technologies Institute Test of Essential Academic Skills (TEAS®), an online computer-proctored examination.
- 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, or substance abuse, or convicted of a misdemeanor or a felonious act may be denied licensure or the privilege of sitting for the licensure exam.

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 as well as 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 on the first-class session of these programs of study.

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

Laptop/Desktop Computer Required in the Practical Nursing Program

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

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

PRACTICAL NURSING

Certificate Program
Recommended Course Sequence
Retired December 2021

TERM 1		Hours Lecture	Hours Lab	Hours Clinical	Credits
NUR 106	Introduction to Nursing Practice	75	120	120	11
NUR 112	Role Development of the Practical Nurse I	15	0	0	1
TERM TOTAL		**90**	**120**	**120**	**12**

TERM 2		Hours Lecture	Hours Lab	Hours Clinical	Credits
NUR 121	Nursing Practice I	45	45	240	8.5
NUR 114	Intravenous Therapy	15	15	0	1.5
NUR 117	Pharmacology for Practical Nurses I	15	30	0	2
TERM TOTAL		**75**	**90**	**240**	**12**

TERM 3		Hours Lecture	Hours Lab	Hours Clinical	Credits
NUR 122	Nursing Practice II	90	0	240	10
NUR 119	Pharmacology for Practical Nurses II	15	30	0	2
TERM TOTAL		**105**	**30**	**240**	**12**

TERM 4		Hours Lecture	Hours Lab	Hours Clinical	Credits
NUR 129	Nursing Practice III	105	0	240	11
NUR 132	Role Development of the Practical Nurse II	45	0	0	3
TERM TOTAL		**150**	**0**	**240**	**14**

PROGRAM TOTAL		**420**	**240**	**840**	**50**

PRACTICAL NURSING

Certificate Program
Recommended Course Sequence

Prerequisites:

1. BIO140 Anatomy and Physiology for Practical Nursing

2. TEAS Minimum Score = 55 or AHT180 TEAS Test Prep

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

Admission into the Practical Nursing Program is highly competitive. Meeting the admission requirements is not a guarantee of acceptance into the program.

Students will need reliable WIFI at home. 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, they cannot perform testing on these devices.

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

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

TERM 3		Hours Lecture	Hours Lab	Clinical	Credits
NUR 162	Intravenous Therapy	15	15	0	1.5
NUR 165	Nursing Practice Specialties	45	45	240	8.5
NUR 167	Clinical Concepts of Pharmacology	15	30	0	2
TERM TOTAL		**75**	**90**	**240**	**12**

TERM 4		Hours Lecture	Hours Lab	Clinical	Credits
NUR 170	Acute and Complex Care of Adults	105	0	240	11
NUR 175	Practical Nursing Capstone	45	0	0	3
TERM TOTAL		**150**	**0**	**240**	**14**

PROGRAM TOTAL	420	240	840	50

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. Pass the NUR 155 Pharmacology for Practical Nurses Pharmaceutical Mathematical Calculations Exam with a grade greater than or equal to 90%.
3. Meet the clinical attendance requirements.

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

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

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

Certificate graduates may further their education at P.I.T. by completing additional required courses for the respective A.S. in AHT degrees.

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

The program is taught by term with students learning skills in a standardized format. The externship course enables students to practice their skills at the offices of a health care provider while the internship course provides a simulated environment to allow students to hone their skills. The direct and ongoing communication between the health care provider and the CMA Program Manager and faculty enables the College to improve skills that need strengthening.

Students are also strengthening important skills that are commonly called workplace "soft skills," such as professionalism, teamwork, attendance and punctuality, critical thinking, conflict resolution, oral and written communications, which are embedded in the curriculum.

CLINICAL MEDICAL ASSISTANT (CMA)
Certificate Program
Format: Traditional, Hybrid, Online
Scheduling: Full-Time and Part-Time

The purpose of the CMA Program is to prepare students for employment in a variety of clinical positions in the health care field. Graduates are prepared to work in various health care 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), and Certified EKG Specialist (CET), CPR, and First Aid*. Certification examinations are administered through the National Healthcareer Association (NHA), an international accreditation agency.

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

Student Learning Outcomes

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

CLINICAL MEDICAL ASSISTANT (CMA) - EXTERNSHIP

Effective October 2020
Certificate Program
Recommended Course Sequence

TERM 1

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

TERM 2

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

TERM 3

	Lecture	Clinical	Credits
CMA 250 Clinical Medical Assistant Externship	1	180 hours (3 cr)	4
CMA 248 Health Coaching and Communication	3	0	3
TERM TOTAL	**4**	**3**	**7**
PROGRAM TOTAL	**18**	**9**	**27**

COURSE DESCRIPTIONS – EXPLANATIONS and DEFINITIONS

Explanations:

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

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

Course Prefix	Course Number	Course Title	Lecture Hours per Week	Lab/Clinical Hours per Week	Credit Hours
NUR	102	Nursing Practice II	120	120/264	16

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

Definitions:

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

A **Co-requisite** is a course that must be taken at the same time as another course.

A **Directed Study course** is a substitute for a required course, which is not offered in the term in which a student needs to take it. 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 standard 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 Manager and student decide on the objectives, time needed, and enrollment credits. Special Topics courses may be taken more than once for credit when based on varying learning objectives.

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

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

ALLIED HEALTH (AHT)

AHT 180   TEAS TEST PREPARATION
This course is designed to prepare students for admission into the College's Practical Nursing program. The course includes four segments including improving mathematical, science, reading comprehension, and English skills required in health care and successful outcomes on the Test of Essential Academic Skills (TEAS) examination. This course will utilize ATI's TEAS SmartPrep™ platform which is a comprehensive TEAS preparation program. Students will be trained on a credentialing platform that acts as a hub for managing important milestones and requirements.
Students will need to obtain a C or higher in the course to earn conditional acceptance into the Practical Nursing Program.
Credit Hours: Lecture-2, Lab-1, Credits-3
Prerequisite(s): None

BEHAVIORAL HEALTH (BEH)

BEH 101   INTRODUCTION TO BEHAVIORAL HEALTH
In this course, students will explore the field of behavioral health and human services, including the public perception of mental illnesses, such as depression and personality disorders; stress and anxiety; substance abuse; as well as the value of early intervention/treatment. The historical evolution of this field is examined to trace how treatment options have progressed. Ethical and legal responsibilities are emphasized to ensure a complete understanding of the expectations of the field.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 107   MENTAL DISORDERS
In this course, students will study a broad range of mental health disorders, examining each from multiple dimensions, including classification, diagnosis, therapeutic responses, and support opportunities through institutional resources. Students will study the brain and its biological basis for human behavior, and its impact on a variety of disorders. Disorders that will be discussed include Personality Disorders, Anxiety, and Somatoform Disorders, Dissociative Disorders, Mood and Psychotic Disorders, and Substance-Related Disorders. The course explores various perspectives on mental health and how they influence treatment.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 113   GROUP DYNAMICS
In this course, students will study the principles underlying group interaction in social situations as well as in professional leadership and supervisory group situations. The students learn the major

theoretical approaches to group counseling and participate in group counseling sessions on issues presented in a classroom setting. Group Dynamics is designed to provide prospective counselors with an academic and personal understanding of the principles of leadership, membership, and development in groups, including an awareness of how one's psychological and social styles affect personal and professional behavior in group settings.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 123   TRENDS IN DEVELOPMENTAL DISABILITIES
This course addresses health, educational, social, cultural, and economic issues related to developmental disabilities across the life span. Additionally, it will address the latest trends in public policy, legislation, and services that impact these critical issues. Students will explore the role of families and their activism in these evolving trends. Strategies to communicate, collaborate, and cooperate with family and advocates will also include conflict resolution and risk management.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 203   COUNSELING THEORIES AND TECHNIQUES
In this course, the students are presented an overview of theoretical approaches to counseling, including fundamental concepts, assessment, client and counselor roles, cultural relevance, and intervention strategies/techniques. This course includes role-playing practice of fundamental counseling response skills.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 215   BEHAVIORAL HEALTH CARE MANAGEMENT
Through the analysis of management topics and counseling situations, the student will explore the skills and knowledge needed to be successful in a diverse behavioral healthcare environment. Topics include behavioral healthcare leadership, organizational design as it relates to the uniqueness of these organizations, managing professionals, and diversity in the workplace.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 217   BEHAVIORAL APPROACHES
This course provides students an overview of major theoretical approaches to counseling, including psychoanalytic, person-centered, cognitive-behavioral, and solution-focused theories. Students will begin to develop an understanding of the process for selecting appropriate counseling interventions, consistent with current research standards and parameters.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 221   RESOLUTION-BASED COUNSELING SKILLS
Students will explore the methods used in counseling individuals with a focus on applicability to different client needs in a variety of settings. The relationship between specific theories and their counseling applications will also be assessed. Students will learn the importance of adjusting counseling techniques for various individuals to reflect their diverse backgrounds and ages.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BEH 229   FAMILY COUNSELING
In this course, students will study counseling from the family perspective. The course will include an introduction to theories of family therapy as well as research in family counseling and family functioning. Through the analysis of the research on family development and common family issues across the familial life cycle, students will be introduced to counseling strategies and techniques.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BIOLOGY (BIO)

BIO 105   GENERAL BIOLOGY
This course examines the fundamental molecular, cellular, and genetic principles characterizing plants and animals. Areas of study include the scientific method and experimental design, computer graphing of data, cell structure and function, the metabolic processes of respiration, and photosynthesis, as well as 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 112   INTRODUCTION TO ANATOMY AND PHYSIOLOGY
This course presents basic Medical Terminology related to human anatomy and physiology. This includes an introduction to proper terminology associated with anatomical and directional landmarks, positioning of body parts, cell structure, tissues, and body systems. Content includes proper 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 study. This course will provide students with an appreciation of the design, balance, and capability of the human body and its related terminology.
Credit Hours: Lecture–3, Lab–1, Credits–4
Prerequisite(s): None

BIO 135   ANATOMY AND PHYSIOLOGY I
Presentation of basic concepts of human anatomy and physiology, and an introduction to proper anatomical and directional terminology, positioning of body parts, cell structure, tissue, and body systems. Content includes the structure and function of skeletal, muscular, integumentary, and nervous systems. The laboratory component consists of instruction and activities that include the study of human anatomy and physiology via software and quantitative study.

Online demonstrations and student-learning exercises are an integral component of this course. Students are expected to have access to a smartphone, tablet, or computer to access this material. For students who do not have access to one of these devices, there are computers available for use in the Innovation Center and the Library.
Credit Hours: Lecture-3, Lab-1, Credits-4
Prerequisite(s): BIO112 or a Grade of "C" or better in the Anatomy & Physiology placement exam

BIO 136   ANATOMY AND PHYSIOLOGY II
This course is a continuation of BIO 135, Anatomy and Physiology I, and presents basic concepts of human anatomy and physiology of the overall structure and function of the human body. Content includes basic anatomy and physiology of the endocrine, cardiovascular, respiratory, lymph, immune, urinary, and reproductive systems. The laboratory component consists of instruction and activities that include the study of human anatomy and physiology via software and quantitative study.

Online demonstrations and student-learning exercises are an integral component of this course. Students are expected to have access to a smartphone, tablet, or computer to access this material. For students who do not have access to one of these devices, there are computers available for use in the Innovation Center and the Library.
Credit Hours: Lecture-3, Lab-1, Credits-4
Prerequisite(s): BIO 135 Anatomy & Physiology I

BIO 140   HUMAN ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSES
This course is a systems approach to basic concepts of human anatomy and physiology including the overall structure and function of the human body. Emphasis is placed on the organs that comprise each human body system and the common diagnoses and procedures for each body system. Basic principles of chemistry and microbiology are included.
Credit Hours: Lecture–4, Lab–1, Clinical–0, Credits–5
Prerequisite(s): BIO112 or a Grade of "C" or better in the Anatomy & Physiology placement exam

BIO145   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). In this course, you will learn the medical terminology used in PTA and DPT programs. You will be introduced to proper terminology associated with anatomical and directional landmarks, as well as 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 study. This course will provide students with an appreciation of the design, balance, and capability of the human body and its related terminology.
Credit Hours: Lecture-3, Lab-1, Credits-4
Prerequisite(s): BIO135 Anatomy & Physiology I

BUSINESS (BUS)

BUS 113   INTRODUCTION TO BUSINESS
This course introduces students to a wide variety of areas in business including economics, finance, accounting, marketing, business law, management, entrepreneurship, forms of business organizations, social responsibility, and business ethics.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 116   INTRODUCTION TO HUMAN RESOURCES
This course examines the role of human resource management within an organization. Topics include job analysis and design, employee recruitment, selection, orientation, training, motivation,

performance review, and benefits.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 131   BUSINESS MANAGEMENT.
This course explores management processes such as planning, organizing, staffing, influencing, controlling, and establishing operating principles and policies through an examination of case material.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 201   ORGANIZATIONAL SUSTAINABILITY
This course introduces students to the broad concept of organizational sustainability, including the capacity of the organization to economically survive while directly contributing to the social and environmental environments. Further, this course introduces students to the concept of multiple goals of organizational success in which social responsibility and environmental protection are equally essential that leads to organizational profitability.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 211   FINANCIAL ACCOUNTING
This course introduces students to basic accounting concepts including transaction analysis, journal entries, and financial statements in a manual environment. Areas covered include general ledger, balance sheet and income statement analysis, and accounts payable and receivable.
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 concepts of marketing 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. Among the topics covered are the origins of law and the legal system, the ethics and social responsibility of business, contracts, agency relationships, and the Uniform Commercial Code.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 234   INTRODUCTION TO PROJECT MANAGEMENT
This course introduces students to a formalized, systematic process of managing major organizational projects. Students will gain an understanding of essential elements of the project management process including creating a statement of work, creating a reasonable schedule, establishing a budget, assessing the quality of work, allocating financial and human resources, communicating the status of the project, managing the inherent risks in any project, and meeting

project goals timely. Exercises and projects are major components of this course.
Credit Hours: Lecture–2, Lab–1, Credits–3
Prerequisite(s): None

BUS 239   PRINCIPLES OF FINANCE
This course explores the concepts of financial management in all types of organizations. Students are introduced to understanding and analyzing financial statements, the management of cash flow, the concept of financial risk and return, the importance of time value of money, the concept of organizational budgeting and capital structure, and the cost of capital.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

BUS 247   PRINCIPLES OF MACRO-ECONOMICS
This course provides students with an overview of macroeconomics including exploring fundamental economic concepts and economic systems. Students will be exposed to the concepts of income formation, the fluctuations in economic systems, money, banking, and fiscal policies. Additionally, students will study the theory of economic growth and development, comparative economic systems, and economic stabilization policies.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

BUS 280 BUSINESS STRATEGY
This course synthesizes business skills with the need to successfully manage a business enterprise by developing and effectively implementing a sound business strategy. The course includes specific problems in the formulation of consistent business policies and maintenance of an efficient organization concerning customer pressures, competitive conditions, and organizational resource capabilities. It emphasizes the importance of fitting strategy to a dynamic competitive environment and developing a plan for a comprehensive business strategy.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

BUS 290 ENTREPRENEURSHIP AND NEW VENTURES
This course prepares students to initiate new business ventures and prepare a business plan that may be used to generate financing and to begin operations in a new business enterprise. Students will gain an understanding of the critical factors that are involved in the idea formation, conception, and development of new business ventures. Course topics will include analyzing the market potential for new products and services, the acquisition of capital to finance new ventures, and the organization and operation of the new business.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

CANNABIS STUDIES (CAT)

CAT 101 INTRODUCTION TO ALTERNATIVE HEALTH THERAPIES
This course provides an overview of alternative health practices being integrated into therapeutic treatments by a growing number of healthcare clients. Discussions of alternative health therapies, such as herbal medicines, traditional Chinese medicine/acupuncture, essential oils, and medical cannabis, are an integral part of the course. The history and evolution of selected alternative health practices, how they work, and their relationship to traditional Western medicine are discussed.

Additionally, the model of "wellness" versus dis-ease treatment and the mind-body connection is explored and evaluated.
Credit Hours: Lecture – 3, Lab – 0 Credits – 3
Prerequisite (s): None

CAT 108 THE SCIENCE OF MEDICAL CANNABIS

This course introduces and examines both the endocannabinoid system as well as 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. Special 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 within the context of 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, a total of 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 that exist with the cannabis industry, other legal issues associated with some alternative health practices, like Chelation, will be examined.
Credit Hours: Lecture – 3, Lab – 0 Credits – 3
Prerequisite (s): None

CAT 140 ALTERNATIVE HEALTH THERAPIES I

This course examines how alternative health therapies are applied for healthcare and wellness. The therapies that will be explored and (in some cases) experimented with include herbal medicines, traditional Chinese medicine/acupuncture, essential oils, Reiki, aromatherapy, acupressure, mind-body interventions, as well as other alternatives to Western healthcare models. Students will also research and identify toxic combinations, controversial alternative medications, and the lack of government oversight on many of these alternative health therapies.
Credit Hours: Lecture – 3, Lab – 1, Credits – 4
Prerequisite (s): CAT101

CAT 145 ALTERNATIVE HEALTH THERAPIES II

This course examines the ways cannabis-based interventions can offer pain relief as well as provide many other palliative-based care options.   On-going 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. Students will also compile a safety reference guide to ensure that their clients' well-being is the most important aspect of any health therapy.
Credit Hours: Lecture – 3, Lab – 1, Credits – 4
Prerequisite (s): CAT140 Alternative 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 is explored as well as the practical applications to mitigate soil deficiencies. 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 including nutrient supply and uptake, and nutrient management strategies will be evaluated.
Credit Hours: Lecture–2, Lab–1, Credits–3
Prerequisite(s): CAT164 Principles of Botany

CAT 180 MANAGING RETAIL SERVICES & DISPENSARIES

This course focuses on the importance of managing customer service when working with clients who are 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 made more complicated, especially with banking issues, because cannabis products are illegal on the federal level. This course also provides the students with an opportunity 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, as well as 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 of both from a management perspective. Additional focus will be on indoor hydroponic irrigation systems for the cannabis plant.

Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): CAT164 Principles of Botany

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 a survey of marijuana horticulture. The process will include understanding fundamental concepts integral to all aspects of production, such as understanding 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 its 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 – 2, Lab – 1, Credits – 3
Prerequisite (s): CAT140 Alternative Health Therapies I

CAT 208 PLANT GENETICS AND BREEDING

To respond to the increasing need in developing 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 that are 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–1, Credits–4
Prerequisite(s): CAT164 Principles of Botany

CAT 210   ALTERNATIVE THERAPEUTIC HEALTH HORTICULTURE II

This course expands on what students learned in CAT200, specifically focusing on growing for commercial markets. The demand for hemp-based products and medical marijuana has grown astronomically in recent years, and the industry needs growers who can manage large quantities of plants. Industrial growing for the hemp market will examine the various ways hemp is used, and how it is evaluated by the marketplace. This course also provides the students with an opportunity 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 in the growing of hemp for medical CBD use.
Credit Hours: Lecture – 2, Lab – 1, Credits – 3
Prerequisite (s): CAT200 Alternative Therapeutic Health Horticulture I

CAT 213 INTRODUCTION TO AGRIBUSINESS

Agribusiness is broadly defined to include the 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 historic 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 the timeline of their implementation 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 the numerous varieties of products made with extracted cannabis oil. Students will explore the latest developments in liquid and solid concentrates as well as the cutting-edge techniques being 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–2, Lab–1, Credits–3
Prerequisite(s): CAT164 Principles of Botany

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

CAT 308   MEDICAL CANNABIS AND PAIN MANAGEMENT

This course will provide students with a general overview of the chemistry of cannabis and how it impacts specific receptors in the brain. This course identifies the pathologies of common chronic pain and post-operative pain and how they can be alleviated by the psycho-active compounds of THC and CBD.   Discussion topics will include how a person's culture can impact their attitude towards using cannabis as well as the legal implications. Interactions between pharmaceuticals

and cannabis products will be analyzed to identify any potential negative outcomes. The course will use evidence-based research to support any statements.
Lecture: 3, Lab: 0, Credits: 3
Prerequisites: Current RN License

CHEMISTRY (CHM)

CHM 105 GENERAL CHEMISTRY
This course is an introduction to the fundamentals of chemistry. Areas of study include the scientific method and experimental design, computer graphing of data, metric measurements, properties of matter, atomic structure, molecular geometry, periodic chart arrangement, chemical bonding, ionization, stoichiometry, and solutions.
Credit Hours: Lecture–3, Lab–0, Credits–3
Co-requisite(s): CHM 106 General Chemistry Laboratory

CHM 106 GENERAL CHEMISTRY LABORATORY
This course is designed to enhance the principles taught in CHM 105 General Chemistry.
Credit Hours: Lecture–0, Lab–1, Credits–1
Co-requisite(s): CHM 105 General Chemistry

CLINICAL MEDICAL ASSISTING (CMA)

CMA 109 CLINICAL MEDICAL ASSISTANT
This course introduces students to the field of Clinical Medical Assistant healthcare professions and the various healthcare settings. Students will learn the general procedures and skills that occur in a medical office. Students will be introduced to electronic health records and their major functions and will be able to demonstrate competencies in conducting patient interviews, taking vital signs, patient charting, scheduling patients, properly documenting, and preparing medical facilities for the examination of patients. In addition, students will be introduced to EHR /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 anatomy, physiology, and pathology of the immuno–lymphatic body system. septic techniques are studied including cold and autoclave sterilization and the sanitary wrapping of medical instruments. Students gain a working knowledge of medications and the administration of 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 component 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 basic study of structures and functions of the Integumentary, Skeletal, Muscular, Special Senses, and Nervous Systems. Diagnostic, therapeutic, symptomatic, and pathologic terminology will be introduced. Students will be introduced to the basics of coding as it pertains to body systems.

Credit Hours: Lecture–4, Lab–0, Credits–4
Prerequisite(s): None

CMA 209 ELECTROCARDIOGRAM AND CARDIOVASCULAR SYSTEM

This course brings together the anatomy, physiology, and pathology of the cardiovascular system and how it pertains to the electrocardiograph procedure (ECG). Students will learn how to safely prepare and obtain a CG printout using a multi-channel ECG machine. In addition, basic cardiac arrhythmia recognition, waveform measurement, patient treatment modalities, and patient safety will also be practiced. The last week will be reserved for the national certification review and taking the actual examination.
Credit Hours: Lecture–2, Lab–1, Credits–3
Prerequisite(s): None

CMA 212   Clinical Procedures and the Urinary System

This clinical course introduces and develops the essential clinical skills associated with medical laboratory procedures and testing methods. This course focuses on the urinary system while the student learns the clinical applications and theory involving body specimen collection. The clinical significance of obtained test results and their effects on medical decision-making and patient care are also discussed. Septic techniques are studied including cold and autoclave sterilization and the sanitary wrapping of medical instruments.
Credits: Lecture–2, Lab–2, Credits–4
Prerequisite(s): None

CMA 217 PHLEBOTOMY

This course provides the fundamentals for clinical blood collection procedures, personal and patient safety as well as methods of laboratory testing involving collected blood samples. Students will learn, implement, and develop phlebotomy skills, proper handling, and storage of collected samples as well as 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 high yield 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 a key aspect of 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 the process of how messages are created and interpreted, with a specific focus on how culture, age, gender, and ethics influence our understanding of information. We will compare verbal and non-verbal communication as well as how to manage the information being 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. The student is closely monitored by both the Clinical Externship Coordinator and the Externship Site Manager.
Credit Hours: Lecture-1, Clinical-3, Credits-4
Prerequisite(s): Completion of all required courses in the program of study.

COMMUNICATIONS (COM)

COM 108 COMMUNICATIONS AND SOCIAL INTERACTION
Through the extensive use of oral presentations, the class will examine the process of how messages are created and interpreted, with a specific focus on how culture, age, gender, and ethics influence our understanding of information. We will compare verbal and non-verbal communication as well as how to manage the information being 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 in a concise way, and understand how to effectively present and market themselves in the professional arena.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

COM 222 INTERCULTURAL COMMUNICATIONS
In this course, students will explore cultural self-awareness, other cultures, and the dynamics that arise when different cultures interact. Additionally, students will assess how communication practices differ among cultures and identify the challenges that arise from these differences in intercultural interactions. Most importantly, the class will discuss ways to creatively address these differences in a productive way. The goal of this class is for the student to acquire the knowledge, skills, and techniques that increase and promote intercultural competence.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

COM 225 PUBLIC RELATIONS
This course introduces the techniques of 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. Utilizing case studies and current events, students will evaluate crisis situations, create and implement strategic crisis communication plans, and learn to manage the media to ensure the organization's reputation is maintained.
Credit Hours: Lecture–3, Lab–0, Credits–3
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, and social perception, as well as 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 communications limitations. Students will analyze and critically examine the complex nature of communication, which includes verbal, non-verbal, and written forms of expression, as well as conventions and practices that give shape to relationships. The focus of this class will be on practical applications and case studies that shed light on cross-cultural communication distinctions.
Lecture: 3, Lab: 0, Credits: 3
Prerequisite(s): Communications and Social Interaction (COM108) or equivalent

CRIMINAL JUSTICE (CRJ)

CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE
In this course, students will receive an overview of the criminal justice system from arrest through to the parole process. The primary elements of police, courts, and public opinion influence policy and practice. Ethical considerations are addressed, specifically focusing on juvenile justice, institutional racism, and historical interpretations of the Constitution.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ111 ESSENTIALS OF CRIMINOLOGY
In this course, students will learn to assess the nature and extent of crime, explains its causes, and examines the reasons for and effectiveness of society's responses to it. The topic of criminology will be explored by identifying the different types of crimes. This course will also address different theories of why crime occurs and why people become criminals.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ115 INTRODUCTION TO CRIMINAL LAW
In this course, students will explore the characteristics of crimes against people, property, and the state. Emphasis is placed on defining criminal conduct, criminal intent, and legal causality. Additionally, major judicial decisions will be analyzed to identify how evolving criminal activity is addressed through the Constitution and the penal code.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ201 THEORIES OF JUVENILE DELINQUENCY
In this course, students analyze current sociological and psychological factors contributing to delinquent behavior that occurs during the period between childhood and adulthood. Specific aspects addressed include law, race, gender, geography, and socio-economic status within the context of juvenile delinquency. Finally, issues such as restorative justice versus punitive justice will be discussed in terms of how maturity impacts decision-making and impulse control.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ205 INTRODUCTION TO CORRECTIONS
In this course, students will survey the historical evolution of the corrections system in the United States from its earliest days through the development of the penitentiary, and into today's privatization of prisons. How a correctional institute is organized is discussed as well as the various levels of population threat are identified. The purpose behind corrections will be analyzed and modern theories of rehabilitation are examined.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ210 POLICING IN THE UNITED STATES
In this course, students will study the history of policing in the United States. The role of police culture, career opportunities and advancement, social and legal restraints on police practices, police discretion in practice, and community policing will also be discussed. Contemporary issues that police face will be examined extensively, especially the use of force and coercion, ethical problems, and violence against police.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ225 ELEMENTS OF CRIMINAL INVESTIGATION
In this course, students will learn the fundamental theories and techniques of a criminal investigation for law enforcement officers. Issues that are addressed include personal conduct at the crime scene, evidence, procedures and protocols, the conduct of interviews and investigations, and note taking and report writing. Finally, an examination of investigative techniques during the conduct of specific felony offenses will be discussed.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ235 PRIVATE SECURITY PROCEDURES
In this course, the focus is on the protection of life, assets, and facilities outside of the context of a public police or security force. The steps in the security process will be studied, as well as an examination of the operational and technical security devices that may be necessary to protect facilities and people. This course focuses on the special requirements of private first responders and others who are assigned safety, security, or emergency management responsibilities.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

CRJ245 INTRODUCTION TO SCIENTIFIC CRIME DETECTION
In this course, students learn what types of evidence are admissible in a criminal trial, including a comprehensive analysis of the most frequently used types of evidence. Readings and discussions pertaining to the nature of real, testimonial, hearsay, and circumstantial evidence will explore the evolution of science in the field of criminal justice, specifically concerning fingerprinting, DNA analysis, and other biomarkers that have become the norm in criminal court cases.
Credit Hours: Lecture-2, Lab-1, Credits-3
Prerequisite(s): None

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS 101   INTRODUCTION TO SONOGRAPHY

This course is an introduction to the profession of sonography and the role of the sonographer. In addition to providing an overview of theoretical, clinical, and ethical aspects of the field, this course will also include patient care specific to sonography. Course sonographic principles include image orientation, patient care, scan planes, and techniques. Medical-legal aspects of sonography will also be discussed.
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
This course will provide students with the fundamentals of basic acoustical physics. Emphasis will be placed on frequency selection, parameters affecting the transmission of sound waves, image resolution, attenuation of sound waves, and propagation of sound through tissue.
Contact Hours: Lecture–3, Lab–0,   Credits–3
Prerequisite(s): PHS 260 Physics for Sonography

DMS 104   ABDOMINOPELVIC SONOGRAPHY
This course provides the student a comprehensive understanding of the anatomy, physiology, embryology, and physiological processes of the abdominal and pelvic regions. Students will also review scanning 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 111   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. Direct supervision is provided by the clinical professional.
Contact Hours: Lecture–0, Lab–0, Clinical Hours—90   Credits–1.5
Prerequisite(s): Health Science Prerequisites and acceptance to the DMS program

DMS 203   ADVANCED PHYSICS
This course is a continuation of Basic Physics and the principles as they affect imaging. This includes the interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts.
Contact Hours: Lecture–3, Lab–0 Credits–3
Prerequisite(s): Basic Physics DMS 103

DMS 204   SONOGRAPHY OF OBSTETRICS AND GYNECOLOGY
This course focuses on the gynecological and pelvic systems. Students will learn the scanning protocols of the first, second, and third trimesters of the gravid uterus and fetus. Additionally, this class will identify the sonographic appearances of the normal and abnormal female pelvis.
Contact Hours: Lecture–3, Lab–1 Credits 4
Prerequisite(s): Introduction to Sonography DMS 101

DMS 205   SONOGRAPHY OF SUPERFICIAL STRUCTURES
This course involves the use of ultrasound in the imaging of breast, testicular, thyroid, and superficial organs. Emphasis will be on scanning techniques, patient history, and laboratory data, transducer selection, and scanning protocols. Students will also learn to identify the sonographic

appearance of normal and abnormal superficial structures.
Contact Hours: Lecture–2, Lab–1 Credits 3
Prerequisite(s): Introduction to Sonography DMS 101

DMS 211   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. Direct supervision is provided by the clinical professional.
Contact Hours: Lecture–0, Lab–0, Clinical Hours—90   Credits–1.5
Prerequisite(s): Sonography Clinical I (DMS 111)

DMS 221   SONOGRAPHY OF HIGH-RISK OBSTETRICS
This course addresses pathophysiology associated with high-risk pregnancies and builds on content learned in DMS 204. Common maternal diseases and fetal abnormalities are discussed. Additionally, students will learn to identify and assess pertinent measurement techniques.
Contact Hours: Lecture–3, Lab–1 Credits 4
Prerequisite(s): Sonography of Obstetrics and Gynecology DMS 204

DMS 222   ABDOMINOPELVIC PATHOPHYSIOLOGY
This course will expand on DMS104 to explore the pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history, and laboratory data, transducer selection, and scanning protocols. Emphasizes endo-cavity sonographic anatomy and procedures including pregnancy.
Contact Hours: Lecture–3, Lab–0 Credits 3
Prerequisite(s): Abdominopelvic Sonography DMS 104

DMS 223   INTRODUCTION TO VASCULAR TECHNOLOGY
This course provides the students with an understanding of color, doppler, and its effect on the evaluation of vascular disease. Discussions will include the applications. of hemodynamics and instrumentation.
Contact Hours: Lecture–2, Lab–1 Credits 3
Prerequisite(s): Introduction to Sonography DMS 101

DMS 250   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. Direct supervision is provided by the clinical professional.
Contact Hours: Lecture–0, Lab–0, Clinical Hours—90   Credits–1.5
Prerequisite(s): Sonography Clinical 2 (DMS 211)

DMS 288   SONOGRAPHY CLINICAL 4
The students will be provided with clinical experience in a hospital setting. The students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written

and verbal communication skills using the terminology of the occupation and the business/industry. Direct supervision is provided by the clinical professional.
Contact Hours: Lecture–0, Lab–0, Clinical Hours—360   Credits–6
Prerequisite(s): Sonography Clinical 3 (DMS 250)

DMS 289   SONOGRAPHY CLINICAL 5
The students will be provided with clinical experience in a hospital setting. The students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Direct supervision is provided by the clinical professional.
Contact Hours: Lecture–0, Lab–0, Clinical Hours—360   Credits–6
Prerequisite(s): Sonography Clinical 4 (DMS 288)

DMS 290   ADVANCED ULTRASOUND AND REVIEW
This course is the final stage in preparation for the development of an entry-level sonographer. It incorporates an overview of the organization and administration of an ultrasound service and identifies the role of the sonographer in various aspects of the practice. Topics presented in this course include but are not limited to certification information, exam preparation, documentation, HIPAA, OSHA, and professionalism. Elements of role transition to entry-level sonographer will be examined related to preparation for the licensure examination, career development, and life-long learning.
Contact Hours: Lecture–3, Lab–0 Credits 3
Corequisite(s): Sonography Clinical 5 (DMS 289)

ENGLISH (ENG)

ENG 108 COMPOSITION
In this course, students learn to write clear, organized academic essays. Students apply rhetorical modes, such as comparison/contrast, cause and effect, process, and descriptive narration to essay writing assignments. Grammar exercises are incorporated to give students an intensive review of the rules of English grammar. Assessments are based on writing assignments, homework, and grammar exercises. A short expository research paper is required as well, with a concentration 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 which includes prewriting, writing, revising, and proofreading. Grammar exercises are incorporated into the course to give students an intensive review of the rules of English grammar. 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

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 to develop and expand their ability to critically analyze a variety of literary texts. Students read a combination of poetry, drama, and short stories to form their own aesthetic opinions, as well as to exercise their ability to interpret meaning. Literary themes, structures, and imagery are studied as a means of recognizing 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 fervor of independence, to the equality movements and the sexual revolution of the 19th and 20th centuries. Furthermore, a key component in the American identity is the struggle to achieve wealth by embracing the capitalist model. 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 study of the American experience.
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 key components to consider when analyzing visual messages. Students will complete an Analytical Argument Research Paper with valid academic sources to demonstrate proficiency in academic exploration.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): English Composition (ENG108)

ENG 310   AMERICAN SHORT STORY IN THE 20TH-CENTURY

This course will examine the evolution of American cultures and values through the literary short story. Students will read a variety of short stories, transitioning through the material in chronological order. The readings will illustrate how traditional American beliefs interact with and reflect the national and international historical changes. Along with the chronology, the course will examine the transition from naturalism to modernism to post-modernism.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): Analytical Writing (ENG215) or equivalent

ENG 350   WRITING FOR NURSES

Writing is an essential skill for nurses to communicate and it directly relates to patient safety and quality of care. Students will learn and apply advanced writing skills to summarize information effectively and synthesize information from the literature using APA (Publication Manual of the American Psychological Association) format and citation. Other aspects discussed include addressing ethical issues, analyzing research, integrating sources, and reflecting on audience

expectations. Current and emerging technologies have also enhanced the way nursing professionals engage in collaboration, and this will be a significant component of the coursework.
Lecture: 3, Lab: 0, Credits: 3
Prerequisites: Analytical Writing (ENG215)

HEALTH CARE MANAGEMENT (HCM)

HCM 107 Introduction to Health Care Management
Students will explore the expanding field of health care management. Special emphasis is placed on the key strategies, principles, and practices in the field. Students will gain an understanding of the different types of patient delivery systems and enterprises including hospitals and health systems, physician practices and clinics, urgent care facilities public and governmental health organizations, and other types of organizations providing health care.
Credit Hours: Lecture – 3, Lab – 0, Credits – 3
Prerequisite(s): None

HCM 117 Introduction to Health Care Informatics
This course provides students with an introduction to the role of data and data management in the delivery of patient care in the health care industry. The thrust of the course will be 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, emerging standards of patient information to improve the quality and cost associate with health care.
Credit Hours: Lecture - 3, Lab – 0, Credits – 3
Prerequisite(s): None

HCM 120 ICD-10 Coding
This course explores the 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 health care 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 important 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 health care 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 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 the daily routine and operations of a medical office. Students are oriented into the work environment, and professionalism is emphasized. The ability to apply a practical approach to this process is further enhanced by an introduction to basic computer skills and electronic health records. 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 is addressed as well as the discussion of insurance and billing in the modern medical facility.
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 and 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 the medical coding and classification systems including ICD-10-CM/PCS. In addition, students will gain an understanding of important 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 health care 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 encountered by health care professionals. In a continually evolving health care environment, health care 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 as well as a myriad of other issues that require prudent management skills.
Credit Hours: Lecture – 3, Lab- 0, Credits - 3
Prerequisite(s): None

HCM 221 INTRODUCTION TO HEALTH CARE STATISTICS

Students in this course will gain an understanding of the fundamentals of health care statistics including statistical application, interpretation, and utilization in health care organizations. Also, students will be able to collect, data, compile, analyze data for decision making. Topics include providing statistical data on mortality, morbidity, occupancy, facility utilization, infection rates, and other important information.
Credit Hours: Lecture – 3, Lab – 0, Credits - 3
Prerequisite(s): None

HCM 227 EMERGING ISSUES IN HEALTH CARE

This course examines developing issues in health care that directly impact the delivery of health services. The Affordable Health Care Act and other regulations are studied in terms of how they are reshaping the health care 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 HEALTH CARE ORGANIZATIONS

Students develop critical skills needed to make rational financial decisions that increase the economic value of health care organizations in this course. Students study the relationship that exists between financial rewards versus financial risk. In addition, students learn how to read and interpret health care financial statements, managing financial risk, and application of other valuable financial tools.
Credit Hours: Lecture – 3, Lab – 0, Credits - 3
Prerequisite(s): None

HCM 235 STRATEGIC MANAGEMENT OF HEALTH CARE ORGANIZATIONS

This course develops critical skills required for achieving a competitive advantage in health care organizations. Topics include assessing a health care organization's strengths and vulnerabilities, developing strategies to overcome vulnerabilities, the identification of potential strategic health care 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

HISTORY (HIS)

HIS 150 WESTERN CIVILIZATION

This course examines and interprets the major events and figures from Ancient Mesopotamia to the middle of the 20th century. Students critically observe the historical, religious, scientific, and political issues that have shaped the history of Europe and North America. Specific attention is paid to how certain events or people influenced world events to such an extent that the world changed forever. By comparing contemporary events to historical ones, this class demonstrates that history does repeat itself.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

HIS 160 CULTURE AND TECHNOLOGY
From the development of the wheel to modern-day science and computer and engineering advancements, society has been shaped by the technology of its times and vice versa. The purpose of this class is 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 own religious movement. This course will ask students to analyze the role of religion within a political context as well as in historical terms. Images, myths, metaphors, symbols, and rituals relating to the history and practice of religion will be compared from religion to religion. Marginalized religions, ancient religions, and modern-day religious cults will also be discussed during this course. Lastly, we will examine how religion shapes the modern world.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

HIS318 HISTORY AND POLITICS OF RHYTHM & BLUES
The Blues is one of the most important and influential musical genres of the past 200 years. This course examines the intersection of music, social justice, slavery, worker rights, and the American prison system. We will investigate how the blues shaped the conversation around these topics in America and how the music of the Blues was shaped by the nation.
Credits: 3 Lecture
Prerequisite(s): None

HUMANITIES (HUM)

HUM 140 CRITICAL THINKING IN THE MODERN AGE
In the age of the Internet, we are bombarded with information. How can we determine what is true and what is false? Critical thinking is the process of assessing and evaluating information to determine its validity. This course defines what critical thinking is, how to develop the potential that all students have
to be good critical thinkers. We need to recognize that our thoughts are a complex collection of psychological, social, and biological influences that shape much of what we believe. To be an effective critical thinker, a person must learn how to discipline their thinking. This requires a purposeful, conscious effort. Through a variety of 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. Special emphasis will be placed on the need to evaluate sources critically and the methods for doing so, including the ethical and legal issues involved. Ultimately, this course will allow the student to synthesize research into a combination of short and long 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 course, and recommendation from a Program Manager.

HUM 345 AFRICAN AMERICANS IN FILM

This course is an examination of 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 that are rising in prominence. The movie industry in many respects has not changed and this class will re-examine the past to see what remains the same and what has evolved over the past century.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): Analytical Writing (ENG215)

INTEGRATIVE HEALTH (IGH)

IGH 230   HOLISTIC NUTRITION

When it comes to health, holistic typically refers to the idea that you need to look at the whole person. Holistic nutrition focuses on integrating these beliefs into nutrition principles, including using whole foods (such as unprocessed fruits and vegetables) instead of processed foods, getting your main nutrients from food, using local, certified organic, and seasonal foods, and applying balance and moderation. Other topics that will be discussed are detoxification, fasting and elimination and juice therapies, acid-alkaline balance, raw foods, and a detailed look at food labeling.
Lecture: 3, Lab: 0, Credits: 3
Prerequisites: Current RN License

IGH 368   STRESS MANAGEMENT FOR HEALTHCARE PROFESSIONALS

Healthcare professionals often deal with stressors, such as compassion fatigue, that non-healthcare professionals do not encounter. These uniquely healthcare-related stress triggers are examined and analyzed to find effective ways to manage them. The mind-body-connection is studied throughout the course and is emphasized as a holistic model in which to assess one's stress-related body, mind, and spiritual difficulties. Additionally, the course will discuss how relationships are impacted by working in healthcare. Students will examine research related to stress management techniques that have been validated with evidence-based effectiveness.

Lecture: 2, Lab: 0, Credits: 2
Prerequisites: Current RN License

IGH 346   WELLNESS COACHING
Wellness coaching involves working with individuals and groups to facilitate and empower the client to achieve their self-determined goals related to health and wellness. In this class, students learn how to help clients mobilize their internal strengths and offer external resources to help achieve and sustain their goals. Students will use an evidence-based approach to wellness coaching as well as the core competencies necessary for a competent coach to demonstrate. This class is a foundation to support healthy individuals and those struggling with lifestyle-related chronic disease through wellness coaching.
Lecture: 3, Lab: 0, Credits: 3
Prerequisites: Current RN License

MTH 111 ALGEBRA SKILLS FOR COLLEGE SUCCESS
Students will learn basic mathematics and critical thinking skills while learning the skills necessary for basic applications of algebra. This course is designed to bridge the gap between basic arithmetic and beginning algebra topics. Students will develop an understanding of how to evaluate and multiply algebraic expressions, distributive property, combining like terms, solving equations, product rule of exponents, simplifying fractional expressions, adding, subtracting, and multiplying polynomials, and factoring out the greatest common factor. *Students will receive 3 credits and it will show on a transcript; however, credits from this course are not applicable 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 and proportions, and 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 basic topics in algebra and trigonometry. Upon completion of this course, the students simplify algebraic and numerical expressions utilizing the 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.

MTH 225 CALCULUS I
Students become familiar with the rectangular and polar systems of coordinates, the principles of analytic geometry, and the concept of limits. Students also use differential calculus to solve practical problems and to sketch figures describing these functions, to use the concept of the differential and its application to integral calculus, and to solve indefinite integrals.
Credit Hours: Lecture–4, Lab–0, Credits–4
Prerequisite(s): MTH 145 College Algebra and Trigonometry

MEDICAL OFFICE TECHNOLOGY (MOT)

MOT 115 HEALTHCARE IN A TRANS CULTURAL ENVIRONMENT
Today's health care provider will be delivering health care in a transcultural environment. This environment may well 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 provides students with the opportunity 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 the student with an awareness and knowledge of appropriate means of interactivity with diverse health care consumers. The student will learn to apply the concepts when gathering data for assessment, developing plans of care, and delivering quality health care.
Credit Hours: Lecture–3; Lab–0, Credits–3
Prerequisite(s): None

NURSING (NUR)

NUR 106 INTRODUCTION TO NURSING PRACTICE
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 spiritual care based on individual needs is emphasized. The student will learn normal growth and development, medical terminology, fundamental nursing skills, nutrition including vitamins and minerals, and care for clients with integumentary disorders. Drug therapy principles from NUR 117: Pharmacology for Practical Nurses are incorporated. The theory is coordinated with skill practice performed in the nursing laboratory setting. Clinical experiences are scheduled in long-term-care facilities with an emphasis on meeting the client's needs by providing basic nursing care. Responsibility, accountability, and ethical principles from NUR 110: Role Development of the Practical Nurse I are applied in nursing practice.
Contact Hours: Lecture – 75, Lab – 120, Clinical – 120
Credits – 11
Prerequisite (s): Acceptance to the Practical Nursing Program

NUR 112 ROLE DEVELOPMENT OF THE PRACTICAL NURSE I
This course introduces the role of the practical nurse as a member of the health care team, examines the scope of practice of the Licensed Practical Nurse (LPN) as defined by the Pennsylvania State Board of Nursing, and discusses standards of practice including legal and ethical issues. The student learns the history of nursing. Strategies for success in the Program are presented.
Credit Hours: Lecture–15, Lab–0, Clinical–0
Credits–1
Prerequisite(s): *Acceptance to the Practical Nursing Program*

NUR 117 PHARMACOLOGY FOR PRACTICAL NURSES I
This course introduces the student to general as well as specific principles of pharmacology and medication administration while integrating pharmacological terminology, mathematics, and calculations. The various methods of preparing and administering medications are explored and practiced. Emphasis is placed on the legal aspects, personal responsibility, accountability, and professional ethics associated with medication administration. This course begins the presentation of medication classifications by body system. The indications for use, actions, side effects, contraindications, interactions, and nursing interventions for each medication class are presented. The course stresses the importance of the role of the LPN in safe and efficient medication administration including the value of communication, and documentation.
Contact Hours: Lecture – 15, Lab – 30
Credits – 2
Prerequisite (s): NUR 106 Introduction to Nursing Practice, NUR 110 Role Development of the Practical Nurse I
Corequisite(s): NUR118 Intravenous Therapy

NUR 118 INTRAVENOUS THERAPY
This course familiarizes the student with the principles and nursing implications related to peripheral and central line intravenous therapy. Emphasis is placed on the Pennsylvania State Board of Nursing regulations related to intravenous therapy. The theory is coordinated with skill practice such as venipuncture, medication administration, and site care performed in the nursing laboratory setting.
Credit Hours: Lecture-15, Lab-15, Clinical-0
Credits-1.5
Prerequisite(s): NUR 106 Introduction to Nursing Practice, NUR 112 Role Development of the Practical Nurse I
Corequisite: NUR 117 Pharmacology for Practical Nurses I

NUR119 PHARMACOLOGY FOR PRACTICAL NURSES II
This course continues the exploration of medication classifications by body system begun in NUR117 Pharmacology for Practical Nurses I.   The course expands upon the standards of practice relating to the principles of medication administration for a Licensed Practical Nurse (LPN). A safe dosage calculation is reviewed and practiced. 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 demonstrated. The course stresses the importance of the role of the LPN in safe and efficient medication administration including the value of communication and documentation.
Contact Hours: Lecture – 15, Lab – 30, Clinical – 0
Credits – 2
Prerequisite (s): NUR 117 Pharmacology for Practical Nurses I, NUR 106 Introduction to Nursing Practice, NUR 110 Role Development of the Practical Nurse I, NUR 121 Nursing Practice I, NUR 114

Intravenous Therapy

NUR 121 NURSING PRACTICE I

This course expands on the cognitive, technical, interpersonal, and communication skills presented in NUR 106 Introduction to Nursing Practice I. The nursing care of clients with specific disorders of the respiratory, cardiovascular, peripheral vascular, renal, endocrine, digestive systems, surgical, infection, and mental health are discussed. The concepts of fluid and electrolytes will also be discussed. Emphasis is placed on the psychological and 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.
Contact Hours: Lecture – 45, Lab – 45   Clinical – 240
Credits – 8.5
Prerequisite (s): NUR 106 Introduction to Nursing Practice, NUR 110 Role Development of the Practical Nurse I

NUR 122 NURSING PRACTICE II

This course is a continuation of NUR 121 Nursing Practice I and expands on the cognitive, technical, interpersonal, and communication skills presented in NUR 106 Introduction to Nursing Practice I. This course focuses on the care of maternal, newborn, pediatric, and adult patients with common medical/ surgical health alterations of the urinary and gastrointestinal systems. Concepts of infection and surgical patient care will be discussed. Emphasis is placed on the physiological disorders that require management in a variety of settings. Simulated and clinical experiences provide the student with an opportunity to apply theoretical concepts and implement safe patient care. Emphasis is placed on the psychological and 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.
Contact Hours: Lecture-90, Lab-0, Clinical-240
Credits-10
Prerequisite (s): NUR 117 Pharmacology for Practical Nurses I, NUR 106 Introduction to Nursing Practice, NUR 112 Role Development of the Practical Nurse I, NUR 121 Nursing Practice I, NUR 114 Intravenous Therapy

NUR 129 NURSING PRACTICE III

This course expands on the cognitive, technical, interpersonal, and communication skills presented in NUR 121 and NUR 122. The nursing care of clients with hematopoietic and lymphatic system disorders, degenerative neurological and spinal cord disorders, altered immune systems, cancer, genitourinary and reproduction system disorders, disrupted musculoskeletal dysfunction, and eye and ear disorders are discussed. An overview of the nurse's role in disaster and emergency preparedness is presented. Preparation for NCLEX-PN® is ongoing throughout the course. The clinical experiences expand on student knowledge, skills, and abilities in providing safe, competent, therapeutic care to a client throughout the lifespan with a variety of health care problems. The student will integrate leadership and management concepts taught in NUR 132: Role Development of the Practical Nurse II 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.
Contact Hours: Lecture-105, Lab-0, Clinical-240
Credits-11
Prerequisite (s): NUR 117 Pharmacology for Practical Nurses I, NUR 106 Introduction to Nursing Practice, NUR 110 Role Development of the Practical Nurse I, NUR 121 Nursing Practice I, NUR 118 Intravenous Therapy, NUR 122 Nursing Practice II, NUR 119 Pharmacology for Practical Nurses II

NUR 132 ROLE DEVELOPMENT OF THE PRACTICAL NURSE II

This course builds on concepts introduced in NUR 111. Health trends and issues including health care delivery systems are discussed. Emphasis is placed on conflict management, advocacy, leadership, management, role transition, and continuing education. Procedures for applying for a license and registering for the NCLEX–PN® (National Licensing Examination for Practical Nurses) are explained.
Contact Hours: Lecture-45, Lab-0
Credits-3
Prerequisite (s): NUR 117 Pharmacology for Practical Nurses I, NUR 106 Introduction to Nursing Practice, NUR 112 Role Development of the Practical Nurse I, NUR 121 Nursing Practice I, NUR 114 Intravenous Therapy, NUR 122 Nursing Practice II, NUR 119 Pharmacology for Practical Nurses II

NUR140   NURSING FUNDAMENTALS

This course introduces the student to the cognitive, technical, interpersonal, and communications skills needed to provide nursing care using the nursing process. Age-appropriate, psychosocial, and physical care based on individual needs is emphasized. The student will learn medical terminology, fundamental nursing skills and concepts including physical assessment, vital signs, mobility, hygiene, home-bound care, nutrition, infection control, safety and respiratory care, etc. Clinical laboratory experiences are scheduled with an emphasis on meeting the patient's needs by performing basic nursing care. Responsibility, accountability, and ethical principles from NUR 145: Role Development of the Practical Nurse are applied in nursing practice.
Prerequisite(s): ***Acceptance to the Practical Nursing Program***

NUR145   ROLE DEVELOPMENT OF THE PRACTICAL NURSE I

This course introduces the role of the Licensed Practical Nurse (LPN) as a member of the healthcare team, examines the scope of practice for the LPN as defined by the Pennsylvania State Board of Nursing, discusses nursing practice standards, and legal and ethical issues in nursing. Critical thinking, evidence-based practice and the nursing process are discussed. The history of nursing and the development of nursing practice are presented. The effective use of therapeutic communication and development of nurse-patient relationship are discussed. Methods for reporting and recording client data are presented. Ethnic, cultural, and spiritual aspects of nursing care and their impact on health beliefs and practices of clients are described. Delegation and Client teaching are introduced. Various healthcare delivery systems are discussed.
Prerequisite(s): ***Acceptance to the Practical Nursing Program***

NUR305   ECONOMICS OF HEALTHCARE

This course provides the core concepts necessary to understand the economic impact of healthcare. The role of the nurse in understanding the impact of key health economics issues, including the demand for health and health services, health insurance, and disparities in cost and access for the healthcare consumer.
Course Hours: Lecture–30, Lab–0, Clinical–0
Credits–2
Prerequisite(s): Current RN License

NUR310   INTRODUCTION TO RESEARCH & INFORMATICS

This course is designed to promote clinical decision-making, based on evidence, through the exploration and integration of current scientific evidence, use of clinical reasoning, identification of patient preferences, and assessment of available resources. The use of information management systems in the collection, management, and communication of patient data as well as mitigation of

errors is evaluated. The maintenance of patient privacy and confidentiality is highly stressed.
Course Hours: Lecture–45, Lab–0, Clinical–0
Credits–3
Prerequisite(s): Current RN License

NUR315   POPULATION HEALTH NURSING/CLINICAL

The purpose of this course is 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 the delivery of spiritually and culturally appropriate health promotion and disease prevention interventions. The role of the nurse as an advocate for social justice is explored.
Course Hours: Lecture–45, Lab–0, Clinical–45
Credits–4
Prerequisite(s): Current RN License

NUR405   NURSING LEADERSHIP

This course focuses on leadership and management principles and functions essential to the practice of professional nursing. Political, social, cultural, legal, and ethical issues are explored from a leader's viewpoint. Nursing leaders from diverse health care settings will be studied to determine their influence on the nursing profession.
Course Hours: Lecture–45, Lab–0, Clinical–45
Credits–4
Prerequisite(s): Current RN License

NUR410   GLOBAL HEALTH POLICY

This course introduces students to global health care systems and models, and their influence on health disparities and delivery of healthcare. The emphasis for this course is on the global burden of disease and determinates of health. Facets of the global health care delivery system, health care economics, and the political process, and its impact on the health of individuals and populations are explored.
Course Hours: Lecture–30, Lab–0, Clinical–0
Credits–2
Prerequisite(s): Current RN License

NUR415   GENETICS IN NURSING

This course provides students with basic information about genetics and genomics in human health and illness. Basic genetic science, common genetic testing, and ethical implications of genetic information are explored. The role of the nurse as an advocate for individual rights regarding access to and use of genetic information, decision-making, and actions are examined.
Course Hours: Lecture–30, Lab–0, Clinical–0
Credits–2
Prerequisite(s): Current RN License

NUR420   ETHICAL ISSUES IN HEALTHCARE

This course focuses on ethical/legal concepts required for sound decision-making in clinical practice and legal responsibility. The focus is on value clarification, application of ethical theory, ethical decision-making models, and professional ethical standards. Emphasis is on the ethical obligations of professional nurses.
Course Hours: Lecture–45, Lab–0, Clinical–0

Credits–3
Prerequisite(s): Current RN License

NUR440   HOLISTIC HEALTH NURSING

This course introduces the professional nurse to holistic philosophy, theory, and practice. The focus is on holistic health assessment and alternative treatment modes to promote health and healing in practice and daily living.
Course Hours: Lecture–45, Lab–0, Clinical–0
Credits–3
Prerequisite(s): Current RN License

NUR450   NURSING CAPSTONE

This course synthesizes the elements of prior courses regarding current healthcare trends and issues related to professional nursing practice, nursing research, and professional development. Integrated content expectations are evolving issues, lifelong learning, the impact of cultural issues, and the promotion of the nursing profession.
Course Hours: Lecture–45, Lab–0, Clinical–0
Credits–3
Prerequisite(s): Current RN License

PHYSICAL THERAPIST ASSISTANT (PTA)

PTA 101 INTRODUCTION TO PHYSICAL THERAPY

This course introduces the physical therapy profession, the American Physical Therapy Association, and the role of the physical therapist assistant in a health care environment. Students are provided with an overview of the current healthcare system, including third-party payment systems, documentation and communication skills, health literacy, and the systematic review of professional literature.
Credit Hours: Lecture-2, Lab-0, Credits-2
Prerequisite(s): ENG215 Analytical Writing

PTA 115 THERAPEUTIC PROCEDURES I

This course will introduce basic Physical Therapist Assistant clinical skills for measurement of peripheral joint range of motion (ROM), muscle strength, and edema using volumetric, circumferential, and postural assessments. Students will be introduced to manual muscle testing and goniometry and exposed to dynamometry, and the use of inclinometers in the clinic. Course instruction will include the monitoring of vital signs and completing aseptic techniques. The understanding of common special tests performed by the physical therapist and physician is covered.
Competency will be evaluated throughout the term.
Credit Hours: Lecture-2, Lab-2, Credits-4
Prerequisite(s): BIO 145 Introduction to Physical Therapy Kinesiology
Co-requisite(s): PTA 215 Therapeutic Procedures II, PTA 221 Physical Therapist Assistant Modalities

PTA 130 DISEASES OF THE HUMAN BODY

The student is introduced to the medical and surgical conditions most frequently encountered in PT departments, with emphasis on the role of the PTA in the treatment of each. The basic inflammatory and healing processes and the principles of treatments to promote healing are covered. Students will become familiarized with the essential nature of diseases, and abnormalities of structure and

function that are characteristic of diseases.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): BIO 145 Introduction to Physical Therapy Kinesiology

PTA 135 FUNCTIONAL ANATOMY AND KINESIOLOGY

This course offers an interactive presentation of the musculoskeletal and neuromuscular structures and their function in the human body. This course is an in-depth study of the human skeleton and muscles with an integrated laboratory component focusing on the functional interaction of these systems in producing movement. Students will be introduced to static and dynamic postures.
Contact Hours: Lecture-3, Lab-2, Credits-4
Prerequisite(s): BIO 145 Intro to Physical Therapy, BIO 135 Anatomy & Physiology I & BIO 136 Anatomy & Physiology II
Co-requisite(s): PTA 102 Introduction to Physical Therapy and PTA130 Disease of the Human Body

PTA 215 THERAPEUTIC PROCEDURES II

This course will introduce basic patient care and handling techniques, including body mechanics, positioning and bed mobility, patient transfer techniques, gait training with assistive devices, and wheelchair management using simulated patient care scenarios. Student participation includes receiving and administering care. Skills are assessed throughout the course through skills-competency testing and written and practical examinations.
Credit Hours: Lecture-1, Lab-2, Credits-3
Prerequisite(s): BIO 145 Introduction to Physical Therapy Kinesiology
Co-requisite(s): NONE

PTA 221 PHYSICAL THERAPIST ASSISTANT MODALITIES

This course is designed to introduce the student to the use of physical agents and therapeutic modalities in physical therapy practice. Lecture and laboratory activities develop problem-solving skills and critical thinking in the use of electrical stimulation, therapeutic heat & cold application, traction, hydrotherapy, and aquatics to accomplish therapeutic treatment goals.
This course will include instruction in therapeutic massage and continued practice for therapeutic exercises. Skills will be assessed and tested for competence throughout the semester. Students are expected to both receive and administer each of the therapeutic interventions discussed.
Credit Hours: Lecture-1, Lab-2 Credits-3
Prerequisite(s): BIO 145 Introduction to Physical Therapy Kinesiology
Co-requisite(s): PTA 115 Therapeutic Procedures I, PTA 215 Therapeutic Procedures II

PTA 225 ORTHOPEDIC AND NEUROLOGICAL REHABILITATION

This course is a study of orthopedic conditions and their underlying pathology and introduces developmental milestones for normal human motor development across the lifespan. Topics include genetic, hereditary, congenital, and acquired disorders and their impact on human motor development.
Emphasis is on physical therapy interventions utilized in the rehabilitation of specified conditions. (This course runs for 11 weeks).
Credit Hours: Lecture-3, Lab-3   Credit-4 (10 weeks)
Prerequisite(s): BIO 145 Introduction to Physical Therapy Kinesiology, PTA130 Diseases of the Human Body
Co-requisite(s): PTA 231 Therapeutic Exercise, PTA229 Rehabilitation Techniques

PTA 227 CLINICAL PRACTICE I

This course is four weeks of structured clinical instruction with a focus on gaining familiarity with

PT/PTA interactions and the clinic environment. Students are expected to develop professional deportment and communication, practice measurement and muscle testing skills, refine time management skills, and gain exposure to written or electronic health records and documentation. (This course runs for four weeks).
Contact Hours: Lecture-0, Lab-0, Clinical-160
Credits Hours-4
Prerequisite(s): PTA101 Introduction to Physical Therapy, PTA 115 Therapeutic Procedures I, PTA130 Diseases of the Human Body, PTA 215 Therapeutic Procedures II, PTA 221 Physical Therapist Assistant Modalities

PTA 229 REHABILITATION TECHNIQUES
This course examines the theory and implementation of rehabilitation techniques for patients diagnosed with cerebrovascular accidents, spinal cord injury, progressive neurological disorders, amputation, joint replacement, traumatic head injury, and cardiovascular & pulmonary disease. The focus will be on patient function including assessment instruments used to identify and document architectural barriers and the level of assistance needed for independence with activities of daily living. The use of and the need for orthotics and prosthetics will be explored. (This course runs for 11 weeks).
Credit Hours: Lecture-2, Lab-1 Credits-3 (11 weeks)
Prerequisite(s): PTA 130 Diseases of the Human Body
Co-requisite(s): PTA 233 Special Populations

PTA 231 THERAPEUTIC EXERCISE
This course is designed to provide students with entry-level knowledge of therapeutic exercise instruction including stretching and strengthening of the major muscle groups, monitoring patient progress, and effective documentation strategies. (This course runs for 11 weeks).
Credit Hours: Lecture-2, Lab-2.5 Credits-3 (10 weeks)
Prerequisite(s): None
Co-requisite(s): PTA 225 Orthopedic and Neurological Rehabilitation

PTA 233 SPECIAL POPULATIONS
This course is designed using multiple instructional strategies and methods, for cultivating the student's ability to critically think, in order to apply specialized treatment interventions used in the rehabilitation setting for specialized populations. Students will be introduced to multiple complexities associated with giving care to the medically complex older adult or child. Students will participate in expanded discussions regarding the geriatric and pediatric populations. (This course runs for 11 weeks).
Credits Hours: Lecture-3, Lab-0 Credits-2 (10 weeks)
Prerequisite(s): PTA 130 Diseases of the Human Body
Co-requisite(s): PTA 229 Rehabilitation Techniques

PTA 237 CLINICAL PRACTICE II
This course is a five-week supervised full-time clinical experience structured to allow students to apply and practice skills learned in the most recent classes and learn to become an integral part of a physical therapy department. Students will be assessed on skill acquisition with regards to treatment interventions for orthopedic and neurological patient populations. (This course runs for 6 weeks).
Contact Hours: Lecture-0, Lab-0, Clinical-200
Credit Hours-6
Prerequisite(s): PTA225 Orthopedic and Neurological Rehabilitation, PTA 229 Rehabilitation Techniques, PTA 231 Therapeutic Exercise, PTA233 Special Populations

Co-requisite(s): PTA 249 PTA Seminar

PTA 247 CLINICAL PRACTICE III
This course is a six-week supervised full-time clinical experience intended for students to practice all the techniques and procedures taught throughout the program curriculum with an emphasis on applying specialized treatment interventions used in the rehabilitation setting for specialized populations. Students will be performing all the activities normally expected of a physical therapist assistant. Participants are expected to conduct an educational "in-service" presentation to colleagues at the clinical site.
Contact Hours: Lecture-0, Lab-0, Clinical-360
Credit Hours-6
Prerequisite(s): All technical classes

PTA 249 PTA SEMINAR
This course is the final stage in preparation for the development of an entry-level PTA. It incorporates an overview of the organization and administration of a physical therapy service and identifies the role of the PTA in various aspects of physical therapy practice. Topics presented in this course include but are not limited to NPTAE information, exam preparation, documentation, HIPAA, OSHA, and professionalism. Elements of role transition to entry-level PTA will be examined related to preparation for the licensure examination, career development, and life-long learning. At the conclusion of the course, there will be a cumulative practical exam to ensure students are at the appropriate level to move on to clinical practice II and III.
Credit Hours: Lecture-2, Lab-0 Credits-2 (4 weeks)
Prerequisite(s): PTA 227 Clinical Practice I

PHYSICS (PHS)

PHS 241 CALCULUS PHYSICS I LABORATORY
This is a calculus-based lab, ninety percent (90%) of which is done using Pasco® Interfacing Devices and, whose purpose is to reinforce the concepts of PHS 244 Calculus Physics I.
Credit Hours: Lecture–0, Lab–1, Credits–1
Prerequisite(s): MTH 225 Calculus I
Co-requisite(s): PHS 244 Calculus Physics I

PHS 244 CALCULUS PHYSICS I
This is a calculus-based course. The topics covered are measurement, scalar, and vector quantities, two- and three-dimensional motion, and Newton's Laws of Motion. Other topics are work and energy, systems of particles, collisions, and impulse and momentum. Fluids, rotational dynamics, and linear and angular momentum are also covered.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): MTH 225 Calculus I
Co-requisite(s): PHS 241 Calculus Physics I Laboratory

PHS 260 PHYSICS FOR SONOGRAPHY
The study of physics and ultrasound technology establish a key foundation for anyone using diagnostic or therapeutic ultrasound in clinical practice. This course will concentrate on the principles associated with sonography with an emphasis on sound propagation. The interaction of ultrasound with tissue is the essence of ultrasound image formation and only by understanding that interaction can images be fully interpreted and understood.

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

POLITICAL SCIENCE (PLS)

PLS 150 AMERICAN FEDERAL GOVERNMENT
This course traces the development and evolution of the federal government in the United States of America with an emphasis on 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 judicial, legislative, and executive branches of the government.
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 on a day-to-day basis is emphasized.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

PLS306 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 major 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.
Credits: 3 Lecture
Prerequisite(s): None

PSYCHOLOGY (PSY)

PSY 105 INTRODUCTION TO PSYCHOLOGY
This course provides a general overview of the field of psychology. Students focus on human behavior and human brain functioning. Through the examination of significant psychological research trends and important figures in the field, students trace the evolution of this social science. Topics covered in this course include memory, learning, creativity, emotions, abnormal behavior, mood, and psychological disorders, group dynamics, and motivation. After this course, students can apply the concepts they have learned to their own behavior and those around them.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

PSY 109 HUMAN GROWTH AND DEVELOPMENT
In this course, psychology and sociology combine to understand and predict the behavior of people in their social context. Developmental psychology is the study of the changes in people and their relationships across the lifespan. This course helps students understand those changes in

themselves and the people in their lives.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

PSY 114 EDUCATIONAL PSYCHOLOGY

In this course, the fundamental theories of learning and teaching are introduced to students including the application of theory to educational environments. The course also explores the adaption of concepts of behavior, cognitive and constructivist learning theories in teaching and managing an effective learning environment. Students also will study the principles of motivation, assessment of student performance, and classroom management.
Credit Hours: Lecture-3, Lab-0, Credits-3
Prerequisite(s): None

PSY 215   ABNORMAL PSYCHOLOGY

In this course, students will study a broad range of mental health disorders, examining each from multiple dimensions, including classification, diagnosis, therapeutic responses, and support opportunities. Students will study how human behavior varies from culture to culture and the way norms vary over time. Disorders that will be discussed include Personality Disorders, Anxiety, and Somatoform Disorders, Dissociative Disorders, Mood and Psychotic Disorders, and Substance-Related Disorders. The course also explores various perspectives on mental health and how they influence treatment.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite: PSY105 (Introduction to Psychology)

PSY265   CRIMINAL PSYCHOLOGY

This course asks students to investigate why ordinary people commit crimes. Key discussion points include social norms, social control, neutralization, and disinhibition. The interaction between the law and mental health is explored within the context of the United States, including the definition of legal insanity and how it is used in courts. Case studies will be used to develop a deeper understanding of the way people transition from law-abiding to criminal activity.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite: PSY105 (Introduction to Psychology)

SOCIOLOGY (SOC)

SOC 103 INTRODUCTION TO SOCIOLOGY

Sociology is a social science that attempts to explain group dynamics and behavior, social structures, and society as a whole. 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 the basic principles of this discipline and to develop a more sophisticated understanding of socialization and society.
Credit Hours: Lecture–3, Lab–0, Credits–3
Prerequisite(s): None

SIT 203 BASIC OFFICE SOFTWARE APPLICATIONS
This interactive course is designed to develop core skills in each of the most popular and useful office software applications with a view to their interaction and integration techniques. Students gain useful competence in using spreadsheets, presentation software, and word processing.
Credit Hours: Lecture–2, Lab–1, Credits–3
Prerequisite(s): None

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