

# *Associate in Science* **NURSING TRANSFER PROGRAM**

## Program Description:

The Associate in Science Nursing Transfer Program at Manor College allows the student to complete the first two years of the necessary coursework required to obtain a Bachelor of Science in Nursing (BSN) degree. The program provides the foundation in the sciences and liberal arts required for the student to develop interpersonal, critical thinking, and problem solving skills necessary for success in the nursing field.



*"The nursing program gave me an opportunity to keep growing and challenge myself physically, mentally, and educationally. By being extremely engaging, the program molded and strengthened me as an individual, and as a future nurse."*

*-Alina K*

## Why You Should Choose Manor:

Manor College is the perfect starting place for someone interested in nursing careers. Upon graduation from Manor's Nursing Transfer Program, the student is prepared to transfer and complete the clinical portion of the degree. Manor College offers small lecture and laboratory sections for all science courses. Students will gain valuable hands-on experience in laboratory which will help them succeed after transferring to a baccalaureate program.

## Career Opportunities:

Nurses practice in a variety of areas, including surgical, emergency medicine, obstetrics, pediatrics, and mental health. Employment opportunities are equally varied and include hospitals, healthcare organizations, community healthcare centers, schools, pharmaceutical companies, private clinics, long term care facilities and home healthcare, and government agencies. Additional options become available if you pursue advanced education at the Master's degree level, allowing you to become a nurse practitioner, clinical nurse specialist, nurse anesthetist, or nurse midwife.

## Affordability:

At Manor College, 96% of students receive financial aid. Manor is committed to making our personalized education experience possible for all students, both academically and financially. Manor offers competitive tuition, financial aid options such as merit-based scholarships and athletic scholarships (for eligible sports). You'll find Manor is an affordable place to start your education!

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## Admissions Requirements:

Manor continually reviews and accepts applications, making it easy to become part of our community. In addition to the general admissions criteria, students admitted into the Nursing Transfer program must have successfully completed:

- 1 year of biology with lab and one year of chemistry with lab at the high school level with grades of C or better
- At least two years of high school level math including Algebra or one college level algebra course with grades of C or better
- A combined SAT score (critical reading plus mathematics) of 840 or better
- An overall GPA of 2.7 or higher
- Preference will be given to applicants who rank in the top half of their graduating class, have an overall GPA of 3.0 or better, and have an SAT score of 900.

**TIP:** Apply sooner rather than later! With our rolling admissions policy, we process applications throughout the year in the order received. This means more certainty in your future, as you'll receive an admissions decision within two weeks of completing all procedures.



## *Associate in Arts:* **NURSING TRANSFER PROGRAM**

### *Recommended Curriculum Sequence:*

#### **FIRST SEMESTER**

- B1 101 Biology I (4 credits)
- CH 101 Fundamentals of Chemistry 1 (4 credits)
- EN 101 Fundamentals of Composition I (3 credits)
- MH 103 College Algebra (3 Credits)
- PS 101 Introduction to Psychology (3 credits)

#### **SECOND SEMESTER**

- BI 203 Microbiology (4 credits)
- BI 106 Science of Nutrition (3 credits)
- EN 102 Fundamentals of Composition II (3 credits)
- PS 102 Developmental Psychology (3 credits)
- PL 100 Philosophy and the Human Condition (3 credits)

#### **THIRD SEMESTER**

- B1 201 Anatomy & Physiology I (4 credits)
- IST 105 Intro to Microcomputer Fundamentals (3 credits)
- Diversity and Global Awareness Core (3 credits)
- \*Electives (6 credits)

#### **FOURTH SEMESTER**

- BI 202 Anatomy & Physiology II (4 credits)
- Spiritual and Ethical Values Core (3 credits)
- SO 102 Introduction to Sociology (3 credits)
- MH 203 Statistics (3 credits)
- \* Elective (3 credits)

\*Electives are selected based on requirements of intended transfer institution

***Total Credits: 65***

## **WANT TO LEARN MORE?**

Contact Admissions at:

**phone:** (215) 884-2216

**email:** [admissions@manor.edu](mailto:admissions@manor.edu)

Contact Program Director Dr. Julie Senecoff:

**phone:** (215) 885-2360 ext. 314

**email:** [jsenecoff@manor.edu](mailto:jsenecoff@manor.edu)

## *Associate in Arts:* **PSYCHOLOGY**

### Program Description:

Psychology is the scientific study of behavior and mental processes, and the Psychology program is for students interested in providing psychological and social services such as personal counseling, school counseling and social work.

The psychology program is characterized by a strong two year curriculum where students develop an understanding of psychological concepts, theories, and issues, and learn the relevance and application of psychology to life.



*"My advisor guided me throughout my time at Manor. The amount of encouragement I received was uplifting. I always felt like my success was inevitable."*

*-Jennifer*

### Why You Should Choose Manor:

At Manor, our Psychology program is the best choice for a quality education. We have a dedicated and experienced faculty who bring real-world experiences into the classroom. Our classes are small and personalized, allowing you to work together in small groups and engage in discussions. In addition, we have articulation agreements with several schools to ensure easy transfer of credits to receive a Bachelor's degree in Psychology.

### Career Opportunities:

Employment of social and human service professionals is expected to grow in the next decade, and a degree in Psychology prepares students for this job market.

Manor students who transfer and obtain a Bachelor's degree in Psychology have many career opportunities in this dynamic field. There are job opportunities in a variety of settings

- Mental Health Agencies
- Drug and Alcohol Facilities
- Psychiatric Hospitals
- Schools
- Geriatric Facilities
- Developmental Disability Programs

### Affordability:

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### Admissions Requirements:

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Minimum Requirements:

GPA: 2.0 • SAT\*: 790 (new scale)

\*SAT not required but encouraged for scholarships



## *Associate in Arts:* **PSYCHOLOGY**

### *Recommended Curriculum Sequence:*

#### **FALL SEMESTER**

- PS 101 Introduction to Psychology (3 credits)
- SO 102 Introduction to Sociology (3 credits)
- EN 101 Fundamentals of Composition I (3 credits)
- Spiritual/Ethical Values Core (RS 102,103,107,108) (3 credits)
- Technological Competency Core (IST 105 or IST 106) (3 credits)

#### **SPRING SEMESTER**

- PS 102 Developmental Psychology (3 credits)
- Psychology Elective (PS 105 Social Psychology or PS 106 Stress and Health Psych) (3 credits)
- EN 102 Fundamentals of Composition II (3 credits)
- PL 100 Philosophy and the Human Condition (3 credits)
- Quantitative Reasoning Core (MH 103,104,203) (3 credits)

#### **FALL SEMESTER**

- PS 203 Drugs in American Society (3 credits)
- PS 204 Psychology of Aging (3 credits)
- EN 103 Oral Communication (3 credits)
- Elective (3 credits)
- Scientific Reasoning Core (BI 101,105,106,109, CH 101) (3/4 credits)

#### **SPRING SEMESTER**

- PS 201 Abnormal Psychology (3 credits)
- PS 290 Fundamentals of Interviewing & Counseling Practice (3 credits)
- Diversity & Global Awareness Core (HS 101,102,103,104,105, HS 109, HS 111, SO 101) (3 credits)
- Elective (3 credits)
- Elective (3 credits)

***Total Credits: 60/61***

## **WANT TO LEARN MORE?**

Contact Admissions at:

**phone:** (215) 884-2216

**email:** [admissions@manor.edu](mailto:admissions@manor.edu)

Contact Program Director Dr. Chris Erdner:

**phone:** (215) 885-2360 ext. 262

**email:** [cerdner@manor.edu](mailto:cerdner@manor.edu)



## *Certificate:*

# INFORMATION SYSTEMS & TECHNOLOGY

### *Program Description:*

The Information Systems and Technology (IST) Certificate program is to enable students with prior work experience to gain the skills necessary to obtain an entry-level position in technology.

The program focuses on the technical courses that will provide students with the technology knowledge and techniques they need to fill a technical position. When integrating technical skills and prior employment experience, students can welcome a career change or obtain a promotion successfully.



*"The instructors were the best part. Due to the small class sizes they were really able to focus a lot of attention on each student instead of just teaching to the class as a whole. That extra attention really helps you understand the material"*

*-Joe*

### *Why You Should Choose Manor:*

All of Manor College's IST courses take place in one of the computer labs, and provide hands-on experiential learning, including hands-on work with Manor's 3D printer. In addition to lecture, teamwork, presentations, and other interactive learning opportunities, you will also have the opportunity for internship experience.

The Manor College Technology Club provides an opportunity for students to explore topics beyond those covered in class, hear from guest lecturers, participate in field trips, and much more which is all based on student interests. Each year, the Joseph E. Toner and the Technology Award are presented to two outstanding students in the IST program.

### *Career Opportunities:*

The IST Certificate will prepare students for entry level positions as junior programmers, network administrators, entry-level database administrators, programmers, or help-desk support staff (depending on electives chosen by the student). Job opportunities include:

- Information Technology Analyst
- Systems Analyst
- Information Technology Specialist
- Helpdesk Specialist

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Minimum Requirements:

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*Certificate:* **INFORMATION SYSTEMS & TECHNOLOGY**

*Recommended Curriculum Sequence:*

**FALL SEMESTER**

- BA 101 Introduction to Business (3 credits)
- EN 101 English Composition I (3 credits)
- IST 105 Introduction to Microcomputer Applications (3 credits)
- IST 106 Introduction to Computer Concepts & Programming Logic (3 credits)
- IST 218 Computer Networks (3 credits)

**SPRING SEMESTER**

- BA 202 Business Communications (3 credits)
- IST Elective (3/4 credits)
- IST 205 Management Information Systems (3 credits)
- IST 215 Database Management and Design (3 credits)
- IST 299 IST Internship (3 credits)

**Total Credits: 30/31**

**WANT TO LEARN MORE?**

Contact Admissions at:

**phone:** (215) 884-2216

**email:** [admissions@manor.edu](mailto:admissions@manor.edu)

Contact Program Director Norma Hall:

**phone:** (215) 885-2360 ext. 262

**email:** [nhall@manor.edu](mailto:nhall@manor.edu)

## *Associate in Science:*

## HEALTHCARE ADMINISTRATION

### *Program Description:*

Healthcare is big business in America and has become increasingly complex. As we grapple with issues such as an aging population, how to make care accessible, affordable, and how to manage ever-changing regulations affecting healthcare; the need for highly educated and skilled professionals is growing.

From practitioners to patients, policies to paperwork-administrators are a vital part of ensuring the survival of healthcare organizations and maintaining vital communities as a result,

*Also available as a fully online program!*



### *Why You Should Choose Manor:*

At Manor, our faculty are dedicated to seeing you succeed. With our flexible scheduling, 9:1 student/teacher ratio and close-knit intrapersonal atmosphere- you will be given the opportunity to advance academically and professionally.

Our Healthcare Administration degree program will enable you to successfully enter careers that:

1. improve doctor patient relationships in a medical care setting
2. serve the community as health educators, and
3. provide knowledge and assistance to the community as a health advocate.

### *Career Opportunities:*

As a graduate of Manor's Healthcare Administration program, you would qualify to work at a healthcare agency, in a business or medical care setting, or serve the community as a health educator, health advocate or health/office manager.

You will also be able to transfer to a 4-year institution to complete a Bachelor's Degree.

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Minimum Requirements:

GPA: 2.0 • SAT\*: 790 (new scale)

*\*SAT not required but encouraged for scholarships*

## *Associate in Science:*

## HEALTHCARE ADMINISTRATION

### *Recommended Curriculum Sequence:*

#### *FALL SEMESTER*

- BA 101 Introduction to Business (3 credits)
- BA 111 Business Mathematics (3 credits)
- BI 101 Biology I (4 credits)
- EN 101 English Composition I (3 credits)
- IST 105 Intro to Microcomputer Applications (3 credits)

#### *SPRING SEMESTER*

- AC 105 Financial Accounting (3 credits)
- BA 103 Legal Environment of Business (3 credits)
- EC 101 Macroeconomics- Understanding Behavior/ Society Elective (3 credits)
- EN 102 English Composition II (3 credits)
- PL 100 Philosophy and the Human Condition (3 credits)

#### *FALL SEMESTER*

- AC 203 Managerial Accounting (3 credits)
- BA 203 Principles of Management (3 credits)
- HC 101 Foundations of Healthcare Management (3 credits)
- Diversity/Global Awareness Elective (3 credits)
- MH203 Statistics I - Quantitative Reasoning Elective (3 credits)

#### *SPRING SEMESTER*

- BA 102 Principles of Marketing (3 credits)
- BA 204 Human Resources Management (3 credits)
- EC 102 Microeconomics (3 credits)
- HC 218 Healthcare Law and Ethics (3 credits)
- Spiritual/Ethical Values Elective (3 credits)

***Total Credits: 61***

## WANT TO LEARN MORE?

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**phone:** (215) 884-2216

**email:** [admissions@manor.edu](mailto:admissions@manor.edu)

Contact Program Director Marc Minnick:

**phone:** (215) 885-2360 ext. 261

**email:** [mminnick@manor.edu](mailto:mminnick@manor.edu)



## *Certificate:*

# ENREPRENEURSHIP

### *Program Description:*

Starting and operating a business takes a lot of effort and know-how. The success of that business depends on an owner who is knowledgeable in all aspects of business. The Certificate in Entrepreneurship program at Manor College offers a strong educational foundation that will help you take your ideas and your passion and turn it into a viable business,



*"The teachers are always there and willing to give you a hand when you ask. The best part is that you don't have to be afraid to ask them anything."*

*-Tyler*

### *Why You Should Choose Manor:*

This program, which is 30 credit hours, spans all stages of business development, including legal issues, funding, and finance, marketing and business management, and will provide you with the core knowledge necessary to realize your entrepreneurial vision. Courses are taught by working professionals with many years of business experience. Upon completion of the certificate program, graduates should be able to:

- Assess and identify viable business opportunities to pursue
- Develop a sustainable Marketing Plan with realistic implementation capabilities
- Demonstrate proficiency in fundamental accounting procedures for new, or existing entrepreneurial ventures
- Develop a practical Business Plan with realistic implementation capabilities
- Demonstrate the proper soft skills of a business person, including the ability to communicate effectively, efficiently, and professionally in written and/or oral presentations
- Apply managerial theory and practices to the key functional areas of business as they relate to a new entrepreneurial venture

Our Certificate in Entrepreneurship program combines an arrangement of necessary courses to provide you with the optimal education experience. Utilizing our small intrapersonal classroom setting, you are able to connect with professors and peers, developing business and networking connections early in your career.

### *Affordability:*

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Minimum Requirements:

GPA: 2.0 • SAT\*: 790 (new scale)

*\*SAT not required but encouraged for scholarships*

## *Certificate:* **ENTREPRENEURSHIP**

### *Recommended Curriculum Sequence:*

#### **FALL SEMESTER**

- BA 113 Introduction to Entrepreneurship (3 credits)
- BA 111 Business Mathematics (3 credits)
- IST 105 Intro to Microcomputer Applications (3 credits)
- EN 101 Fundamentals of Composition I (3 credits)
- EC 101 Macroeconomics (3 credits)

#### **SPRING SEMESTER**

- BA 102 Principles of Marketing (3 credits)
- BA 103 Legal Environment of Business (3 credits)
- BA 116 Entrepreneurial Business Analysis (3 credits)
- AC 111 Entrepreneurial Accounting (3 credits)
- EC 102 Microeconomics (3 credits)

***Total Credits: 30***

## **WANT TO LEARN MORE?**

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**email:** [admissions@manor.edu](mailto:admissions@manor.edu)

Contact Program Director Marc Minnick:

**phone:** (215) 885-2360 ext. 261

**email:** [mminnick@manor.edu](mailto:mminnick@manor.edu)

## Expanded Functions:

## HEALTHCARE ADMINISTRATION

### Program Description:

Demand for paraprofessionals in dentistry has grown tremendously in recent years. As part of the dental team, EFDAs work directly with dentists in restorative dental procedures, providing both timely and exact care to patients.

EFDAs perform reversible dental procedures as set by guidelines of the Pennsylvania State Board of Dentistry, under the direct supervision of a dentist.



*"The faculty weren't just 'teachers.' They wanted us to succeed, and they truly became family to us. If I had to do it all over again, I would absolutely still choose Manor College. It not only prepared me for Dental Hygiene, but definitely prepared me for life."*

-Michelle

### Why You Should Choose Manor:

We offer direct patient care experience right on campus, a feature unique to our EFDA program. In this program, you will work under the direct supervision of licensed dentists and EFDAs who serve as clinical instructors in the Dental Health Center. This newly renovated facility is equipped with the latest technologies and serves more than 2,000 patients from the community. The clinical facility has five dental operatories, a sterilization and a Hygiene Clinic. The educational facility has both a classroom and a state of the art dental lab,

The Manor College EFDA program is accredited by the American Dental Association Commission on Dental Accreditation.

### Career Opportunities:

- Private Practice
- Clinical Settings
- Educational Settings
- Military Settings
- Office Management
- Insurance Companies
- Government Health Facilities
- Dental and Pharmaceutical Sales

#### EDFA duties include:

- Direct Patient care
- Taking X-rays
- Performing laboratory procedures
- Making temporary crowns and bridges
- Cosmetic Dentistry
- Orthodontic procedures
- Placing, carving, and finishing amalgam and composit restorations
- Other functions considered to be primary patient care

### Affordability:

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### Admissions Requirements:

Manor continually reviews and accepts applications, making it easy to become part of our community. In addition to the general admissions criteria for Manor College, EFDA students must have successfully completed 2 yrs of Math, 1 yr of Biology, 1 yr of Chemistry/Lab in high school with a minimum GPA of 2.5. A minimum of 650 (V+M or CR+M) on the SAT is required. If applicable, a minimum GPA of 2.5 in previous college work is required. A personal interview with the EFDA Program Director is also required.

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## *Expanded Functions*

# DENTAL ASSISTING

### *Curriculum Sequence:*

#### **FALL SEMESTER**

- DA 101 Chairside Procedures (4 credits)
- DA 101 Chairside Lab (0 credits)
- DA 103 Principles of Radiology (2 credits)
- DA 105 Practice Management (2 credits)
- DA 107 Dental Materials (3 credits)
- DA 107 Dental Materials Lab (0 credits)
- DA 109 Medical Management of the Dental Patient (1 credit)

#### **SPRING SEMESTER**

- DA 102 Clinical Experience I (1 credit)
- DA 104 Radiographic Techniques (1 credit)
- DA 106 Dental Anatomy (4 credits)
- DA 106 Dental Anatomy Lab (0 credits)
- DA 108 Dental Specialties (2 credits)
- DA 110 Oral Health Issues (1 credit)
- BI 105 Survey of Anatomy & Physiology (3 credits)

#### **SUMMER SEMESTER**

- DA 200 Clinical Experience II (1 credit)
- DA 201 Expanded Functions (3 credits)
- DA 202 Expanded Functions Lab (4 credits)

#### **FALL SEMESTER**

- DA 203 Clinical Experience III (2 credits)
- DA 2015 Dental Science (3 credits)

#### **SPRING SEMESTER**

- DA 204 Clinical Experience IV (3 credits)
- DA 206 Internship Experience (2 credits)
- BI 106 Nutrition (3 credits)

#### **CORE COURSES**

Religion, Math, English, Psychology, Public Speaking, Computer Science, Philosophy, History (3 credits each)

***Total Credits: 72***

## WANT TO LEARN MORE?

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**email:** [admissions@manor.edu](mailto:admissions@manor.edu)

Contact Program Director Jaime Simpson:

**phone:** (215) 885-2360 ext. 261

**email:** [jsimpson@manor.edu](mailto:jsimpson@manor.edu)