

COLLEGE CATALOG

ACADEMIC YEAR 2023-2024



MANOR
COLLEGE



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ACADEMIC YEAR 2023-2024

ACADEMIC CALENDAR

FALL 2023 | Tuesday, September 5 — Friday, December 15, 2023

DAY	DATE	EVENT
T	08/22/23	Welcome Back Day for Faculty & Staff
Th	08/24/23	New Student Orientation
*	*	Grades for Sp-23 and Su-23 Incompletes Due Two Weeks After the End of the Term Grade Was Entered
Sn	09/03/23	New & Returning Student Residence Hall Move-In Day
M	09/04/23	Labor Day; College is closed
T	09/05/23	Classes Begin
T	09/05/23	Drop/Add Begins for Full Term & 1st Seven Week Term
T	09/12/23	Drop/Add Ends for Full Term & 1st Seven Week Term
M	10/02/23	College Census Due
M	10/09/23	Columbus Day/Indigenous Peoples Day; College is closed
F	10/13/23	Withdraw from Classes/Last Day for 1st Seven Week Term
M-F	10/16-20/23	Mid-Term Examinations/Finals for 1st Seven Week Term
F	10/20/23	Classes End for 1st Seven Week Term
M	10/23/23	Mid-Term & 1st Seven Week Term Grades Due
M	10/30/23	Classes Begin for 2nd Seven Week Term
M	11/06/23	Drop/Add Ends - For 2nd Seven Week Term
M-F	11/06-17/23	Junior & Senior Advising & Pre-Registration for SP-24
M-F	11/13-17/23	Freshmen & Sophomore Advising & Pre-Registration for Sp-24
Th-F	11/23-24/23	Thanksgiving Break; College is closed
M	11/27/23	Classes Resume
F	12/01/23	Petitions Due for December Completers
F	12/08/23	Withdraw from Classes
F	12/08/23	Last Day for Full Term & 2nd Seven Week Term
M-F	12/04-08/23	Last Week of Classes
M-F	12/11-15/23	Final Examinations (15th Week)
F	12/15/23	Final Day for Resident Hall Move Out

SPRING 2024 | Tuesday, January 16 - Friday, May 3, 2024

DAY	DATE	EVENT
*	*	Grades for Fa-23 Incompletes Due Due Two Weeks After the End of the Term Grade Was Entered
Th	01/11/24	Orientation for New Students
Sn	01/14/24	New & Returning Student Residence Hall Move-In Day
M	01/15/24	Martin Luther King Day; College is closed
T	01/16/24	Classes Begin
T	01/16/24	Drop/Add Begins for Full Term & 1st Seven Week Term
T	01/23/24	Drop/Add Ends for Full Term & 1st Seven Week Term
F	02/09/24	College Census Due
F	02/23/24	Withdraw from Classes/Last Day for 1st Seven Week Term
M-F	02/26-03/01	Mid-Term Examinations/Finals for 1st Seven Week Term
F	03/01/24	Classes End for 1st Seven Week Term
M	03/04/24	Mid-Term & 1st Seven Week Term Grades Due
M-F	03/04-08/24	Spring Break
M	03/11/24	Classes Resume & Classes Begin for 2nd Seven Week Term
M-F	03/11-22/24	Junior & Senior Advising & Pre-Registration for Summer & Fa-24
M-F	03/18-22/24	Freshmen & Sophomore Advising & Pre-Registration for Summer & Fa-24
Th-M	03/28-04/01	Easter Break; College is closed
M	04/01/24	Petitions Due for May Completers
T	04/02/24	Classes Resume
Th	04/25/24	Graduation Rehearsal
F	04/26/24	Last Day for Full Term & 2nd Seven Week Term
F	04/26/24	Withdraw from Classes
M-F	04/29-05/03	Final Examinations (15th Week)
F	05/03/24	Resident Hall Move Out
Th	05/16/24	Commencement

ACADEMIC CALENDAR: SUMMER SESSIONS

SUMMER 2023 & 2024

2023 SIX WEEK SESSION 2: JULY 3 - AUGUST 11, 2023

DAY	DATE	EVENT
M	07/03/23	Classes Begin
M	07/03/23	Drop/Add Begins
T	07/04/23	Independence Day Observed; College is closed
W	07/12/23	Drop/Add Ends
Th	08/03/23	Withdraw from Classes
M-F	08/07-11/23	Final Examinations & Last Week of Classes

2024 SIX WEEK SESSION 1: MAY 20 - JUNE 28, 2024

DAY	DATE	EVENT
M	05/20/24	Classes Begin
M	05/20/24	Drop/Add Begins
M	05/27/24	Memorial Day; College is closed
T	05/28/24	Drop/Add Ends
W	06/19/24	Juneteenth; College is closed
F	06/21/24	Withdraw from Classes
M-F	06/24-28/24	Final Examinations & Last Week of Classes

2024 FULL SESSION: MAY 20 - AUGUST 9, 2024

DAY	DATE	EVENT
M	05/20/24	Classes Begin
M	05/20/24	Drop/Add Begins
M	05/27/24	Memorial Day; College is closed
T	05/28/24	Drop/Add Ends
W	06/19/24	Juneteenth; College is closed
Th-F	07/04-05/24	Independence Day Observed; College is closed
F	08/02/24	Withdraw from Classes
M-F	08/05-09/24	Final Examinations & Last Week of Classes

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ADMISSIONS GUIDELINES

General admissions* for Manor College's Associate or Bachelor's degree programs require a minimum Grade Point Average of 2.0 for admission. This is required for all student type applications (First-Year, Transfer, and International).

Manor College does not require SAT or ACT scores.*

Manor College has rolling admissions from August 1st of the prior year to August 1st the fall of your desired start date. Applications for the Dental Hygiene program are due by February 1.

All students are required to complete an application on Manor College's website (www.manor.edu) or on The Common Application site (www.commonapp.org). First Time Freshman are required to submit their official high school transcript for a decision. Applicants for the Veterinary Technology program are required to submit an essay. Once graduated, Manor College requires the student's final official transcript with a graduation date.

Transfer students are required to submit their final official high school transcript with a graduation date. If the student has taken any college course work after graduation high school, the transcript from all colleges attended is also required. If the transfer student has earned a minimum of an associate degree from an accredited college or university, the high school transcript is not required. The student is to submit a final official college or university transcript indicating that the student has graduated and earned the degree prior to enrolling at Manor College.

International students require an accredited evaluated transcript. Typically, the admissions office accepts evaluated transcripts from www.wes.org or www.ece.org. For an admissions decision, Manor College also requires a Certificate of Finances worksheet which is found on The College Board website at www.collegeboard.org, as well as accurate bank statements showing the ability to pay at least two years of Manor College tuition and living costs. Once accepted, Manor College will send an I-20 form to start your process in obtaining an F1 Visa. This Visa is required to the student to attend classes in the United States. Manor College is not responsible for costs associated with the Visa nor the approval or denial of the Visa.

**Some programs require additional program specific requirements. These requirements can be found in the program descriptions later in this catalog.*

TUITION RATES 2023-2024

FULL TIME TUITION PER TERM

Basic Full Time Tuition	\$9,432.00
Allied Health 2 YR FT Tuition	\$9,586.00
BS Licensure Programs 4 YR	\$9,512.00
Externship Tuition 2 YR	\$9,586.00
Externship Tuition 4 YR	\$9,512.00

PART TIME TUITION PER TERM

Basic Tuition Per Credit Hour	\$769.00
Allied Health 2 YR Per Credit Hour	\$802.00
BS Licensure 4 YR Per Credit Hour	\$793.00

OVERLOAD (CREDITS OVER 18)	\$315.00
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DUAL ENROLLMENT

Dual Enrollment Per Credit Hour	\$100.00
Dual Enrollment Additional Fee for Labs	\$250.00

ROOM AND BOARD FEES

Room and Board Per Term	\$4,944.00
Private Room and Board Per Term	\$5,613.00
Summer Room Fee Per Term	\$820.00
Overnight Housing Fee	\$75.00
Break Housing Fee	\$200.00
Dorm Deposit (Refundable)	\$200.00

VEHICLE VIOLATION FINES

Unauthorized Handicapped/Fire Zone Parking	\$100.00
All Other Parking/Moving Violations	\$35.00

FINANCES: TUITION AND FEES CONTINUED

SEMESTER FEES

General Fee FT Per Term	\$550.00
General Fee PT Per Term	\$275.00
Lab Fee per Term per Course	\$250.00

PROGRAM SPECIFIC FEES PER TERM

Dental Hygiene Clinic Fee 2YR	\$1,100.00
Dental Hygiene Clinic Fee 4YR	\$585.00
EFDA Clinic Fee 2 YR	\$475.00
EFDA Clinic Fee 4 YR	\$375.00
Animal Care Fee	\$125.00
VPM Fee 4YR	\$75.00
Practical Nursing Kit Fee	\$125.00

PROGRAM SPECIFIC FEES ONE TIME

VTNE Prep Fee 2YR	\$230.00
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MISCELLANEOUS FEES

Non-Matriculated Registration Fee	\$35.00
CLEP or Exemption Fee Per Credit	\$35.00
Entrance Retest Fee	\$25.00
Exemption Test Fee	\$30.00
ID Replacement Fee	\$10.00
Credit by Examination	\$35.00
Transcript Same Day Fee	\$15.00
Returned Check Fee	\$30.00
Late Payment Fee	\$60.00
Payment Plan Fee	\$45.00
Re-Admit Fee (Non-Refundable)	\$100.00
Portfolio Assessment Fee	\$100.00
Audit Fee	Full Tuition

Financial Aid

The Financial Aid Office awards financial aid to applicants who have been accepted for admission to the College. In order to receive federal and state aid, a student must be a U.S. citizen or an eligible non-citizen. We offer need-based financial aid to eligible applicants in the form of grants, loans and campus employment. Scholarships (merit-based) are awarded on the basis of the applicant's academic achievement and future promise.

The student's demonstrated need is equal to the total cost of attendance (COA) which includes tuition, fees, books, supplies, room, board, transportation and miscellaneous personal expenses, less the Expected Family Contribution (EFC), which is determined by the Department of Education by processing the Free Application for Federal Student Aid (FAFSA). The Department of Education takes into consideration the household size, number in college, parent's and student's income and assets when calculating the EFC.

Application Procedures for Financial Aid

For students seeking financial aid, they must apply as soon as possible after October each year.

A student must apply for financial aid prior to the time he/she is applying for admission to the College. All forms should be submitted by March 1st. Applications received after that time will be considered on a first come first serve basis.

All who have previously attended a post-secondary institution, including Manor College, must submit their FAFSA application prior to March 1st.

The applicant must submit a completed Free Application for Federal Student Aid (FAFSA) to the Central Processing Center. Applying on-line at www.fafsa.ed.gov is the best option.

If a student's file is selected for verification the following information must be submitted to the financial aid office before any aid will be processed:

- Verification Worksheet
- IRS Tax return transcript or use of IRS Data retrieval on the FAFSA
- The Manor College federal school code for the FAFSA is **003294**.

Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code School Compliance

Manor College will permit any covered individual 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:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Manor College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows 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.

Manor College does require a covered individual complete, sign, and return the "VA Enrollment Form" to a School Certifying Official (SCO) each semester in order to authorize the SCO to submit the covered individual's certification. NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

*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.

Financial Aid Programs

A student must formally apply for financial aid to receive any award of grant, loan, campus employment or scholarship which is funded by Federal, State, or Institutional funding. Each program has its own criteria and guidelines for awarding funds. PHEAA and Pell Grant amounts are calculated upon FAFSA completion. Campus-based aid amounts (FSEOG, Federal Work Study and Federal Perkins Loan Program) and Institutional Grant amounts (Manor Grants and Scholarships) are administered by Manor College and based on the availability of funds. Financial Aid is awarded in the order in which applications are received. Notification of all awards will be made via the student's Financial Aid Award Letter after a student has been accepted for admission to the college.

Financial Aid that comes in the form of a grant is free money toward the tuition bill for enrollment in college and does not have to be repaid.

Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant

The PHEAA State Grant is for Pennsylvania residents who are enrolled

full-time (12 or more credits) or part-time (minimum of 6 credits per semester) in an undergraduate program (matriculating) and have demonstrated financial need. Current students must submit their FAFSA prior to May 1 to be considered for a state grant. Visit PHEAA's website at www.pheaa.org for Pennsylvania state grant information.

GRANT AID

Federal Pell Grant Program

This federally funded program is for matriculated full and part-time undergraduate students. Recipients must have demonstrated exceptional financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a federally funded grant program awarded to full and part-time students. Recipients must have demonstrated exceptional financial need.

Manor Grant

This is an institutionally funded grant awarded to full and part-time students who have demonstrated financial need to supplement other sources of financial aid. Student employment is a form of financial aid that does not get directly credited to the student's tuition bill. It is provided to help cover incidental expenses that the student incurs. Students receive a bi-weekly paycheck for the hours worked. The student can earn up to the amount of the award. Since student employment is based on availability of work on campus, the Financial Aid Office cannot guarantee that the student will earn his/her maximum award.

Federal Work Study Program (FWS)

This is a federally funded program awarded to full and part-time students for the academic year who demonstrate need. FWS gives college students an opportunity to have a part-time job on or off-campus. Jobs are assigned at the beginning of the academic year.

State Work Study Program

This is a state funded program for students who are interested in a campus job during the summer. The student must have financial need and be a recipient of PHEAA State Grant. A separate application is required and must be led with the state by April 15. The application is available in the Manor College Financial Aid Office.

STUDENT EMPLOYMENT

Federal Work Study Program (FWS)

This is a federally funded program awarded to full and part-time students for the academic year who demonstrate need. FWS gives college students an opportunity to have a part-time job on or off-campus. Jobs are assigned at the beginning of the academic year.

State Work Study Program

This is a state funded program for students who are interested in a campus job during the summer. The student must have financial need and be a recipient of PHEAA State Grant. A separate application is required and must be led with the state by April 15. The application is available in the Manor College Financial Aid Office.

STUDENT LOANS

Loans are a form of Financial Aid that must be repaid. Students who borrow money are required by Federal Law to complete Entrance and Exit counseling. During these sessions, the rights and responsibilities for borrowers and repayment and deferment options will be explained. Loans may not be credited to a student's account until he/she has completed an entrance counseling session or a "hold" will be placed on his/her account. A student who is graduating or withdrawing from the college must complete an exit counseling session or a "hold" will be placed on his/her account.

Federal Direct Loans

Manor College participates in the Federal Direct Loan Program. Loans are either subsidized or unsubsidized.

A Subsidized Loan is awarded on the basis of financial need with the federal government paying the interest on the loan until the end of the grace period. The grace period is a six-month period after a student graduates, leaves school or ceases half-time enrollment.

An Unsubsidized Loan is not based on need. Interest payments begin when the loan is disbursed. A student either makes quarterly interest payments or defers the interest and capitalizes it. Capitalization means the interest will be added to the principal and increases the amount to be repaid.

A student must be enrolled at least half-time (6.0 credits) to qualify for a Federal Direct Stafford Loan. A full-time freshman (0-29 credits) may borrow up to \$9,500 per year. Full-time sophomores (30+ credits) may borrow up to \$10,500 per year.

Federal Direct Loan Program

This federally funded loan is made and guaranteed by the Federal Department of Education. A student must complete a Master Promissory Note online at www.studentaid.gov.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

This federally funded loan is made to a credit-worthy parent. The parent may borrow an amount up to the cost of attendance less any other financial aid. A parent must obtain a Master Promissory Note application online at www.studentaid.gov. Repayment on PLUS loan begins 60 days after the second disbursement is made to the College. If a parent is denied for a PLUS loan, a dependent student is then eligible for an additional unsubsidized loan for up to \$4,000 per year.

Private (Alternative) Loans for Undergraduate Students

These non-federally funded loans are given to students to help fund the cost of attendance beyond all federal and state loan and grant help. Private loans are credit-based loans. Each loan's website should be reviewed for interest rates and repayment options before choosing a loan! A list of private loan lenders is available at the Financial Aid Office.

CHANGES TO FINANCIAL AID AWARDS DROP, ADD, OR WITHDRAWS

Students must notify the Financial Aid Office if there are any changes in their enrollment status.

Students should be aware that dropping, adding or withdrawing from one or more courses will affect financial aid eligibility and will cause a change in the student's award. Also, a student withdrawing from one or more courses will be responsible for completing additional course work to meet Satisfactory Academic Progress requirements for financial aid.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR CURRENT STUDENTS RECEIVING FINANCIAL AID

Federal regulations require that all financial aid recipients meet federal academic progress standards while taking courses toward a degree or certificate program. Progress is measured by the student's cumulative grade point average, percentage of credits successfully completed and time frame or pace toward completion of the program. The College checks progress at the end of the Fall, Spring, and Summer semesters.

The College is federally required to have a satisfactory academic progress policy that, for a Federal Student Aid (FSA) recipient, is the same as or more strict than the College's standards for a student enrolled in the same educational program who is not receiving assistance under an FSA program.

Each student receiving Federal Title IV Student Financial Assistance must maintain Satisfactory Academic Progress (SAP) by the standards provided in the policy which follows. Standards to be evaluated are qualitative (grades) and quantitative (PACE) and maximum hours attempted toward completing a degree or certificate).

Federal Title IV programs to which these standards apply include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Student Loans (subsidized and unsubsidized), Federal Direct Plus Loans, and Federal Work-Study.

There are three parts to the Satisfactory Academic Progress requirement:

- Cumulative Grade Point Average (GPA)
- Cumulative (Overall) progress
- Maximum Time Frame

Students must comply with all three to remain eligible for aid.

***More detailed explanation of policy on website.*

Time Frame

For an undergraduate program the time frame cannot exceed 150% of the published length of the program measured in audit hours attempted. If a student has exceeded the 150% time frame the student will only be eligible for non-federal student assistance. For instance, if the published length of an academic program is 60 credit hours, the maximum time frame must not exceed 90 attempted credit hours.

MERIT-BASED SCHOLARSHIPS

Merit-Based Scholarships

Scholarships are awarded on the basis of academic excellence evident in high school records. Financial need is not a consideration for selection. Students must apply for and maintain full-time status to be eligible for the scholarships listed below.

MANOR PRESIDENTIAL SCHOLARSHIP (\$5,000 per year)

- New Freshmen or Transfer students with less than 11 college credits completed and 3.2 GPA
- Renewable each year provided the 3.2 cumulative GPA is maintained and satisfactory academic progress is made

MANOR FOUNDERS SCHOLARSHIP (\$3,500 per year)

- New Freshmen or Transfer students with less than 11 college credits completed and 3.0 GPA
- Renewable each year provided the 3.0 cumulative GPA is maintained and satisfactory academic progress is made

MANOR ST. MACRINA SCHOLARSHIP (\$2,000 per year)

- New Freshmen or Transfer students with less than 11 college credits completed and a 2.8 GPA
- Renewable upon completion of 24 credits at Manor with a cumulative GPA of 2.8

JOSEPH AND ROSE WAWRIW SCHOLARSHIPS *

- New Freshmen or Transfer students with less than 11 college credits completed Top 1/3 of high school graduating class
- Minimum SAT of 1000 (CR + M must = 1000)
- Renewable upon completion of 30 credits at Manor with a cumulative GPA of a 3.2

PARTIAL SCHOLARSHIPS

Partial scholarships cover partial tuition costs for the freshman year. Renewable for the length of the full-time program as long as the specific credit and GPA requirements are met. All scholarships are competitive. To be eligible a student must apply to Manor College prior to March 1st. A scholarship application is required and is mailed to eligible students by the Financial Aid Office.

**Dual enrollment students are exempt from maximum credit limit for participation.*

Joseph M. and Amelia S. Bochey Memorial Scholarship (Competitive)

Joseph and Amelia Bochey established this partial scholarship. Qualifying applicants must meet all Manor College requirements for a competitive partial scholarship with preference given to a student pursuing religious studies.

Henry Lewandowski Memorial Scholarship (Competitive)

Sister Dolores Orzel, OSBM, and her family established this scholarship in memory of her uncle, Henry Lewandowski, a former educator. This scholarship is renewable.

Lorraine Osinski Keating Memorial Scholarship (Competitive)

The Osinski and Keating families established this scholarship in memory of Lorrie Osinski Keating, Manor class of 1966. This competitive scholarship is awarded to students pursuing business studies. This scholarship is renewable.

Stephanie Orzel Memorial Scholarship (Competitive)

The family of Stephanie Orzel established this partial scholarship. Recipients must meet all Manor College requirements for a competitive partial scholarship. This academic scholarship is renewable if a student maintains a cumulative GPA of 3.0 and completes 30 credits at Manor College during his/her freshman year.

George & Jaroslava Rybak Scholarship (Competitive)

This competitive, partial scholarship will be awarded to a student or students studying in a Business-related program, who is/are of Ukrainian heritage. Part-time student recipient(s) must complete 18 credits with a 3.0 GPA to renew this scholarship.

Elizabeth A. Stahlecker Scholarship (Competitive)

The Elizabeth A. Stahlecker Endowment Fund established a partial-tuition scholarship. This scholarship is renewable.

Mary Wolchanski Scholarship (Competitive)

The Mary Wolchanski Endowment Fund established a partial tuition scholarship to honor the mother of Sister Mary Francis Walchonsky, OSBM. This scholarship is renewable.

John Woloschuk Memorial Scholarship (Competitive)

The John Woloschuk Endowment Fund established a partial tuition scholarship in 1995 to be awarded to one deserving Allied Health student each year. This scholarship is renewable.

Helen and Peter Skoufis Scholarship (Competitive)

The Helen and Peter Skoufis Endowment Fund was established in 2015 to be awarded to deserving students who demonstrate financial need as well as strong academic performance. The scholarship will be awarded at the discretion of the Admissions and Financial Aid Offices.

Dr. and Mrs. Volodymyr and Lydia Bazarko Scholarship (Competitive)

Dr. Volodymyr and Lydia Bazarko established this partial scholarship in 2001. To qualify for this scholarship, the applicant must meet all Manor College requirements for a competitive partial scholarship with preference given to a student who can demonstrate that he or she is of Ukrainian descent.

Eileen Freedman Memorial Scholarship (Non-Competitive)

Marlynn Alkins, Senior Associate Professor at Manor College, established the Eileen Freedman scholarship in memory of her sister, Eileen Freedman. This scholarship is awarded to a student studying Allied Health that has completed his/her freshman year at Manor College with at least a 3.0 cumulative GPA. Professors in the Allied Health Division nominate the candidates.

Father Chlystun Scholarship (Competitive)

The Father Chlystun Endowment Fund established a partial tuition scholarship in 1983. Eligible recipients include Sisters of Saint Basil the

Great, postulants and novices of the Sister of Saint Basil the Great, and seminarians of the Ukrainian Catholic Church attending Manor College. Applicants must meet all requirements for Partial Scholarships.

The Heritage Foundation Scholarship (Competitive)

The Ukrainian Heritage Foundation established a partial scholarship fund in 2002 to be awarded to students from Ukraine enrolled at Manor College. The applicant must meet all requirements for Partial Scholarships.

John and Helen Malko Family Scholarship (Competitive)

The Malko Family established this partial scholarship in honor of John and Helen Malko, in 1993. The applicant must meet all requirements for Partial Scholarships (competitive). Preference is given to a student who can demonstrate they are of Ukrainian descent and in financial need.

Manor College Legacy Scholarship (Non-Competitive)

This partial scholarship is given to children of Manor College Alumni. The student(s) must be enrolled in a degree-granting program of study. The scholarship is renewable upon the completion of 24 credits at Manor College and a cumulative GPA of 2.0. The student may receive this scholarship up to five (5) full- time semesters.

Manor College Service Award (Non-Competitive)

Several partial tuition scholarships are awarded to students with outstanding ability in the arts, theater, community service, or other endeavors which may be of service to the College community. Recipients are expected to complete service hours each semester as well as meeting the requirements of satisfactory academic progress to renew the scholarship award.

Resident Assistant Grant

Several full room and board scholarships are awarded to students serving as assistants to the Resident Coordinator. Contact Manor's Student Life for this award application.

Saint Basil Scholarship (Non-Competitive)

This partial scholarship is awarded to graduates of St. Basil Academy who have shown strong academic performance plus a recommendation from their high school guidance counselor.

Scholar Athlete Award (Competitive)

One partial tuition scholarship will be awarded to an incoming full-time athlete with a minimum score of 900 on the SAT (SAT as of 3/05, CR+M must = 900) and a 'B' high school average. An applicant is required to submit the following: a scholarship application, an essay on a pre-selected topic and two written recommendations. The deadline for filing is August 1. This scholarship is renewable with the completion of 30 credits at Manor and a cumulative 3.0 GPA at the end of the student's freshman year.

Sesok Family Memorial Scholarship (Non-Competitive)

The Sesok and Pizzini families established this scholarship in memory of Ann Sesok in 2003. Scholarship will be awarded to an academically qualified Manor College student, full time or part time, who majors in Medical Technology/Science. "Academically qualified" is a 900 SAT, 'B' or a 3.0, top one-half of graduating class. Students must carry a minimum of 9 credits at Manor College. The scholarship is renewable for the following year.

PRIVATE SCHOLARSHIPS

There are many special assistance programs that offer scholarships to students. Students may qualify for one of these 'programs' through religious affiliation, ethnic heritage, parents' employers, organizational memberships or a special talent. Knowledge of these 'programs' is available through books and pamphlets on scholarships and financial aid in your school, local library or the web.

COLLEGE POLICIES & PROCEDURES

The information in this catalog applies only to the current academic year. Manor College reserves the right to change, at any time, the provisions contained in this catalog including, but not limited to, information regarding fees, deadlines, admissions requirements, academic requirements, courses, degree programs, scheduling, academic policies and procedures, and any other matters described in this publication. It is the responsibility of each student to become familiar with the information contained in this catalog and to consult with college personnel regarding questions or the need for additional information relating to the policies, procedures, and services described herein.

Academic Advisement

Every matriculated student is assigned a faculty advisor under her/his program of study. The advisor meets with each student prior to registration in order to assist with and approve course selection.

The academic advisor is also available as needed throughout the semester to provide academic counseling. All non-degree seeking students will register through the Office of the Registrar.

Student Responsibilities in Advising Include:

- Discussing long-range plans with your advisor
- Discussing a choice of major with your advisor
- Making final decisions about choices concerning academic matters
- Being able and willing to ask intelligent questions about your degree program
- Keeping your advisor informed of changes in schedules, academic problems, change of major, etc.
- Making regular appointments with your advisor and seeking help when needed
- Keeping advising appointments and being on time
- Gathering all decision-making information before appointments
- Following through on referrals
- Accepting responsibility for decisions and academic choices

Academic Grievance Procedure

Students are required to speak with the faculty member directly or with their advisor regarding any complaint they may have about any instructor, to try and resolve the situation.

1. If a student finds that the problem was not resolved, the student is to present his/her complaint in a written and signed letter given to the Program Director under which the instructor teaches. The Program Director will contact both the student and the instructor involved to try to resolve the issue. The Program Director will document and date all investigation of the complaint and all findings, which will then be attached to the letter of complaint and filed.
2. If the student feels the complaint has not been resolved by the Program Director, he/she may petition the Division Dean for a meeting at which the student will present in his/her own writing a letter of complaint. The Division Dean will meet with the faculty member involved. The faculty member may write a reaction to the student complaint. The Division Dean will attempt to resolve the issue. All actions are to be put in writing, dated and attached to the letter.
3. The student may petition the Provost in writing regarding the complaint if he/she feels the matter has not been resolved satisfactorily.
4. The Provost will request all records and dated action notations regarding the dispute from the Dean and Program Director and advising file. The Provost will meet with the student and the faculty member involved to resolve the complaint. The decision of the Provost is final.

Academic Honesty

Manor College expects that its students will uphold the principles of truth and honesty in the performance of all academic work. Plagiarism (the unacknowledged use of another person's words or assistance) and academic cheating (falsifying data, submitting without instructor's approval work in one course which was done for another, doing another student's work, and/or the use of any unauthorized aid) are prohibited.

Digital plagiarism (cutting, pasting and copying sections of an article written by another; downloading papers from a "paper mill" website and submitting as work written by the student; utilizing any graphics or audio or video clips without permission; and submitting any work with an electronic source without correct citation) is strictly prohibited and a violation of fair use and intellectual property rights.

The Provost will be formally notified of any violations of this policy. The penalty for the violation will be a grade of "F" for the assignment. Any

subsequent violations will result in a grade of "F" for the course and possible dismissal from the college.

Academic Standards

Academic progress will be reviewed at the end of each semester for all students by the Registrar, who notifies the Director of Financial Aid of any student in jeopardy of warning, probation, suspension, or dismissal. It is the responsibility of the student to keep track of their semester and cumulative GPA. This information can be seen on the Student Portal.

See Financial Aid-Academic Progress Policy for Financial Aid Note.

Academic Good Standing

Students who maintain a term and cumulative GPA of 2.0 or higher are considered to be in Good Academic Standing.

Academic Warning

Students with a semester GPA below 2.0 who maintain a cumulative GPA at or above that required for satisfactory academic progress receive an academic warning. The warning alerts students to potential problems such as loss of financial aid eligibility. Students are encouraged to contact their academic advisor who will assist in developing study plans geared toward improving student learning outcomes.

Academic Probation

Students with a cumulative GPA below a set standard are placed on academic probation. Students must maintain a 2.0 to avoid academic probation. Students on probation must achieve the set standard within one semester. Failure to achieve the standard may result in suspension.

Students on academic probation are limited to 14 credits. Failed courses should be repeated, if possible during the subsequent semester. Students must meet with their academic advisor throughout the semester and are required to attend tutoring.

Academic Suspension

Failure to make satisfactory academic progress (including inability to rectify probationary status) may result in suspension. Suspensions last a minimum of one semester. The college may suspend any student who fails to achieve a 1.0 GPA during a single semester, regardless of the student's classification or credits completed.

Students may apply for reinstatement. They must submit an appeal letter to the Academic Appeals committee. If granted reinstatement, the student will reenter with probationary status. Students on academic probation are limited to 14 credits. Failed courses should be repeated, if possible, during the subsequent semester. Students must meet with their academic advisor throughout the semester and are required to attend tutoring.

Academic Dismissal

Students who fail to make satisfactory academic progress may be dismissed. Dismissed students may not apply for reinstatement. The college may dismiss any student who fails to achieve a 1.0 GPA during a single semester, regardless of the student's classification or credits completed.

Academic Year

The regular academic year consists of two semesters: Fall and Spring, each 15 weeks in length. Fourteen weeks consist of classes, and the 15th week is reserved for final exams. Accelerated courses are 7 weeks in length during fall and spring. The Summer semester consists of three sessions: two are each 6 weeks in length and one is 12 weeks.

Appeal Procedure

Students who are academically suspended have the right to appeal to return in writing to the Academic Appeals Committee. Appeals should be submitted in ample time prior to the term requesting to return. If approved the student will remain on Academic Probation. See Re-Admissions for more information. Dismissed students may not appeal to return.

Articulation Agreements

As a Middle States fully accredited four-year Baccalaureate-granting institution, students are encouraged to complete their undergraduate studies at Manor College. However, by design, some programs are established to have their Bachelor's degree completed at a subsequent institution.

Manor College has formal articulation agreements with a number of other institutions, colleges and universities. These agreements guarantee the acceptance of Manor credits at the four-year institution into which a student transfers. For the most up-to-date information, one should consult Manor

College’s website at Manor.edu/academics/academic-resources-support/transfer-from-manor/participating-schools/.

An Articulation Agreement grants admission to a four-year college or university to Manor College students who earn a designated Associate degree. A Manor graduate will be able to complete a Bachelor’s degree in two years. Presently, Manor has active Articulation Agreements with the following, but not limited to, institutions:

- Cabrini University
- Chestnut Hill College
- Delaware Valley University
- Gwynedd-Mercy University
- Holy Family University
- Immaculata University
- Immaculata University College of Lifelong Learning
- La Salle University
- Peirce College
- Rosemont College
- Temple University
- Thomas Jefferson College of Health Professions
- Widener University Delaware Law School

These agreements are periodically reviewed and updated. Articulation Agreements generally require that a Manor student:

- Achieve the minimum GPA required for the transfer program
- Earn a “C” or better in all major courses transferred into a Bachelor’s degree major
- Sign a “Dual Admissions Intent” form at the appropriate time (depending on the program and agreement. In most cases it is before completing 45 credits but some are at the outset of a program, i.e., the La Salle Specialized Nursing agreement, while others are at the completion of 30 or 45 credits. Students should consult with their Advisors to find out more about their program.)

Manor students taking advantage of Dual Admissions receive benefits including:

- Application fee to Bachelor’s institution is waived.
- Transfer scholarships are available, if certain GPA requirements are met.
- Some Dual Admissions Agreements contain a “Core-To-Core” (or “General Education to General Education”) provision. Under this provision, the Core distribution courses at the four-year institution are fulfilled by the Core courses at Manor College. The four-year institution recognizes that the Core is embedded in the Associate

degree. However, there are some academic advising qualifiers that may need to be addressed. For example: a Manor student would be advised to take a specific history or mathematics course as part of Manor's core to facilitate prerequisites needed in the Bachelor's degree of the subsequent institution.

- A transfer agreement in which program courses in the Associate degree are evaluated and matched with equivalent courses in the Bachelor's degree program at the four-year institution to which the student wishes to transfer. This allows a "seamless" transfer between institutions for the students. Students know in advance what courses and number of credits will transfer into their program of choice and what courses will need to be taken at the transfer institution.
- Programs not covered by an agreement are reviewed on a course-by-course basis.

Assessment of Prior College Level Learning for Credit

Prior college level learning of non-traditional students obtained through related job experience or related life experience can be assessed for college credit at Manor College.

The goals for credits obtained through these means are: to quantitatively validate that prior learning experiences of non-traditional students meet college level criteria and to expedite the time to completion of degree. Students must have CLEP, challenge examinations and portfolio assessments completed the semester prior to graduation.

Manor College recognizes and awards 15 academic credits for each or any combination of the following assessments: CLEP, AP, CHALLENGE EXAMINATION, ACE and DANTE'S TESTS. Included in this total

of 15 credits given by the Provost/Vice President of Academic Affairs is a maximum of nine credits for portfolio assessment.

1. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

A fee per credit hour is assessed for placing CLEP credits awarded on a transcript. Please contact the Business office for fee costs and payments.

The following CLEP examinations are accepted if the credit-awarding score has been earned:

- **American Government**.....3 cr.
- **American Literature**.....3 cr.

- **Analysis & Interpretation of Lit** 3 cr.
- **Calculus** 3 cr.
- **College Algebra** 3 cr.
- **College Mathematics** 3 cr.
- **Pre-Calculus** 3 cr.
- **Financial Accounting** 3 cr.
- **History of the US I** 3 cr.
- **History of the US II** 3 cr.
- **Human Growth and Dev.** 3 cr.
- **Information System and Computer Applications** 3 cr.
- **Principles of Management** 3 cr.
- **College Composition** 6 cr.
- **French-Language - Level 1** 6 cr.
- **German-Language - Level 1** 6 cr.
- **Spanish-Language - Level 1** 6 cr.
- **Introduction to Psychology** 3 cr.
- **Introductory Business Law** 3 cr.
- **Principles of Marketing** 3 cr.
- **Introductory Sociology** 3 cr.
- **Western Civ. I** 3 cr.
- **Western Civ. II** 3 cr.
- **Principles of Macroeconomics** 3 cr.

Manor College accepts the ACE Recommended Score for granting CLEP credit

2. ADVANCED PLACEMENT EXAM (AP)

Manor College participates in the Advanced Placement Program of the College Entrance Examination Board. High school students who have taken college level courses and the board’s advanced examinations can submit the test scores to Manor College. Students who have achieved a score of three (3) or higher are eligible for consideration for credit at the discretion of the Registrar for core curriculum or program courses.

3. DIVISION EXAMINATIONS/EXEMPTION TESTING

For prior college level learning in areas not available through CLEP testing, a student may apply to take an exemption test for a particular course through their Division. The approval of the Division Dean is required. A \$20 per credit non-refundable fee is charged for exemption/ challenge testing of a course.

If the exam is passed with a minimum "C" grade, \$35 is required for each credit hour that is to be placed on the transcript.

Each academic division determines whether or not division examinations may be taken and is responsible for preparing, administering, scoring and reporting the results of these examinations. Typically, Computer Science courses may be exempted. However, any course for which there is no CLEP exam may be challenged by examination. It is the responsibility of the student to drop any courses for which s/he is registered for and exemption is awarded. See Drop/ Add-Course Change.

4. OTHER ASSESSMENTS

Manor accepts ACE approved credit granting scores for Dantes, CAEL (Council for Adult & Experiential Learning), and The National College Credit Recommendation Service (CCRS.)

5. COMPREHENSIVE PORTFOLIO

A non-traditional student, who has prior job-related college-level learning, in the area of a course offered by Manor or in which an externship/internship is required, may have this learning assessed for credit. The student must submit the following to the Provost/Vice President of Academic Affairs:

- For the course or externship/internship goals and objectives on the syllabus, provide evidence of specific anecdotal experiences and what was learned from these experiences to justify meeting the goals/objectives of the course or externship/internship.
- Document length of time for each specific learning experience.
- Have the current job supervisor complete an evaluation form.
- Have the above verified and signed by job supervisor (if petitioning for current job learning) or,
- Submit with the above anecdotal learning experiences former job performance evaluations to corroborate information (if from past job-related learning).

- Evidence of learning outcomes that have been achieved.
- Samples of pertinent work in the course area, if appropriate.
- Awards or recognition citing work in the prior learning area.
- An essay explaining how the prior learning applies to the college course and degree program being sought, as well as, future career development.

Upon review of submitted material which meets the stated criteria, the Provost/Vice President of Academic Affairs may award credits for the college level job related experience presented. A maximum of nine credits for life learning experience by portfolio may be awarded.

A \$100 fee to assess the Portfolio will be charged. A \$35 fee is required for every credit hour that is to be placed on the transcript. Students must have portfolio assessments completed the semester prior to graduation.

6. INTERNATIONAL BACCALAUREATE CREDIT

Manor College may award up to 3.0 International Baccalaureate (IB) credits for each Higher Level course completed with a score of 5 or higher. Manor does not accept Standard Level Courses. The maximum allowable credits is 30.0, including credits transferred from other institutions.

Attendance

Regular attendance in all classes and laboratory sessions is the responsibility of the student. The student assumes the responsibility for academic loss incurred through absenteeism. Faculty take attendance electronically. Individual instructors have attendance policies as outlined in their course syllabus. Students are expected to review their attendance records through the Student Portal. Any discrepancies should be brought to the attention of the instructor.

Auditing

Students who choose to audit classes are expected to attend classes, do the assigned reading, and participate in class discussions, but are not required to take the examinations. Permission to change from credit to that of audit must be obtained in writing from the advisor. The student must submit an audit form to the Registrar no later than the end of the Drop/Add period. At no time may a student change from audit status to credit status. The fee for each audit is the same as for a credit class.

Background Checks

Acceptance into some academic programs at Manor College may be contingent on background checks. Programs that include placement into clinical sites, field experience, apprenticeship and internships require these checks in order to ensure that a student can successfully complete all course requirements necessary for graduation, gaining licensure and finding employment.

Change of Degree or Program

Students seeking a degree or program change must complete the Change of Program form, which is available at <https://manor.edu/academics/registrar/change-of-program/> and submit to the Office of the Registrar. This change is effective only at the beginning of a Fall or Spring semester prior to the end of Drop/Add period. NOTE: Some programs, such as Dental Hygiene, Expanded Functions Dental Assisting, and Veterinary Technology, have limiting restrictions for admission. Change of Degree or Program requires approval from student's Academic Advisor and from the Financial Aid office. Students should be aware that changing their degree or program may affect financial aid eligibility.

Classification of Students

Class level is determined by the number of credit hours earned by the student as follows:

- **1-29.5: Freshman**
- **30-60 Sophomore**
- **60.5-90.5 Junior**
- **91+ Senior**

Developmental courses do not count toward graduation and are not included in the total of earned credits.

Courses at Other Institutions also see Transfer of Credit

A matriculated student must obtain approval in order to enroll in a course at another institution during either semester or during the summer session. Approval will be granted for extenuating circumstances only. Only the credits, not the grades, from other institutions are transferable. The grade from other institutions is not calculated into Manor's GPA or Cumulative Average. A grade of "C" or higher must be earned in order for credits to be accepted by Manor.

A student may request permission to take a program required course at another institution ONLY if that course is not offered at Manor College in the time remaining before his or her anticipated program completion date. Students must complete the request for External Study form, which is available here and receive approval prior to registering for the off-campus course. The completed form is to be submitted to the Office of the Registrar. Failure to do so may prevent the course from transferring and may delay graduation. Students must contact their Advisor and the Financial Aid office prior to submitting this form.

Course Load

For students enrolled in a regular academic year program, a full-time credit load is 12-18 credit hours. A part-time load is up to 11 credits. Students who are on Academic Probation are limited to less than 15.0 credits. For students enrolled in the Adult Learning Program, both 24 month and accelerated, there is no full-time or part-time designation.

Course Overload

For students enrolled in a regular academic year program, a course overload fee is charged for every credit hour taken beyond the maximum 18 hours per semester. Approval of the Director of Academic Support & Retention must be obtained to carry over 18 credits per semester.

Cumulative Average

This average is computed by dividing the total number of quality points by the total number of credit hours attempted (excluding grades of P, S, U, W, AU, SP, and T). Only courses taken at Manor are included in this calculation.

Dean's List

Students who successfully complete a full course load of at least 12 credits and earn a term GPA of 3.5 or higher will be placed on the Dean's List.

Definition of Credit

For every one credit, 50 minutes of instructional time, per week for 14 weeks, in addition to 2 hours for a final, is required. For example, a 3-credit course would include 35 hours of instructional time and 2 hours for a final. Regardless of the modality (Face-to-Face, On-Line, or Hybrid) or length of the course (15 week, 3-week accelerated, 5-week

accelerated, or 7-week accelerated) the total instructional time, including instructional activities, is 35 hours with an additional 2 hours allotted for a final.

One lab credit is granted for one-hour and fifty-minute lab sessions per week for 14 weeks. An equivalent amount of lab time is required regardless of the modality or length of course. Additional information concerning Allied Health lab credits, clinic credits and externship/internship credits can be found under their respective program descriptions.

Directory Information also see [Family Education Rights and Privacy Act](#)

In accordance with the Family Education Rights and Privacy Act (FERPA), the College has designated the following categories as Directory Information:

- Name
- Address
- Electronic address assigned by the College
- Date of birth
- Major field of study
- Participation in officially recognized activities
- Dates of enrollment (including level of study and matriculation and withdrawal status)
- Degrees and awards received (type of awards and degree and date granted, honors and Dean's list)
- The most recent previous educational agency or institution attended
- Photographs

Students wanting any of the above information withheld should notify the Registrar in writing within two weeks of each year's academic enrollment. Please keep in mind, by submitting an Opt-Out form, no information regarding the student can be released—including verification of enrollment for health insurance purposes, day care assistance, housing assistance, verification of degree conferred to employers or prospective employers—unless the Registrar's office receives additional consent to release this information. In accordance with FERPA, letters of recommendation and transcripts from other institutions will not be copied. Students must

request these from the originator. Further information regarding the Family Educational Rights and Privacy Act of 1974 may be obtained from the Registrar's Office.

Drop/Add - Course Change

A period of one week following the start of each traditional term is for schedule changes. At the request of the student, courses may be dropped or added during this period by a student's Academic Advisor or through the Registrar's office with written approval by the Academic Advisor. Drop/Add is not official unless the Advisor or the Registrar has processed the change during the Drop/Add period. The exact dates of the Drop/Add periods are on the Academic Calendar. Dropped courses will not appear on an academic transcript however, failure to officially drop a course will result in a failure.

Students must notify the Financial Aid Office if there are any changes in their enrollment status.

Students should be aware that changing their credit hours may affect financial aid eligibility and will cause a change in the student's award. In addition, a student withdrawing from one or more courses will be responsible for completing additional course work to meet Satisfactory Academic Progress requirements for financial aid.

Students who fail to abide by Manor's attendance, academic, conduct, and financial policies may be dropped from their classes at the discretion of the College Administration. Likewise, the College reserves the right to cancel classes during this period due to low enrollment.

Electronic Communication Systems Policy

Manor College provides its users access to a variety of electronic communications systems. Our goal in providing this access to college users is to promote excellence in higher education by facilitating resource sharing, innovation and communication in support of the college mission. College users are defined as students, faculty, staff, alumni, and authorized guests.

Electronic communications systems include email, computer networks, Internet access, voice mail, and telecommunications systems. The electronic communications systems and the communications transmitted through them are the property of Manor College and are subject to acceptable use compliance. The smooth operation of these systems relies upon the proper conduct of college users, who must adhere to acceptable use guidelines. The use of the college's electronic

communications systems is a privilege, not a right.

The college reserves the right to deny systems access, or to cancel systems access, at any time. All users are expected to use these networks in an appropriate and ethical manner. Appropriate use includes

use for instructional, educational and research purposes. These policies and guidelines outline the responsibilities inherent in authorized access, requiring efficient, ethical and legal utilization of system resources. By using the Manor College Electronic Communications Systems you agree to abide by the Manor College Electronic Communications Systems Policies and Guidelines:

Policies and Guidelines

1. ACCEPTABLE USE POLICIES.

The following are considered violations of acceptable use and are prohibited:

- 1.1** Engaging in conduct that obstructs or disrupts institutional activities or the individual pursuit of learning, including but not limited to:
 - 1.1.1** Vandalism, which is defined as any attempt to harm or destroy systems and/or the data contained therein. This includes, but is not limited to, the uploading or creation of computer viruses and inflicting damage or sabotage on the system.
 - 1.1.2** Reading/listening to, or attempting to read/listen to, another user's electronic messages without authorization.
 - 1.1.3** Degrading system performance.
 - 1.1.4** Unauthorized use of an account.
 - 1.1.5** Any activity that changes the nature of the computer or computer environment for subsequent users.
- 1.2** Using the college's electronic systems to conduct any activity not related to the college's operation, including, but not limited to, advertising or soliciting other business.
- 1.3** Use for political lobbying.
- 1.4** Involvement in the violation of, or conviction for violation of, federal, state or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected

by copyright, trade secret, obscenity and related laws.

- 1.5** Threats, harassment (including, but not limited to, sexual harassment), or libel or slander in an electronic message (file transfer, email or voice mail).

2 GUIDELINES FOR ELECTRONIC COMMUNICATIONS ACCESS.

Users are expected to abide by the generally accepted rules of network and voice mail etiquette. These rules include, but are not limited to, the following:

- 2.1** Do not expect electronic communications to be private. Network maintenance may result in staff access to communications and even "deleted" information may be accessible. Electronic communications can be sent to unintended recipients. Electronic communications are subject to access by subpoena or other lawful order. Failure to log out appropriately may result in unauthorized use of a user's account. The college may access communications for legitimate business purposes.
- 2.2** Do not use electronic networks to transmit confidential messages. The College encourages courtesy and professionalism in electronic messaging.
- 2.3** For security and safety reasons, do not reveal personal information over the electronic systems concerning any individual, including yourself. For example, do not disclose address, phone number, social security number, password or credit card information.
- 2.4** Do not use the network in such a way that would disrupt the use of the network by other users. Users are required to observe posted time limits for the use of public access computers, where applicable.
- 2.5** It is the policy of Manor College to abide by all laws concerning the use of copyrighted and patented material. This protected property shall be used with authorization only. When used in an authorized context, appropriate attribution must be given. The rules of academic honesty apply to information obtained on the Internet. Aside from sanctions by the college as described below, you could be subject to civil damages and criminal penalties, including fines and prison terms for violating copyright and patent laws.
- 2.6** Do not share log-in username or passwords.

3. DISCLAIMER.

Every effort has been made to provide accurate information, however, errors can occur. By using the information contained in the electronic communications systems, the user/viewer willingly assumes all risks in connection with such use. Manor College is not responsible for any errors or omissions in information contained in the electronic systems and is not liable in whole or in part for damages resulting from any user(s)/viewer(s) use of, or reliance upon, this material.

Manor College assumes no liability for damages that may result from loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions or technical difficulties.

4. SYSTEMS PROBLEMS.

Any problems with the college's electronic communications systems and/or any user policy violations, including unauthorized or improper use, should be brought to the attention of Manor College's IT Department at helpdesk@manor.edu.

5. RESOURCE UTILIZATION.

Manor College has limited computing and electronic communications resources, including limited storage capacity. Users are reminded to respect these limited resources and to routinely delete or purge unnecessary data.

6. SANCTIONS.

Violations of this policy may result in the cancellation of the user's account and electronic communications privileges and other disciplinary action.

Email

The College uses email to disseminate important and timely information to students both in the form of college-wide emails and individual emails. All students are issued a College email address. To comply with federal privacy regulations only Manor assigned email will be used once a student is matriculated. Students should check their Manor email on a regular basis to make sure they get critical information.

A student can access his or her account by going to www.manor.edu once log-in information is received. This information is mailed once the new student deposits. For questions about email or problems with log-in procedures, students should contact Computer Services by emailing

helpdesk@manor.edu or by calling (215) 885-2360 x2411 or 2204. By using the Manor College Electronic Communications Systems, students agree to abide by the Manor College Electronic Communications Systems Policies and Guidelines.

Examinations

Mid-term examinations are given at mid semester. Final examinations are scheduled at the end of the semester. Students who, for valid reasons, cannot take the scheduled examination, will secure permission for a deferred examination from the Provost/Vice President of Academic Affairs. Deferred examinations are held within two weeks of the scheduled Final Examination. A time extension may be granted upon the recommendation of the faculty and approval of the Provost/Vice President of Academic Affairs. Failure to take a deferred examination within two weeks will automatically result in a failing grade for the course.

Externships/Internships

Incorporating externships and internships into most of the programs, Manor enhances the opportunities for its students to succeed in the highly competitive job market. All Manor students have the opportunity to look for externships and internships through Manor's Career Services Resources.

Facilities

Manor College property/campus includes three buildings: the Basileiad Manor; Mother of Perpetual Help Hall; and St. Josaphat Hall; the grounds, parking lots, and any vehicles rented or leased by the College.

NOTE: *Visitors to the campus seeking access to campus buildings and facilities for special events must do so through an individual host, a sponsoring department or Public Safety. A contact person from the College is always needed.*

- Basileiad Manor is also known as the Administrative Building or Library.
- Mother of Perpetual Help Hall is also known as the Academic Building.
- St. Josaphat Hall houses the Residence Hall, Ukrainian Heritage Studies Center, Dental Health Center, Public Safety, and Maintenance.

MANNY'S MARKET

Manny's Market is located in Mother of Perpetual Help Hall on the ground floor. The market sells Manor spirit wear, school supplies, and offers a wide selection of coffee beverages as well as grab-and-go food items.

HOURS

Manny's Market hours are Monday - Friday 9 a.m. - 3 p.m. and online at mannysmarket.com

CLASSROOMS

- **12 - 14:** Basileiad Manor, Ground Floor
- **15 - 15A:** Veterinary Tech Lab - Mother of Perpetual Help Hall, Ground Floor
- **18:** Radiology Lab - Mother of Perpetual Help Hall, Ground Floor
- **19:** Vet Tech Classroom - Mother of Perpetual Help Hall, Ground Floor
- **20 - 22, 29:** General Classrooms - Mother of Perpetual Help Hall, Second Floor
- **23:** Faculty and Staff Meeting Space - Mother of Perpetual Help Hall, Second Floor
- **28:** Computer Labs - Mother of Perpetual Help Hall, Second Floor
- **31:** Chemistry Lab - Mother of Perpetual Help Hall, Third Floor
- **32:** Biology Lab - Mother of Perpetual Help Hall, Third Floor
- **33 - 34:** Vet Tech Science Labs - Mother of Perpetual Help Hall, Third Floor
- **35 - 39:** General Classrooms - Mother of Perpetual Help Hall, Third Floor

BASILEIAD MANOR

- Provost and Vice President of Academic Affairs Office
- Main floor library (right from library entrance stairway and library circulation desk)
- Division of Arts and Sciences
- Library Mezzanine, left from stairway
- Division of Business, Education and Professional Studies
- Library Mezzanine, right from stairway, second door on the right

- Admissions: Ground Floor
- Bursar's Office: Ground Floor: Responsible for billing and processing tuition payments; distributes work-study payments.
- Development Office: Ground Floor: Responsible for fundraising for program development, campus improvement, new equipment and capital campaign projects. Manages alumni contact and support programs.
- Faculty Conference Room: Second Floor
- Finance Department: Ground Floor: Responsible for all College funds and coordinating fiscal planning and budget.
- Financial Aid Department: Ground Floor, Room 15: Awards financial aid and college work-study positions on the basis of demonstrated financial need.
- Registrar's Office: Ground floor: Responsible for publishing course schedules; assists with officially adding or withdrawing from classes and the College; evaluating transferrable credits; maintains student academic records; verifies enrollment for students; issues official transcripts; reserves classrooms for meetings. Computers are available for student use and for assistance navigating the Student Portal.

BASILEIAD LIBRARY:

First Floor: Offers professional librarian staff and tools to help students, faculty and staff with all research needs. The Library currently contains 40,000 books, journals, magazines, and newspapers including 70 online databases, online and on-site citation tools and research help. The Library also houses resources on the American Civil War and the Ukrainian Heritage Special Collections that includes Project Resilience, a new digitization and preservation endeavor established to safeguard Ukrainian-American primary and secondary sources.

Desktop Computers and Laptops are available for use as well as a printer, scanner, and copier.

The Library offers extensive space for quiet and group study and a private Group Collaborative Room. Please consult the Library's web page for current hours and closures. Summer may affect these hours.

- Mail Room (faculty and staff): Ground Floor: Has a copier for faculty and staff use.
- Marketing and Communications Office: Ground Floor: Responsible for media relations and advertisements via newspapers, radio and

television, as well as all Manor publications. Assists other Manor offices with event planning and creation of recruitment and promotional materials.

- President's Office: Ground Floor: The President of Manor College is responsible for the general operation of the College.
- Reception: Ground floor, main entrance

MOTHER OF PERPETUAL HELP HALL (ACADEMIC BUILDING)

- Athletic Office: Second Floor, left and right of the stage in the gymnasium/ auditorium: Offices for the Athletic Director and Athletic Coordinator for all Manor sports programs.
- Auditorium/Gymnasium: Second Floor
- Campus Ministry Office: Second Floor
- Campus Store: First Floor, School supplies, snacks, clothing, and gift items bearing the College name and logo.
- Chapel (Our Mother of Perpetual Help Chapel): Second Floor: Available for private or group devotions and meditations at all times. Liturgies offered on major Church holy days – Religious prayer services as needed for special circumstances.
- Counseling (Personal): Second Floor, across from the gym: Provides free, confidential, personal counseling during the fall and spring semesters.
- Dining Hall - The Manor Café: First Floor: A fully-staffed cafeteria, complete with a large flat screen television, open for fall and spring semesters, provides hot and cold food selections for students, faculty and staff. See information online at: <https://manor.edu/student-life/dining/>

Note: Meal hours may be altered due to inclement weather and special events.

Meal hours:

- **Mon – Fri**
- **Breakfast:** 7:30 a.m. – 10:00 a.m.
- **Lunch:** 11:00 a.m. – 2:00 p.m.
- **Dinner:** 4:00 p.m. – 6:00 p.m.
- Health Services Office: Second floor: Nurse's Office and storage center for all medical records.
- Information Technology - Director's Office: Second Floor: Maintains technology network throughout campus. Establishes

student technology access, user I.D., and directory space. Monitors Internet use for violations to campus electronic communications systems policies.

- Student Engagement Office: Second Floor, center hallway: Works with students to encourage participation in various clubs and campus activities. Home base for Student Senate and Campus Activities Board. Location for information regarding: student activities, student clubs, and orientation.
- Student Affairs Offices: Second Floor, Administrative Offices for Dean of Students, Counseling Services, Campus Ministry, Student Engagement, and Athletics.
- Student Lounge: First Floor, A place for students to gather, to socialize between classes, to study or watch television.
- Vet Tech is in Mother of Perpetual Help Hall, First Floor

ST. JOSAPHAT HALL

- Dental Health Center: Provides dental care for Manor and the surrounding community at fees less than private practices charge. Serves as a hands-on learning site for Manor students enrolled in the Expanded Functions Dental Assisting Program (EFDA) and the Dental Hygiene Program. For an appointment, call (215) 887-7617.
- Lost and Found: Public Safety: First Floor, Suite 103
- Maintenance Office and Garage: St. Josaphat Hall: Ground Floor (on the side of the building)
- Residence Hall: St Josaphat Hall
- Residence Hall Coordinator: First Floor, Suite 106
- Office of Public Safety: First Floor, Suite 103
- Ukrainian Heritage Studies Center: First floor: Promotes Ukrainian culture, tradition, heritage and folk art. Houses a Ukrainian Folk Art collection. Curator conducts workshops, lectures, educational programs in the community and tours of the campus museum. Sponsors art exhibits, special museum displays and other cultural events in the Manor community, the Delaware Valley, and various other locations. Tours are available by appointment by calling (215) 885-2360, ext. 3293 or ext. 3200.

AROUND CAMPUS

- Athletic Field: Located between the Academic Building and Forrest Avenue: Home field for Manor College soccer games.
- Wi-Fi Hotspots: The Basileiad Manor, Academic Building, Manor Café, and Residence Hall
- Mailbox: A US Postal mailbox is located in front of the Basileiad Manor.
- **Restrooms:**
 - **Academic Building: Ground Floor, across from the campus store: Women’s and Men’s**
 - **Basileiad Manor: Ground Floor, across from Allied Health Department Office: Women’s**
Gender Neutral: Ground Floor, next to main desk: Handicap accessible
- First Floor, inside the Library: Women’s and Men’s Basketball Courts (Outdoor): West end of the parking lot: For use by the Manor College community at no charge.
Hours: Open daily from 7:00 am - dusk.
- Vending Machines: Academic Building: Ground Floor, inside the Dining Hall; and the Basileiad Manor - Ground Floor (end of hallway near parking lot). An assortment of snack and beverage machines are available on a year-round basis. Any problems with the vending machines (i.e. broken machine, lost money, etc.) should be reported to the Cafeteria Manager.
- Volleyball Court: Behind Resident Hall: Available for use by the Manor College community at no charge. Equipment may be borrowed from the Resident Hall Coordinator.

Family Educational Rights and Privacy Act of 1974 (FERPA) also see [Directory Information](#)

Manor College upholds all the rights and regulations of the (FERPA) Family Educational Rights and Privacy Act of 1974, also known as the Buckley amendment. In accordance with the Act, students who wish to release information relative to their academic performance and/or finances and conduct, must first authorize the College to do so. Therefore, all requests to release information must be submitted to the Office of the Registrar by the student. The permission to release information will remain in effect for the full duration of the student’s enrollment unless otherwise notified in writing by the student.

The exceptions are as follows:

- College officials with legitimate educational interest
- Officials of other institutions in which you seek to enroll
- Access shall be granted to authorized federal officials auditing federally-supported education programs and state officials to whom information from student records is required by statute to be disclosed.
- Persons processing financial aid applications
- Access will be granted to accrediting organizations carrying out their accrediting functions.
- Appropriate authorities in an emergency situation if the knowledge of information from a student's record is necessary to protect the health or safety of the student or other persons.

Non-Degree Students

Students wishing to enroll for credit coursework for the purpose of transferring credits to another institution of higher learning or for personal enrichment and do not intend to seek a degree may enroll as Non-Degree Students. Upon the completion of 15 credit hours of study at Manor College and in order to continue taking classes at Manor, non-degree students may be required to matriculate into a program by proceeding with the Admission's process. During the summer accelerated sessions, Non-degree students may not enroll for more than 9.0 credit hours. Non-degree students must pay the full tuition prior to registering.

Non-Discrimination Policy

Because Manor College affirms the uniqueness and dignity of each person, any conduct that violates the dignity of another person, including but not limited to threats of violence, verbal or physical; assault or abuse of any kind; hazing or harassment, including sexual harassment; lewd, obscene, or indecent language, behavior, or representations reasonably found offensive by others; or discrimination against another person based on race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law is a violation of the Code of Conduct.

This applies to all aspects of the College's life including, but not limited to, hiring, recruiting, admission, educational programs, housing,

counseling, financial assistance, career planning, health and other insurance benefits, services and athletics. This policy also prohibits all forms of ethnic intimidation. The College regards ethnic intimidation as any subtle or blatant acts, words or deeds that may reasonably be considered offensive towards any particular race, color, religion, national origin, or other legally protected characteristic of an individual or group. Any student or person who believes they have been subjected to discrimination or ethnic intimidation is obligated to report the matter to the Vice President and Dean of Student Affairs for appropriate action. Violation of this policy will not be tolerated. If, after investigation, it is determined that there has been a violation, appropriate action will be taken up to and including dismissal. A determination under this policy is not a legal conclusion.

Portal

Each student has access to his/her records through their Student Portal. In the Portal, students can see grades and unofficial transcript, attendance, finances, and more. It is important for students to review their records regularly. Students should contact helpdesk@manor.edu for login issues.

Pre-Registration

Students are required to pre-register for their courses before each semester on the dates designated on the Academic Calendar. Students can register online through their Student Portal. Students are encouraged to meet with their advisors for help with course selection. It is important for students to register during the posted weeks. Students must clear administrative "Holds" in order to register.

The College reserves the right to limit enrollment in any course and to cancel any course for which an insufficient number of students has registered. Although notified of changes by email, students should check their schedule at the start of the term for any changes.

Preferred Name and Pronoun Policy

Manor College recognizes that students, staff, faculty, and adjuncts may prefer to use a name or pronoun other than their given first name as recorded on official documents and records including circumstances where student safety or productivity may be a risk. When formally requested by a student, staff, faculty, or adjunct the College may use a preferred first/given name or pronoun in College documents and processes except where the use of the official legal name is required by College business or legal obligation.

While anyone is welcome to use a preferred first name, this option has been developed to respond to the needs of some international students, transgender students, for safety reasons, others who prefer the use of a nickname and those in the processes of legally changing their name but wish the name to be reflected in a timelier manner.

Once someone has communicated their preferred name and pronoun, campus members are expected to use the pronouns and name consistent with that person's gender identity.

Re-Admissions

With the exception of those wanting to go into the Dental Hygiene program*, students who have graduated or have withdrawn from Manor College and wish to return for an Associate or Bachelor's program must first pay a non-refundable fee. Once received, a reinstatement application will be sent to the student. The deadlines for submitting applications are August 1st for the fall term and December 1st for the spring term. See Appeal Procedure if suspended from the College.

Repeating a Course

Students may repeat a course in an attempt to improve their grade. Both matriculated and non-matriculated students at Manor will be allowed to repeat a course only once. All courses attempted will appear on the transcript. However, the lower grade will not be calculated in the CUM. Financial Aid can be given to repeat a course once if the student is enrolled for an additional 12 credits of new coursework during that semester.

Reverse Transfer Policy & Residency Requirements

Students must meet the Manor College residency requirements in order to be eligible for graduation. To fulfill the residency requirements, all Associate degree-seeking students may only transfer up to 50% of the required credits at Manor; Bachelor's degree-seeking students may transfer up to 90 credits.

With Provost approval, students who withdraw from Manor and enroll elsewhere may transfer up to 8.0 credits back to Manor to earn their degree.

Safety & Emergency

Students should immediately notify the Manor College Department of Public Safety of all emergencies at 215-885-2360 ext. 3292

Services for Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973, Manor College does not discriminate against an otherwise qualified individual based on a physical or mental disability. Manor College will make reasonable, academic adjustments that do not change or diminish the outcomes, measures, standards, or grading policies of a course or program. To be eligible for appropriate accommodations the student must complete the Application for Modifications & Services Form. Once completed the Student Success Advisor - Disabilities Services will review the materials and discuss proposed accommodations with the student. Requesting accommodations is the responsibility of the student. Accommodations are in effect for one semester. Students who want continued accommodations must first register for classes for the semester in question and then meet with the Student Success Advisor - Disabilities Services to discuss accommodations appropriate to the classes shown on the student schedule. Accommodations may include, but are not limited to: extended time for testing, testing in a less distracting environment, note taker, recording lectures, and/or academic support through the Learning Center. Due to the individualized nature of accommodations, academic adjustments, auxiliary aids, and/or services are determined on an individual, and course-by-course basis.

Student Affairs

The Student Affairs staff is available to assist in all non-academic areas of college life and to help students feel at home at Manor. The Student Affairs staff is guided by our belief in the following Mission Statement:

The Student Affairs Department, in union with the administration, faculty and staff of Manor College, assists students in acquiring an education based upon the Judeo-Christian traditions, the educational traditions of the Ukrainian Sisters of Saint Basil the Great, and the Manor College Mission Statement. Therefore, the Student Affairs Department is an integrated component in the development of all students.

The Student Affairs staff strives to know each student personally. We have the honor of providing leadership opportunities and a well-rounded college experience to students through all of our Student Affairs Departments: Athletics, Campus Ministry, Counseling, Health Services, Public Safety, Resident Life, and Student Engagement. Through extracurricular activities and services, students are encouraged to grow and mature spiritually, intellectually, and socially. The goal of all programming, services, discipline, and activities is to encourage students

to develop fully as individuals, to respect life and human dignity, to develop respect and sensitivity for self and for others, to value honesty, and to develop awareness for a just society in today's world. Please visit <https://manor.edu/student-life/student-affairs-staff/> to learn more about the Student Affairs Department and staff.

Student Handbook

The Student Handbook is the college's official statement of student conduct standards, policies, and procedures. Access the Student Handbook here to learn about the Student Code of Conduct, general campus policies, residence life policies, and more.

Transcripts

Students (current and past) who would like the College to send their official academic transcript or credit bearing courses from Manor College now have two options to choose from:

OPTION 1

A new e-transcript service is available through National Student Clearinghouse for a charge of \$6.50. This option is having your official transcript digitally sent to your desired location by secured electronic conveyance. To choose this option click here [e-transcript service](#) and enter Manor College as the school from which you are requesting. Students are charged per destination once the transcript is documented as received.

OPTION 2

The traditional paper transcript, free of charge, can be requested by submitting a written request to the Office of the Registrar. All requests must contain an original signature – electronic signatures will not be accepted. Requests will not be processed if a student has an outstanding obligation to the College. Requests must be made by using the transcript request form found here: Manor.edu/academics/registrar/transcript-request/.

HOW TO SUBMIT:

- **By Email** (with attachment ONLY): transcripts@manor.edu
- **By Mail:** Manor College
Office of the Registrar
Transcript Processing
700 Fox Chase Road
Jenkintown, PA 19046

- **By Fax:** (215) 780-1950
- Enrolled students can obtain an unofficial transcript from their student portal.

Transfer of Credits

Transcripts from prior learning are evaluated by the Registrar's Office. Courses completed at regionally accredited two and four-year institutions PRIOR TO MATRICULATION may be transferred into Manor provided these credits are applicable to the curriculum into which the student is transferring and Manor receives an official transcript from the transferring institution. Courses from non-traditional settings will be considered if course content, learning goals, assessment and contact hours are comparable to the College's credit bearing courses. A student may be asked to provide a course description and/or syllabus to determine if transfer credit is appropriate. Courses taught on-site, on-line, in blended format, and in other modes of delivery are all subject to the same criteria when being evaluated for transfer of credit.

Courses from Foreign, Non-American based Institutions must be evaluated by an evaluation service. Manor accepts evaluations completed by World Education Services, Inc. and Educational Credential Evaluators, Inc.

Only official, sealed transcripts or evaluations, and transcripts received electronically with an authentication procedure will be evaluated for transfer credits.

Credit is granted based on semester hours. A quarter hour is equivalent to 0.6 semester hours; therefore, a 3.0 credit course is equivalent to 5 quarter hours. When applicable and appropriate, quarter hour credits may be combined and multiplied by 0.6 to determine the equivalent number of semester hour credits.

Manor will accept a maximum of 50% of required credit hours for an associate degree program and 90 credits towards a Bachelor's degree program provided these credits are applicable to the curriculum into which the student is entering.

Science and Math courses taken over 10 years are not transferable; Computer classes, over three years are not. All other courses are unlimited in age.

The lowest acceptable transfer grade is a "C" ("C-" and below will not be accepted).

No credit is given for courses with pass/fail or satisfactory/unsatisfactory grades unless the transcript clearly defines those grades as equivalent to a C or better.

The GPA earned at a transfer institution is not computed in the GPA at Manor College.

Previous college level credits accepted by Manor College are not guaranteed to be recognized by other subsequent institutions. Each institution of higher education reserves the right to determine what is appropriate for their particular programs and degrees. Manor reserves the right to consider each transfer of credit evaluation on a case by case.

Provided the recommended credit-granting scores have been earned, Manor College recognizes and awards 15 academic credits for each and any combination of the following non-credit assessment; CLEP, AP, International Baccalaureate, ACE and DANTES TESTS. Included in this total of 15 credits is a maximum of nine credits for portfolio assessment. Please refer to Assessment of Prior College Level Learning in the college catalog for detailed information on these assessments. Six (6) semester hours of credit will be granted to Early Childhood Education students who submit a current CDA certificate accompanied by a Letter of Verification from the Council for Professional Recognition. A maximum of nine (9) semester hour credits will be awarded to students who meet the criteria established in a signed articulation between Manor College and the Pennsylvania Department of Education Bureau of Career and Technical Education.

AFTER MATRICULATION, students must receive approval. Please see Courses at other Institutions in this Handbook.

Transferring

Students should first consider their options to stay at Manor College for a Bachelor's degree.

Students who plan to transfer are advised to become familiar with academic requirements of the transfer institution. While Academic Advisors will assist students with their plans, the primary responsibility for all matters related to transfer rests with the student. While credits are expected to be transferable to most institutions there is no guarantee regarding the transfer of credits to other colleges and universities.

Students who are transferring prior to earning a degree at Manor are to notify the registrar in writing of their intentions to withdraw from Manor College. See Withdrawal from the College.

Withdraw From a Course

The last day to withdraw from a course is the last class meeting of the course in a given term before the Final Exam period. A course withdrawal is not official unless a written request is received by the Registrar's Office during the withdrawal period. Likewise, the last date of attendance for withdrawn courses is the date the College is officially notified. Students who stop attending all classes without officially withdrawing will be responsible for the return of federal student aid funds at the end of the semester based on the last documented date of attendance as determined by the College.

For Administrative Withdrawals, if academically related activity can be verified within the term but the last date of attendance remains unknown, the last date of attendance will be set as the 50% point of the term. A student may be required to make up credits for withdrawn coursework in order to make satisfactory academic progress to receive continuation of financial aid. Withdrawn courses appear on transcripts with the grade of "W," which is not calculated into the grade point average.

Students must notify the Financial Aid Office if there are any changes in their enrollment status. Students should be aware that changing their credit hours may affect financial aid eligibility and will cause a change in the student's award. In addition, a student withdrawing from one or more courses will be responsible for completing additional course work to meet Satisfactory Academic Progress requirements for financial aid.

Withdrawal from the College also see [Leave of Absence](#)

In order to voluntarily withdraw from the College, after consulting with his or her Advisor, Program Director, and/or the Provost/Vice President of Academic Affairs as well as a Financial Aid counselor, a student must file a formal notice of withdrawal with the Office of the Registrar. The official date of withdrawal is the date on which the student submits completed withdrawal documentation to the Registrar's Office.

Students who fail to abide by Manor's attendance, academic, conduct, and financial policies may be Administratively Withdrawn at the discretion of the College Administration. The student remains responsible for all tuition and fees incurred as a result of his or her enrollment and is still expected to satisfy the Exit Interview requirement of Financial Aid to be eligible for return. Tuition refunds will be distributed as stated in the College Refund Policy.

There will be no refunds for withdrawals, including medical (physical or

mental health), requested after the college refund deadlines. Students remain fully responsible for College tuition and fees, any outstanding fines as well as for the repayment of financial aid as mandated by the Federal Government.

Any matriculated student who has officially withdrawn from the college and wishes to return must complete the Reinstatement Form found on the Manor website, which must be approved by the Registrar, appropriate Academic Division, the Bursar, and the Financial Aid Office. Manor College reserves the right to deny a request for reinstatement.

GRADING SYSTEM

Manor uses the following letter grading system with the corresponding quality points. The student's semester grade point average is determined by dividing the total number of quality points by the total number of credit hours carried.

GRADE EARNED	DESCRIPTION	QUALITY POINTS
A	Excellent	4.0
A-		3.67
B+		3.33
B	Above Average	3.0
B		2.67
C+		2.33
C	Average	2.0
C-		1.67
D	Below Average	1.0
F	Failure	0.0
*S	Satisfactory	0.0
*U	Unsatisfactory	0.0
*P	Pass	0.0
*M	Military Leave	0.0
*Ta	Transfer Credit	0.0
*W	Withdraw	0.0
*AU	Audit	0.0
*CR	Credit by Exam or Experience	0.0
*CLEP	College Level Exam Program	0.0
*AP	Advanced Placement	0.0
*I	Incomplete	0.0

**Asterisk grades are not calculated into the GPA*

Grade Reports

At the close of each semester, the student's grades are available on the Student Portal approximately three days after the end of each term. Students who have not paid their tuition before the Final Exam is given, will not have grades available to them and will be unable to obtain an official transcript until they have paid their tuition and the Bursar's office has given permission to do so.

Grade Appeal/Change Policy

A student may appeal a final course grade and the change must be received by the Registrar within thirty (30) days or ten (10) days (for Accelerated Classes) from the deadline to submit grades.

The student is encouraged to resolve this issue by speaking with the instructor who has given the grade. If a conversation does not resolve the issue, the student may appeal in writing to the Program Director with any relevant materials. The Program Director should respond, within ten (10) days of receiving the request, with a written statement to the student detailing the reasons for the grade.

If consultation with the Program Director does not lead to a resolution satisfactory to the student, the student may, within ten (10) days or five (5) days for Accelerated Classes) of the Program Director's response, appeal in writing to the Dean of the appropriate Division, stating the reasons for the disagreement and presenting evidence in support of appeal.

If the decision of the Dean remains unsatisfactory to the student, the student may, within ten (10) days or five (5) days for Accelerated Classes) of the Dean's written response, appeal in writing to the Provost/ Vice President of Academic Affairs who will reach a final verdict. The student will be notified in writing of the final decision.

GRADUATION REQUIREMENTS

The Associate Degree

Manor College confers the Associate Degrees to students who:

1. Complete a minimum of 60 semester hours of work with a cumulative average of at least 2.0. Complete the stipulated number of credits as required by each individual program as stated in this catalog.

2. Complete the specific course requirement in the student's area of specialization.
3. Maintain a "C" or better as required by the program.
4. The student is responsible to contact the Financial Aid Office for an exit interview if they have Perkins or Federal Direct Loans.

The Bachelor's Degree

Manor College confers the Bachelor's Degrees to students who:

1. Complete a minimum of 120 semester hours of work with a cumulative average of at least 2.0. Complete the stipulated number of credits as required by each individual program as stated in this catalog.
2. Complete the specific course requirement in the student's area of specialization.
3. Maintain a "C" or better as required by the program.
4. The student is responsible to contact the Financial Aid Office for an exit interview if they have Perkins or Federal Direct Loans.

The Certificate Program

Requirements for the Certificate:

1. Complete 12-30 semester hours of work, as required by the individual program.
2. Complete the specific course requirement in the student's area of specialization.
3. Maintain a cumulative Grade Point Average of 2.0 GPA.
4. Meet all financial obligations to the college.
5. The student is responsible to contact the Financial Aid Office for an exit interview if they have Federal Perkins or Federal Direct Loans.

Graduation

Commencement exercises are held annually at the end of the spring semester. Students who complete their degree requirements in the spring and prior summer or fall semesters, may participate in Commencement, however, may receive their diplomas following their completion of the degree requirements in August or December. All students must be clear of Holds in order to participate in Commencement.

Petition to Graduate

Students who intend to graduate and meet the residency requirement must see their academic advisor during registration the semester prior to their anticipated degree completion term. Advisors and Students will work together to complete and submit a Graduation Petition to the Registrar. Students must also complete the Manor College Graduation Survey. BOTH the Graduation Petition AND Graduation Survey MUST be completed in order to be eligible for a degree evaluation. Only once all materials are received will an academic audit will then be done. See Academic Calendar for due dates.

Approval to graduate is granted by the Provost/Vice-President of Academic Affairs.

Student Graduation Procession Policy

Students are required to complete their specific degree/certificate requirements prior to commencement exercises in order to be eligible to participate in the ceremony. In addition, students are to be clear of all financial obligations in order to participate in commencement.

Honor Societies

Membership in honor societies is contingent upon the student's scholastic average and the approval of the Provost/Vice-President of Academic Affairs. Manor participates in Phi Theta Kappa - XI Chi Chapter, National Honor Society of the Two-Year Colleges.

Incompletes

An incomplete can be changed by the submission of a "change of grade" request by the student's instructor. All "change of grade" requests must be submitted to the Registrar's office by the instructor. A grade change option will only be in effect up until a student's graduation or withdrawal from the college. After that date* the student's grade cannot be changed. Students in their last term of study do not qualify for an incomplete.

INDEPENDENT STUDY

Independent study allows students to undertake their work under the guidance of a faculty member in the area they choose, if approved. The project is carried out in an independent manner with regular meetings between the student and faculty member directing the study. The student

must present an outline of the proposed study for approval by the division chairperson within the first week of a semester. Independent study credits are not to exceed the number of credits per course in a given program.

LEAVE OF ABSENCE SEE WITHDRAW FROM COLLEGE

Students who have an urgent need to discontinue their studies are allowed to have a leave of absence from the College of up to one term by submitting a written request and being granted approval by the Provost/Vice President of Academic Affairs. At the end of the leave of absence period a student may return to the College by being formally readmitted. The student is still responsible for tuition and fees during a leave of absence.

Military Leave

Military Leave is available only to students who are active-duty service members or activated reserve members of the U.S. armed services (not a contractor or civilian working for the military) and/or spouses of members and are ordered to relocate and, as a result, are unable to meet class attendance and other participation requirements, including web-based activities.

Students and/or spouses should contact the Office of the Registrar and present a copy of the military orders with formal correspondence on Unit letterhead signed by the commander requesting Military Leave. The correspondence should include commander contact information and verification of duration and location of pending assignment.

A "Withdrawal from College" form will be signed by the student and/or spouse and the reason on the form will be "Military Leave". Once approved, "M" for "Military Leave" will be indicated on the student's transcript, if unable to complete the term.

Financial Aid will review eligibility for aid funds already received by the student. Students with a "Military Leave" will receive a full tuition refund if unable to complete the term.

Medical Leave

Students may have the need to interrupt studies due to medical reasons. In order to be re-admitted these students must have a note from a physician stating the student is healthy to return. In some cases students may not be permitted on campus until they are formally re-instated.

DEGREE PROGRAMS AND CURRICULUM

The undergraduate degree is organized into core curriculum and discipline concentrations offered within each of the three divisions: Allied Health, Arts and Sciences, and Business, Education and Professional Studies.

View the program webpage to learn more about individual programs and guidelines.

General Education Program

Mission Statement: The General Education Program at Manor College is designed to introduce students to the fundamental knowledge, skills, and values essential to a broad educational experience. To achieve this breadth of learning, the college has established general education goals and objectives to be met by the core curriculum.

Manor College faculty and administration have developed and approved five general education goals to be fulfilled by the core curriculum.

Goal Core Course(s) Requirements:

- I. Effective Communication: 6.0 credits for Associate degree; 9.0 for Bachelor's
- II. Conceptualization and Analysis: 6.0 credits for Associate degree; 9.0 for Bachelor's
- III. Personal, Social, and Ethical Responsibility: 3.0 credits for Associate degree; 6.0 for Bachelor's
- IV. Scientific and Quantitative Reasoning: 6.0/8.0 credits for Associate, 9.0/12.0 for Bachelor's
- V. Appreciation of Culture and Diversity: 6.0 credits for Associate degree; 9.0 for Bachelor's

Total Credits: Associate: 27/29; Bachelor's: 42/44

The College offers Associate degrees in programs including Allied Health Science, Pre-Science, Pre-Nursing, Pre-Radiologic Sciences, EFDA, Health Care Administration, Human Services, Accounting, Business Administration, Computer Information Systems, Sport and Recreational Management, Criminal Justice, Early Childhood Education, Psychology, Health Care Management, and Liberal Arts.

Manor College also offers the Associate of Science Degree in specified career programs including Veterinary Technology and Dental Hygiene.

For students seeking the A.S. degree in a designated career program, a minimum of 21 credits in the core curriculum are required. The distribution of these credits is determined by the career program. The spiritual and ethical core is required for all career programs.

In addition, Manor College offers Bachelor's degrees in Business Analytics, Child Care Administration, Child Care Development, Computer Information Systems, Criminal Justice Administration, General Business, General Management, Healthcare Management, Liberal Studies, Health Services, Life Sciences Profession, Public Policy, Sport Management, Health Services, and Veterinary Practice Management.

Allied Health Division

A.S. ALLIED HEALTH SCIENCE: 64.0 Credits

An Associate's in Allied Health opens the door to a variety of non-direct patient care roles in a rapidly growing field. In this program, you'll build a strong foundation through a well-rounded lineup of science, medical terminology, health information systems, and management courses.

- **Admission Requirements**

A student must have a minimum high school GPA of 2.5, a C or better in biology and chemistry, as well as a C or better in geometry. This program is rolling admissions until its cap of 50 students enrolled.

- **General Education Core**

I. Effective Communication: EN101 and (recommended) EN103

II. Conceptualization and Analysis: PL100 and PL216 or HC218

III. Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits

IV. Scientific and Quantitative Reasoning: CH101 and MH203

V. Appreciation of Culture and Diversity: PS101 and
(recommended) SO102 or SO108

- **Program Curriculum**

- **BI106 Human Nutrition Science**

- **BI201 Human Anatomy and Physiology I**

- **BI202 Human Anatomy and Physiology 2**

- **BI203 Microbiology**

- **HC101 Foundations of Health Care Administration**

- **(4) Directed Electives from Approved List - 12.0 total credits**

- **(2) Free Electives - 6.0 total credits**

A.S. DENTAL HYGIENE: 86.0 Credits

Manor College's Dental Hygiene Program prepares its students to become competent, conscientious, licensed dental hygienists. Our students conduct themselves in a professional manner, demonstrate concern for their patients, uphold the highest ethical standards, and provide quality care for those they serve. The Dental Hygiene Program promotes the importance of the hygienist's role as a preventive health care provider in the dental profession, and develops an appreciation for the value of dental hygienists' work.

- **Admission Requirements**

To be admitted into the Dental Hygiene program, you must have college credits through Manor College or from an accredited college or university to be considered. Your application must be submitted before February 1st, before the fall semester you chose to enroll in. If you are an internal applicant, you do not need to fill out an application.

- **Required courses for admission: BI201, BI202, BI106, CH101, EN101, PS101, MH203. It is recommended that you have one of the following: EN103, BI203, HC101, PL100, BI203.**

The acceptance into this program is based on three parts. One, a point system that measures academic achievement (please ask admissions or your academic advisor to see the point system). Two, an interview with the academic review committee, and three, an essay after completion of the first two steps. It is important to note that after step one, it is an invitation only for those applicants that meet the requirement to move forward. Completing the entire process does not guarantee you acceptance into the program.

If chosen for the incoming class of Dental Hygiene, you will receive next steps information.

First time students: You can be considered for the Allied Health Science associate degree track. This track lets your advisor know you want to be in the dental hygiene program and allows you to take the required and suggested courses above. You must fill out an application towards the dental hygiene program, then will be advised into the allied health program.

Requirements for this path are to have a minimum 2.5 GPA, a C or better in biology and chemistry, as well as, a C or better in geometry. This program is rolling admissions until its cap of 50 students enrolled.

Internal Manor Students: Manor students currently enrolled in the Associate in Allied Health Sciences would be the only Manor students considered for admissions in the Dental Hygiene Program.

Transfer Students: You must complete your application by February 1st. You will be reviewed under our point system to see which college courses you have already completed.

- **General Education Core**

- I. Effective Communication: EN101 and EN103

- II. Conceptualization and Analysis: CS105 and 3.0 credits from approved list

- III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits

- IV. Scientific and Quantitative Reasoning: CH101 and MH203

- V. Appreciation of Culture and Diversity: PS101 and (recommended) SO108

- **Program Curriculum**

Dental Hygiene courses are open to students enrolled in the Dental Hygiene Program. Students must attain a grade of "C" or better in all Dental Hygiene ("DH") courses and achieve a "Pass" in the clinical component of all Preventive Oral Health Care courses each semester in order to advance through each successive level of the program. Students must attain a grade of "C" or better in all related science courses (CH101, BI201, BI202, BI203 and BI106); students with a final grade of "D" or "F" in any related science course will be required to repeat the course and attain a grade of "C".

- **DH 101 Preventive Oral Health Care I and DH 101 L - Lab**

- **DH 102 Preventive Oral Health Care II and DH 102L - Lab**

- **DH 103 Oral Radiography/Lab**

- **DH 104 Oral Histology and Embryology**

- **DH 106 Dental Anatomy**

- **DH 107 Dental Materials**

- **DH 108 Oral Pathology**

- **DH 109 Periodontics I**

- **DH 110 Medical Emergencies**

- **DH 201 Preventive Oral Health Care III and DH 201L - Lab**

- **DH 202 Preventive Oral Health Care IV and DH202L - Lab**

- **DH 204 Head and Neck Anatomy**

- **DH 205 Local Anesthesia/ Lab**

- **DH 209 Periodontics II**
- **DH 212 Pharmacology**
- **DH 215 Community Dentistry**

A.S. EXPANDED FUNCTIONS DENTAL ASSISTANCE: 73.0 Credits

Manor College has been the leader in educating and training Dental Assistants since 1976. At its inception, Manor's Expanded Functions Dental Assisting program was the first in the state of Pennsylvania.

In that same tradition, Manor initiated and worked to bring about Legislative laws governing and recognizing Expanded Functions Dental Assistants as dental para-professionals through required education and testing in order to become certified by the Pennsylvania Board of Dentistry. Manor's program was utilized as a model for educational requirements pertaining to the education of EFDAs.

As always, Manor remains in the forefront in providing training for dental auxiliaries. Manor's experienced dental faculty has designed a course which will enable Certified Dental Assistants, Registered Dental Hygienists, and Foreign Dentists to complete EFDA training in the evenings. Upon completion of Manor's 200-hour evening Expanded Functions Course, dental auxiliaries will be prepared to take the EFDA Pennsylvania State Board Certification Examination. EFDAs who wish to practice in Pennsylvania are required to pass the state board exam.

- **Admission Requirements**

To be admitted into the EFDA degree program at Manor College, the admissions office and academic affairs office require a 2.5 grade point average for entry. High School students need to have a 2.5 grade point average, as well as, a C or better in geometry, biology, and chemistry.

- **General Education Core**

- I.** Effective Communication: EN101 and EN103

- II.** Conceptualization and Analysis: CS105 and any SO or (recommended) PL100

- III.** Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits

- IV.** Scientific and Quantitative Reasoning: BI106 and any MH course that meets the requirements

- V.** Appreciation of Culture and Diversity: PS101 and any course that meets the requirements

- **Program Requirements**

Students must attain a grade of “C” or better in all EFDA (“DA”) courses

- **BI 105 Basic Human Structure and Function**
- **DA 101 Chairside Procedures + Lab**
- **DA 103 Principles of Radiology**
- **DA 104 Radiographic Techniques**
- **DA 106 Dental Anatomy + Lab**
- **DA 107 Dental Materials + Lab**
- **DA 109 Medical Management of the Dental Patient**
- **DA111 Infection Prevent & Control**
- **DA 112 Clinic Experience I**
- **DA 115 Practice Management**
- **DA 118 Dental Specialties**
- **DA 120 Oral Health Issues Seminar**
- **DA 201 Expanded Functions**
- **DA 202 Expanded Functions Lab**
- **DA 205 Dental Sciences**
- **DA 206 Externship Experience**
- **DA 212 Clinic Experience II**
- **DA 213 Clinic Experience III**
- **DA 214 Clinic Experience IV**

EXPANDED FUNCTIONS DENTAL ASSISTANCE CERTIFICATE: 7.0 Credits

The EFDA Certification Program will be offered in three semesters, providing comprehensive training that combines both theory and practice. This program also offers the student the opportunity to participate in direct patient care at our own Dental Health Center, which adds to the quality of training offered by Manor’s program.

A.S. PRACTICAL NURSING: 70.0 Credits

- **Admission Requirements:**

Students must provide transcripts of high school and all post-high school education. Students must have a minimum of a high school diploma with at least a 2.33 GPA. Although a GED does not include grades, it may be accepted with consideration given to other factors such as work history, references, life experience.

College credits and GPA will be reviewed for students who have attended college or other secondary education. Completion of a basic math course (high school or college) is required.

Students will complete an application through the Manor Admissions Office and will participate in an interview with nursing faculty. Admission is competitive based upon previous education and experience, completed program application, and faculty interview.

A Pennsylvania Child Abuse History Clearance indicating “no record” is required to participate in off-site, clinical experiences. The Pennsylvania State Police Criminal Record Check results must fall within the guidelines of the law, as set forth by the Commonwealth of Pennsylvania. An FBI Background Check Transmittal Form is required. Admission to the program may be revoked upon receipt of these results, all of which are the responsibility of the candidate to obtain. Individual clinical sites may have additional requirements.

Academic courses to be transferred must have been completed within seven years of admission to be accepted. An advanced standing option is available for Semester I, Basic Nursing Skills lab classes for Direct Care Workers who have worked in paid caregiving positions for at least one year, no longer than two years ago. Experience in other health care disciplines or previous practical nursing education may be considered for advanced placement for the Basic Nursing Skills Lab. Skills observation from nursing faculty will be required for advanced standing.

In addition to tuition, program costs include health examinations, supplies, uniforms, standardized examinations, insurance and immunizations. This should not be considered an all-inclusive list. Applicants will be notified of acceptance by July 31. There is one class per year, starting each September.

- **General Education Core**

- I. Effective Communication: EN101 Fundamentals of Composition and AH302 Managing Social Determinants of Health
- II. Conceptualization and Analysis: PS101 Intro to Psychology and PN104 Safety in the Healthcare Facility
- III. Personal, Social, and Ethical Responsibility: Any Religion Course
- IV. Scientific and Quantitative Reasoning: BI106 Science of Nutrition and BI105 Basic Human Structure and Function
- V. Appreciation of Culture and Diversity: PN101 Overview of Nursing and PN116 Medical/Surgical Nursing I

- **Program Requirements**

A minimum grade of C+/2.33 is required for ALL courses except Pharmacology in which a minimum grade of B-/2.67 is required.

- **PN102 Basic Nursing Skills (first 7wks)**
- **PN103 PN Clinical I: Long Term Care (2nd 7wks)**
- **PN105 Development Throughout the Life Cycle**
- **PN106 The Nursing Process**
- **PN107 Personal and Environmental Health**
- **PN110 Mental Health Nursing**
- **PN111 PN Clinical II: Mental Health Nursing**
- **PN112 Gerontologic Nursing**
- **PN113 PN Clinical III: Gerontologic Nursing (2nd 7wks) SUII**
- **PN114 Pharmacology and Admin. of Meds/Injectables**
- **PN115 Transition to Practice**
- **PN120 Medical/Surgical Nursing II**
- **PN121 PN Clinical IV: Medical/Surgical Nursing (2nd 7wks)**
- **PN122 Pregnancy and Childbirth**
- **PN123 PN Clinical V: Pregnancy and Childbirth (1st 3wks)**
- **PN124 Pediatric Nursing**
- **PN125 PN Clinical VI: Pediatric Nursing (2nd 3wks)**

A.S. VETERINARY TECHNOLOGY: 84.0 Credits

Veterinary Technology is an exciting profession for people who love caring for animals. A veterinary technician is trained in laboratory technology, radiography and anesthesia, surgical techniques and client education. They also provide nursing care to sick and injured animals, assist in surgical procedures and may be given supervisory responsibilities.

Certified Veterinary Technicians are essential to sophisticated veterinary medical facilities and are in high demand; therefore, our graduates are readily employed in many animal health-related fields as well as in regional veterinary hospitals. These include small animal clinical practice, emergency and critical care practices, exotic and zoo animal medicine, biomedical research, wildlife rehabilitation, pharmaceutical sales, academic instruction, laboratory animal medicine, food inspection, and government regulatory agencies.

- **Admission Requirements**

To be admitted into the Veterinary Technology degree program at Manor College, the admissions office and academic affairs office require a 3.0 grade point average for entry. As well as, a C or higher in Biology and Chemistry, two years of math with a C or higher. The math courses required are algebra, trigonometry, or higher. This is required for all student type applications. This

program is rolling admissions from August 1st the prior year to August 1st the fall of your desired start date until the program fills its 60 seats.

There is also an essay requirement "In at least 250 words, please tell us why you are interested in our Veterinary Technology program, what your future career goals are and why you believe Manor College is the right school for you. Once you are finished with your essay, please email it back to admissions@manor.edu to be added to your application.

- **General Education Core**

- I. Effective Communication: EN101 and EN103
- II. Conceptualization and Analysis: 3.0 credits from approved list and BA310, CS105, or CS106
- III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits
- IV. Scientific and Quantitative Reasoning: MH110 and CH101
- V. Appreciation of Culture and Diversity: 6.0 credits from approved list

- **Program Curriculum Core**

Students must attain a grade of "C" or better in all Veterinary Technology ("VT") courses

- **VT102 Laboratory Animal Management**
- **VT103 Introduction to Veterinary Practice Management**
- **VT105 Large Animal Clinical & Emergency Procedures**
- **VT110 Animal Anatomy & Physiology I**
- **VT 111 Animal Anatomy & Physiology II**
- **VT119 Veterinary Pharmacology**
- **VT197 Animal Handling & Husbandry**
- **VT201 Small Animal Clinical & Emergency Procedures**
- **VT204 Small Animal Dentistry**
- **VT212 Animal Radiology**
- **VT214 Veterinary Anesthesiology and Pain Management**
- **VT220 Clinical Pathology for Vet Techs I**
- **VT221 Clinical Pathology for Vet Techs II**
- **VT227 Animal Medicine I**
- **VT229 Sophomore Clinical Externship**
- **VT230 Animal Surgical Assisting & Advanced Clinical Procedures**
- **VT231 Animal Medicine II**

Arts & Sciences Division

A.A. HUMAN SERVICES: 60.0 Credits

The AA degree program in Human Services prepares students with the skills necessary to succeed in a variety of human services professions as a human services generalist. Students will complete courses in many disciplines including psychology, sociology, child development, aging, and nutrition. In addition to the required curriculum, students have the opportunity to select electives from other disciplines such as criminal justice and public policy. This broad knowledge base provides students with employable skills as well as setting the foundation for continued studies in social work, psychology, public policy and advocacy, among others. As part of the curriculum, all students will complete a capstone internship.

- **General Education Core**
 - I. Effective Communication: EN101 and EN102
 - II. Conceptualization and Analysis: HSR201 and PL216
 - III. Personal, Social, and Ethical Responsibility: RS110
 - IV. Scientific and Quantitative Reasoning: BA111 and BI106 or BI108
 - V. Appreciation of Culture and Diversity: PS101 and SO102
- **Program Curriculum**

Students must attain a grade of "C" or better in all Human Services ("HRS"), Psychology ("PS") and Sociology ("SO") courses

 - **CAP499 Capstone**
 - **CD314 Working with culturally diverse families and children**
 - **HSR101 Introduction to Human Services**
 - **HSR102 Foundations of Case Management**
 - **HSR202 Disability, Society, and the Individual**
 - **PS102 Developmental Psychology**
 - **PS204 Psychology of Aging**
 - **SO103 Contemporary Social Issues**
 - **(2) Directed Electives from Approved List - 6.0 total credits**

A.A. LIBERAL ARTS: 60.0 Credits

The Associate degree in Liberal Arts program creates a multidimensional learning environment intended to prepare you for next steps in life and for the next stage of your education. Upon graduation, you can transfer seamlessly to a four-year institution for further study, without losing time or credits. Earning an associate degree in Liberal Arts at Manor College will help you develop the oral and written communication skills,

interpersonal skills, problem-solving and critical thinking skills that are highly desirable in today's competitive world.

- **General Education Core**

- I. Effective Communication: EN101 and EN102

- II. Conceptualization and Analysis: (recommended) CS105 and (recommended) PL100

- III. Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits

- IV. Scientific and Quantitative Reasoning: 6.0 credits from any course that meets the requirement.

- V. Appreciation of Culture and Diversity: 6.0 credits from any course that meets the requirement.

- **Program Curriculum**

The Liberal Arts Curriculum allows the student to design their own path to completion. With the help of their Academic Advisor, the student will be able to take 33 additional credits from multiple disciplines.

A.S. PRE-NURSING: 65.0 Credits

The Associate in Pre-Nursing at Manor College allows the student to complete the first two years of the necessary coursework required to continue a nursing education. 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. Arts & Sciences Division Continued

- **General Education Core**

- I. Effective Communication: EN101 and EN102

- II. Conceptualization and Analysis: CS105 and PL100

- III. Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits

- IV. Scientific and Quantitative Reasoning: BI101 and MH110

- V. Appreciation of Culture and Diversity: PS101 and SO102

- **Program Curriculum**

Students must attain a grade of "C" or better in all Biology ("BI"), Chemistry ("CH") and MH courses

- **BI106 Human Nutrition Science**

- **BI201 Human Anatomy and Physiology 1**

- **BI202 Human Anatomy and Physiology 2**

- **BI203 Microbiology**
- **CH101 Fundamentals of Chemistry 1**
- **MH203 Statistics 1**
- **PS102 Developmental Psychology**
- **(4) Free Electives - 12.0 total credits**

A.S. PRE-RADIOLOGIC SCIENCE: 64.0 Credits

Pre-Radiologic Science is a degree program that focuses on the health profession concerned with imaging for medical diagnosis, assessment, and treatment of disease. Technological advances now place radiologic science among the most dynamic, expanding, and high-demand fields in clinical medicine. Students who wish to enter radiologic sciences as a career can transfer to complete the clinical component of their education after completing the pre-radiologic sciences program.

- **General Education Core**
 - I. Effective Communication: EN101 and EN102
 - II. Conceptualization and Analysis: PL100 and PL216
 - III. Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits
 - IV. Scientific and Quantitative Reasoning: BI101 and MH
 - V. Appreciation of Culture and Diversity: PS101 and SO102
- **Program Curriculum**
Students must attain a grade of “C” or better in all Biology (“BI”), Chemistry (“CH”) and MH110 courses
 - **BI104 Medical Terminology**
 - **BI201 Human Anatomy and Physiology 1**
 - **BI202 Human Anatomy and Physiology 2**
 - **CH101 Fundamentals of Chemistry 1**
 - **CS105 Introduction to Microcomputer Apps**
 - **(6) Free Electives - 18.0 total credits**

A.S. PRE-SCIENCE: 65.0 Credits

The Associate in Pre-Science Degree at Manor College allows students to develop important critical thinking and statistical analysis skills. Foundational coursework is designed to emphasize the universal process of the scientific method, allowing students to test theories and reproduce experiments in the natural sciences. Future scientists include those students who have the following traits: Patience and persistence, Diversity of thought and background, Strong ability to work in a team, Flexibility, and Curiosity.

- **General Education Core**
 - I. Effective Communication: EN101 and EN102
 - II. Conceptualization and Analysis: PL216 or HS216 and any course that meets the requirement
 - III. Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits
 - IV. Scientific and Quantitative Reasoning: BI101 and MH
 - V. Appreciation of Culture and Diversity: PS101 and SO102 or SO108
- **Program Curriculum**

Students must attain a grade of “C” or better in all Biology (“BI”), Chemistry (“CH”) and MH110 courses

 - **BI104 Medical Terminology**
 - **BI201 Human Anatomy and Physiology 1**
 - **BI202 Human Anatomy and Physiology 2**
 - **CH101 Fundamentals of Chemistry 1**
 - **CH102 Fundamentals of Chemistry II**
 - **HC101 Foundations of Healthcare Management**
 - **MH203 Statistics 1**
 - **PS102 Developmental Psychology**
 - **(3) Free Electives - 9.0 total credits**

A.A. PSYCHOLOGY: 60.0 Credits

The psychology degree program is designed for students interested in providing psychological and social services in various settings including community mental health facilities, drug and alcohol abuse agencies, geriatric centers, hospices, developmental disability programs, child welfare agencies, and the criminal justice system.

Our primary goal is to enable psychology degree students to develop an understanding of core psychological concepts, theories, and issues, as well as understanding of the relevance and application of psychology to one’s life. The curriculum focuses on developing a foundation of knowledge, skills, and values necessary for transfer to a four-year college or university baccalaureate degree program in psychology or a related field.

The psychology degree program focuses on both the personal and academic growth of students. At Manor, we are sensitive to the needs of the traditional age college student and the adult learner. We understand that you are a busy individual with other commitments in your life, so we offer flexible course scheduling with classes during the day, in the

evenings, and online. Our classes are small and our approach is personal and supportive.

- **General Education Core**

- I. Effective Communication: EN101 and EN102

- II. Conceptualization and Analysis: CS105 or CS106 and PL100

- III. Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits

- IV. Scientific and Quantitative Reasoning: One Science course
(100 level BI/CH or 200 level PH) and college level Math

- V. Appreciation of Culture and Diversity: SO102 and any course
that meets the requirement.

- **Program Curriculum**

Students must attain a grade of "C" or better in all Psychology ("PS") courses

- **EN103 Oral Communication**

- **PS101 Introduction to Psychology**

- **PS102 Developmental Psychology**

- **PS201 Abnormal Psychology**

- **PS203 Drugs in American Society**

- **PS204 Psychology of Aging**

- **Psychology Elective (PS105 Social Psychology or PS106 Stress and Health Psychology)**

- **Any child development (CD) course or ED105 - 3.0 total credits**

- **(3) Electives - 9.0 total credits**

B.S. HEALTH SERVICES: 124.0 Credits

The Bachelor's Degree in Health Services prepares students to work in the healthcare industry. In addition to foundational coursework in the sciences, the program is designed to provide students with an understanding of the social, political, ethical, legal, and economic aspects of complex health care delivery systems. Students completing the program will have the communication and management skills necessary to enter the health care workforce or to pursue more advanced educational opportunities.

- **General Education Core**

- I. Effective Communication: EN101, EN102, and any other courses
that meet the requirements (EN305 recommended)

- II. Conceptualization and Analysis: CS105 and any two courses
that meet the requirement for 6.0 credits.

- III. Personal, Social, and Ethical Responsibility: Any two courses
that meet the requirement for 6.0 credits (RS303 recommended)

IV. Scientific and Quantitative Reasoning: One MH course, one Science course, and one additional course that meets the requirements.

V. Appreciation of Culture and Diversity: PS101, SO102, or SO108 and any two courses that meet the requirement for 9 credits

• **Program Curriculum**

Students must attain a grade of “C” or better in all Biology (“BI”), and Chemistry (“CH”) courses

- **BA320 Human Resources Management**
- **BA402 Leadership Management**
- **BI101 Biological Sciences I**
- **BI201 Human Anatomy and Physiology 1**
- **BI202 Human Anatomy and Physiology 2**
- **CAP499 Capstone**
- **CH101 Fundamentals of Chemistry 1**
- **HC101 Foundations of Healthcare Management**
- **HC401 Occupational Health and Safety**
- **HC410 Operations Management in Health Care Organizations**
- **HS301 History of Medicine**
- **LE302 Race, Gender, and the Law**
- **PP101 Introduction to Public Policy**
- **BA304 Managing Business Information or HC310 Management of Information in the Healthcare Industry**
- **BA308 Group Dynamics or BA321 Organizational Behavior**
- **BA313 Small Business Finance or HC301 Financial Management in the Healthcare Industry**
- **Any CD course**
- **PL216 or HC218 - 3.0 credits total**
- **Any HEA or PP Course - 3.0 credits total**
- **Any LE or PP Course - 3.0 credits total**
- **Any PS or SO course - 3.0 credits total**
- **Any Science course - 3.0/4.0 credits total**
- **(3) Free Elective - 9.0 credits total**

B.A LIBERAL STUDIES: 120.0 Credits

The Bachelor of Arts (B.A.) degree program in Liberal Studies prepares students for a career or graduate education, while providing personal enrichment. Students are exposed to a broad-based liberal arts curriculum and take coursework in several subject areas in the Humanities, Arts, and Social Sciences to create a multidisciplinary degree with a concentration that meets their individual, educational, vocational, or personal interests and goals. A variety of coursework is offered in several

areas of concentration including Pre-Law, Child Development and Entrepreneurship. Students also have the flexibility to create their own concentration using courses across the curriculum. In addition, there is an opportunity for service learning or field experience. Students who major in liberal studies develop transferable skills that are valued by employers. These skills include effective writing, oral communication, critical thinking, problem-solving and the ability to research and analyze information. A liberal studies degree opens the possibility for a wide range of careers. In today's information driven economy, employers are looking for interdisciplinary thinkers with broad knowledge of the world, rather than a narrow focus and expertise in a single discipline.

- **General Education Core**

- I. Effective Communication: EN101, EN102, and any 300 level course that meets the requirement
- II. Conceptualization and Analysis: 9.0 credits that meet the requirement (CS105 and PL100 recommended)
- III. Personal, Social, and Ethical Responsibility: any RS course and an additional 3.0 credits that meet the requirement
- IV. Scientific and Quantitative Reasoning: any Math and any Science and any BI, CH, PH, DA, DH, VT courses for 9.0/12.0 credits
- V. Appreciation of Culture and Diversity: 9.0 credits that meet the requirement

- **Program Curriculum Core**

The Liberal Studies Curriculum allows the student to design their own path to completion. With the help of their Academic Advisor, the student will be able to take 78 additional credits from multiple disciplines. The student must take 30 credits from 300/400 level courses.

B.S. LIFE SCIENCE PROFESSIONS: 125.0 Credits

The Bachelor of Science in Life Science Professions is designed for students committed to pursuing careers in any of the health professions, including athletic training, occupational therapy, optometry, physical therapy and more.

This innovative degree program offers an interdisciplinary, providing students with better preparation for careers in healthcare and making them more competitive for admission to advanced professional programs in a range of clinical fields.

Courses drawn from several disciplines give students comprehensive

exposure to the healthcare field and reinforce the team approach widely used in healthcare today. Core courses provide students with the prerequisites they need for acceptance into professional clinical programs, and electives enable students to tailor their degrees in order to best prepare for their careers. Academic advisors and faculty guide students in these choices.

- **General Education Core**

- I. Effective Communication: EN101, EN102, and any course that meets the requirement (EN305 recommended)
- II. Conceptualization and Analysis: PL216 or HC218 and any two courses that meet the requirement for 6 credits (3.0 credits must be 300/400 level)
- III. Personal, Social, and Ethical Responsibility: Any two courses that meet the requirement for 6 Credits. 3.0 credits must be an RS course (RS303 recommended)
- IV. Scientific and Quantitative Reasoning: BI101, BI201, and MH110
- V. Appreciation of Culture and Diversity: PS101, SO108 and any course that meets the requirement

- **Program Curriculum**

Students must attain a grade of “C” or better in all Biology (“BI”), and Chemistry (“CH”) courses

- **B104 Medical Terminology**
- **BI202 Human Anatomy and Physiology II**
- **CAP499 Capstone**
- **CH101 Fundamentals of Chemistry I**
- **CH102 Fundamentals of Chemistry II**
- **HEA205 Introduction to Health Professions**
- **HC101 Foundations of Healthcare Management**
- **MH203 Statistics I**
- **PS102 Developmental Psychology or Any Science course - 3.0/4.0 credits total**
- **(11) Free Elective –33.0 credits total**
- **(5) Life Science Elective – 15.0 credits total**

Business, Education, and Professional Studies Division

A.S. ACCOUNTING: 60.0 Credits

Our Accounting degree program can provide you with a solid foundation in accounting practices and procedures. Courses focus on broad accounting concepts and issues but also develop the communication,

technical, and interpersonal skills necessary to succeed in the professional world today. Students are encouraged to enhance their leadership skills, to develop high ethical standards, and to achieve their full potential throughout the program.

- **General Education Core**

- I. Effective Communication: EN101 and EN102

- II. Conceptualization and Analysis: BA105 and any course that meets the requirement

- III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits

- IV. Scientific and Quantitative Reasoning: MH203 and any science course that meets the requirement

- V. Appreciation of Culture and Diversity: EC101 and any course that meets the requirement

- **Program Curriculum**

- Students must attain a grade of "C" or better in all Accounting ("AC") and Business ("BA") courses

- **AC105 Financial Accounting**
 - **AC201 Intermediate Accounting I**
 - **AC202 Intermediate Accounting II**
 - **AC203 Managerial Accounting**
 - **AC204 Accounting Information Systems**
 - **BA101 Introduction to Business**
 - **BA103 Legal Environment of Business**
 - **BA111 Business Math**
 - **BA202 Business Communications**
 - **BA216 Principles of Finance**
 - **Any AC, BA, EC, or HC course - 3.0 total credits**

A.S. BUSINESS ADMINISTRATION: 60.0 Credits

The business administration degree combines a strong foundation in core business courses with a broad-based liberal arts education. Students are not only taught basic business principles, but they are also given real life examples, case studies, and hands-on projects so that they can understand how the business world operates. Students develop practical managerial skills, communication skills, critical and creative thinking skills, and business decision-making capabilities. If you're interested in business, but unsure of your career path, consider a Business Administration Degree. You will gain exposure to a number of different business areas.

- **General Education Core**
 - I. Effective Communication: EN101 and EN102
 - II. Conceptualization and Analysis:BA105 and any course that meets the requirement
 - III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits
 - IV. Scientific and Quantitative Reasoning: MH203 and any science course that meets the requirement
 - V. Appreciation of Culture and Diversity:EC101 and any course that meets the requirement
- **Program Curriculum**

Students must attain a grade of "C" or better in all Business ("BA") courses

 - **AC105 Financial Accounting**
 - **AC203 Managerial Accounting**
 - **BA101 Introduction to Business**
 - **BA102 Principles of Marketing**
 - **BA103 Legal Environment of Business**
 - **BA111 Business Math**
 - **BA202 Business Communications**
 - **BA203 Principles of Management**
 - **BA216 Principles of Finance**
 - **EC102 Microeconomics**
 - **Any AC, BA, EC, or HC course – 3.0 total credits**

A.S. COMPUTER AND INFORMATION SYSTEMS: 60.0 Credits

Computer and Information Systems provides students the knowledge and skills to develop a set of ideas, create or improve processes, reports and forms; encourage collaboration; create workspace environments; and work closely with users to analyze, test, and maintain desktop software. Using real scenarios, students will learn how to create effective presentations, schedule and monitor projects, forecast and analyze trends, and create publications.

- **General Education Core**
 - I. Effective Communication: EN101 and EN102
 - II. Conceptualization and Analysis:CS105 and any course that meets the requirement
 - III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits

- IV. Scientific and Quantitative Reasoning: MH110 and MH203
- V. Appreciation of Culture and Diversity: 6.0 credits from any course that meets the requirement.

- **Program Curriculum**

Students must attain a grade of “C” or better in all Computer (“CS”) courses

- **BA101 Introduction to Business**
- **BA202 Business Communications**
- **CS106 Introduction to Computer Technology and Programming Concepts**
- **CS181 Operating and Application Systems**
- **CS203 Computer Graphics**
- **CS205 Management Information Systems**
- **CS215 Database Management and Design**
- **CS217 Web Page Design and Development**
- **CS218 Computer Networks**
- **(2) Any BA/CS Course - 6.0 total credits**

A.S. CRIMINAL JUSTICE: 60.0 Credits

Manor College’s criminal justice degree program prepares its graduates to meet these challenges through study of (1) crime and criminal behavior; (2) the structure, workings, actors and agencies that are part of the criminal justice system; and (3) how crime impacts social, political and economic issues on local, state, national and global levels.

The primary objective of the Criminal Justice Degree Program at Manor College is to provide students with 21st century comprehensive training in criminal law, criminal investigation, law enforcement, legal procedures, criminology and evidence. Through exposure to theory and practice, graduates with a degree in criminal justice will be prepared for a variety of career and/or transfer paths that will allow them to make a difference in the administration of justice.

- **General Education Core**

- I. Effective Communication: EN101 and EN102
- II. Conceptualization and Analysis: 6.0 credits from any course that meets the requirement.
- III. Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits
- IV. Scientific and Quantitative Reasoning: 6.0 credits from any course that meets the requirement.

V. Appreciation of Culture and Diversity: 6.0 credits from any course that meets the requirement.

- **Program Curriculum**

Students must attain a grade of "C" or better in all Criminal Justice ("CJ") courses

- **CJ101 Introduction to Criminal Justice**
- **CJ102 Criminology**
- **CJ201 Juvenile Justice**
- **CJ202 Policing in America**
- **CJ204 Criminal Practice and Procedure**
- **CJ218 Contemporary Issues in Criminal Justice**
- **EN103 Effective Oral Communication**
- **PS101 Introduction to Psychology**
- **(2) CJ Elective - 6.0 total credits**
- **Free Elective - 3.0 total credits**

A.S. EARLY CHILDHOOD EDUCATION: 60.0 Credits

The Manor Early Childhood Education program has a heavy emphasis on using developmentally appropriate practices with children and provides students with authentic and innovative experiences to learn course content. In addition, this program can be transferred into a baccalaureate certification program. You will receive high quality advising and mentoring throughout by the Program Director. The Early Childhood Education program faculty is incredibly diverse and would provide you with practical and real world experience.

- **General Education Core**

- I.** Effective Communication: EN101 and EN102 or EN103
- II.** Conceptualization and Analysis: 6.0 credits from any course that meets the requirement
- III.** Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits
- IV.** Scientific and Quantitative Reasoning: Any Math course and any Science course
- V.** Appreciation of Culture and Diversity: Any course that meets the requirement and any 100 level HS course

- **Program Curriculum**

Students must attain a grade of "C" or better in all Education ("ED") courses

- **ED102 Intro to Early Childhood Education (0-9y)**
- **ED104 Child Development (0-9y)**
- **ED105 Family Partnerships in Early Childhood**
- **ED204 Program Planning, Curriculum and Assessment: Infant and Toddlers (0-3y)**
- **ED208 The Inclusive Classroom (0-9y)**
- **ED209 Teaching Math in Early Childhood (0-9y)**
- **ED210 Integrated Arts in Early Childhood (0-9y)**
- **ED212 Early Literacy Foundations (0-9y)**
- **ED214 Teaching Science in Early Childhood (0-9y)**
- **Any ED or CD Elective - 3.0 total credits**
- **Free Elective - 3.0 total credits**

A.S. HEALTHCARE ADMINISTRATION: 60.0 Credits

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.

- **General Education Core**
 - I.** Effective Communication: EN101 and EN102
 - II.** Conceptualization and Analysis: BA105 and any course that meets the requirement
 - III.** Personal, Social, and Ethical Responsibility: Any RS course
3.0 Credits
 - IV.** Scientific and Quantitative Reasoning: MH203 and any course that meets the requirement
 - V.** Appreciation of Culture and Diversity: PS101 and any course that meets the Requirement
- **Program Curriculum**

Students must attain a grade of “C” or better in all Business (“BA”) and Healthcare (“HC”) courses

 - **AC105 Financial Accounting**
 - **AC203 Managerial Accounting**
 - **BA101 Introduction to Business**
 - **BA102 Principles of Marketing**
 - **BA103 Legal Environment of Business**

- **BA111 Business Math**
- **BA202 Business Communications**
- **BA203 Principles of Management**
- **EC102 Microeconomics**
- **HC101 Foundations of Healthcare**
- **HC218 Healthcare Law and Ethics**

A.S. SPORT AND RECREATIONAL MANAGEMENT: 60.0 Credits

The Associate in Science Sport and Recreational Management degree will allow you to develop sound business skills and combine them with your passion for athletics. Through concentration-specific coursework, you will gain a unique perspective on ways to apply fundamental business principles to the sport industry. Through real-life examples, case studies, and project-based learning, you will develop practical skills in management, communication, critical and creative thinking, and making business decisions.

- **General Education Core**

- I. Effective Communication: EN101 and EN102

- II. Conceptualization and Analysis: BA105 and any course that meets the requirement

- III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits

- IV. Scientific and Quantitative Reasoning: MH203 and any course that meets the requirement

- V. Appreciation of Culture and Diversity: EC101 and any course that meets the requirement

- **Program Curriculum**

Students must attain a grade of "C" or better in all Business ("BA") courses

- **AC105 Financial Accounting**
- **AC203 Managerial Accounting**
- **BA101 Introduction to Business**
- **BA102 Principles of Marketing**
- **BA103 Legal Environment of Business**
- **BA111 Business Math**
- **BA114 Introduction to Sport Management**
- **BA202 Business Communications**
- **BA203 Principles of Management**
- **BA214 Sport Marketing & Promotions**
- **EC102 Microeconomics**

B.B.A. BUSINESS ANALYTICS: 120.0 Credits

Why should you choose to study Business Analytics at Manor College? A curriculum with a solid base in technology, consumer behavior, marketing and business intelligence prepares students for the many challenges they might face in the real world. The combination of a well-rounded curriculum along with hands-on learning through internships ensures that students with this degree are ready to hit the ground running upon graduation.

- **General Education Core**

- I. Effective Communication: BA202, EN101, and EN102
- II. Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement
- III. Personal, Social, and Ethical Responsibility: Any RS course and BA307
- IV. Scientific and Quantitative Reasoning: BA111, MH203, and any science course that meets the requirement
- V. Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the Requirement

- **Program Curriculum**

Students must attain a grade of “C” or better in all Business (“BA”) courses

- **AC105 Financial Accounting**
- **AC203 Managerial Accounting**
- **BA101 Introduction to Business**
- **BA102 Principles of Marketing**
- **BA103 Legal Environment of Business**
- **BA302 Social Media Marketing**
- **BA304 Managing Business Information**
- **BA306 Business Apprenticeship**
- **BA318 Forecasting for Business Analytics**
- **BA319 Web and Social Media Analytics**
- **BA324 Business Intelligence**
- **BA325 Database Marketing**
- **BA328 Advanced Excel for Business Analytics**
- **BA410 Strategic Planning**
- **BA415 Simulation for Business Analytics**
- **BA416 Project Management**
- **BA498 Business Internship I**
- **CAP499 Capstone**

- **CS205 Management Information Systems**
- **MH204 Statistics II**
- **(3) Any 300/400 BA or CS Course - 9.0 total credits**
- **Free Elective - 3.0 total credits**

B.S. CHILD CARE ADMINISTRATION: 120.0 Credits

The Child Care Administration program equips students with administrative skills necessary in the management of a daycare facility. The program prepares students to work with children and create and maintain a healthy, safe learning environment. Students will learn how to communicate effectively with parents and the community. This program will also prepare students for graduate studies in the field of education.

- **General Education Core**

- I. Effective Communication: EN101, EN102 or EN103, and any course that meets the requirement

- II. Conceptualization and Analysis: BA101 and two additional courses that meet the requirement

- III. Personal, Social, and Ethical Responsibility: Any RS course and ED307

- IV. Scientific and Quantitative Reasoning: Any Math course, any Science course, and any BI, CH, MH, or PH course that meets the requirement.

- V. Appreciation of Culture and Diversity: CD314, CD304, or CD316, any History course, and any PS, RS, or SO course.

- **Program Curriculum**

- Students must attain a grade of "C" or better in all Education ("CD" and "ED") courses

- **BA308 Group Dynamics**
 - **CD308 Nutrition, Health, and Safety for Children**
 - **CD310 Children, Stress, and Trauma**
 - **CD311 Infant Toddler Mental Health Prevention and Intervention**
 - **CD312 Developmentally Appropriate Practice**
 - **CD403 Current Issues and Trends in Early Childhood Education or CD402 Policy Analysis and Advocacy**
 - **CD404 Early Childhood Administration Internship**
 - **ED102 Intro to Early Childhood Education (0-9y)**
 - **ED104 Child Development (0-9y)**
 - **ED105 Family Partnerships in Early Childhood**
 - **ED204 Program Planning, Curriculum and Assessment: Infant and Toddlers (0-3y)**

- ED208 The Inclusive Classroom (0-9y)
- ED209 Teaching Math in Early Childhood (0-9y)
- ED210 Integrated Arts in Early Childhood (0-9y)
- ED212 Early Literacy Foundations (0-9y)
- ED214 Teaching Science in Early Childhood (0-9y)
- ED301 Introduction to Child Care Administration and Management
- ED302 Leadership in Practice
- ED303 Teacher Leadership
- ED305 Introduction to English Language Learners
- ED309 Children’s Literature
- PP 401 Non-Profit Organizations and NGOS or BA401 Business Employment Law
- (3) Any CD,ED or PP Elective – 9.0 total credits
- Any non-required CD or ED course

B.S. CHILD DEVELOPMENT: 120.0 Credits

Manor’s Child Development program equips students with the necessary knowledge and leadership skills required for a career in various early learning fields. The study of child development is important for understanding how children grow—emotionally, cognitively, socially, etc. With an educational plan that stresses hands-on learning, it’s easy to develop the robust skill set you’ll need to succeed.

- **General Education Core**
 - I. Effective Communication: EN10 and two courses that meet the requirement
 - II. Conceptualization and Analysis: CD402 and two additional courses that meet the requirement
 - III. Personal, Social, and Ethical Responsibility: Any RS course and an additional course that meets the requirement
 - IV. Scientific and Quantitative Reasoning: Any Science course and two additional courses that meet the requirement.
 - V. Appreciation of Culture and Diversity: CD314 or CJ403, and two an additional courses that meets the requirement (PS101 recommended)
- **Program Curriculum**

Students must attain a grade of “C” or better in all Education (“CD” and “ED”) courses

 - CD301 Adolescent Development
 - CD302 Supporting Children with Autism
 - CD303 Infant-Toddler Practicum

- CD304 Care for Infants and Toddlers with Disabilities
- CD306 Characteristics of Children with Autism Disorder
- CD308 Nutrition, Health, and Safety for Children
- CD310 Children, Stress, and Trauma
- CD311 Infant Toddler Mental Health Prevention and Intervention
- CD312 Developmentally Appropriate Practice
- CD316 Atypical Child Development
- CD401 Contemporary Issues in Child Development
- Any CJ Course (CJ325 or CJ402 recommended)
- ED102 Intro to Early Childhood Education (0-9y)
- ED104 Child Development (0-9y)
- ED105 Family Partnerships in Early Childhood
- ED204 Program Planning, Curriculum and Assessment: Infant and Toddlers (0-3y)
- ED208 The Inclusive Classroom (0-9y)
- ED209 Teaching Math in Early Childhood (0-9y)
- ED210 Integrated Arts in Early Childhood (0-9y)
- ED212 Early Literacy Foundations (0-9y)
- ED214 Teaching Science in Early Childhood (0-9y)
- ED305 Introduction to English Language Learners
- ED309 Children’s Literature
- PS102 Developmental Psychology
- (2) Any CD or ED Elective - 6.0 total credits

B.B.A. COMPUTER AND INFORMATION SYSTEMS: 120.0 Credits

Businesses are increasingly reliant on computer systems to run day-to-day operations, opening the door for individuals with a strong background in information systems. The Bachelor of Business Administration in Computer and Information Systems at Manor provides students with a solid background in evaluating computer systems, and discovering ways to optimize their performance.

- **General Education Core**
 - I. Effective Communication: BA202, EN101, and EN102
 - II. Conceptualization and Analysis: BA310, CS105, and CS106
 - III. Personal and Ethical Responsibility: BA307 and any RS course
 - IV. Scientific and Quantitative Reasoning: MH110, MH203, and any science
 - V. Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the requirement
- **Program Curriculum**
Students must attain a grade of “C” or better in all Business

("BA") and Computer ("CS") courses

- **BA101 Introduction to Business**
- **BA102 Principles of Marketing**
- **BA302 Social Media Marketing**
- **BA304 Managing Business Information**
- **BA306 Business Apprenticeship**
- **BA308 Group Dynamics**
- **BA320 Human Resources Management**
- **BA325 Database Marketing**
- **BA328 Advanced Excel for Business Analytics**
- **BA402 Leadership Dynamics**
- **BA403 Operations Management**
- **BA416 Project Management**
- **BA498 Business Internship I**
- **CS181 Operating and Application Systems**
- **CS203 Computer Graphics**
- **CS205 Management Information Systems**
- **CS215 Database Management and Design**
- **CS217 Web Page Design and Development**
- **CS218 Computer Networks**
- **CS301 Cybersecurity Fundamentals**
- **CAP499 Capstone**
- **Any 300/400 BA Course - 3.0 total credits**
- **Any CS Course - 3.0 total credits**
- **Free Elective**

B.S. CRIMINAL JUSTICE: 120.0 Credits

The Bachelor of Science in Criminal Justice program focuses on the development of leadership and analytical skills of students who aspire to obtain executive positions in the criminal justice system, including the court system, correctional facilities, emergency response, and law enforcement agencies among others. Students completing the program can go directly to work or transfer into a Master in Public Administration, Master in Criminal Justice or Master in Public Policy.

Those in law enforcement work in a wide variety of careers and play a vital role in the safety and protection of our citizens and society. Students in this program are prepared with a solid background in Criminal Justice, whether they choose to be in the local, state or federal government, work with a non-profit or NGO, or in administration.

- **General Education Core**
 - l. Effective Communication: EN101, EN102, and EN103

- II. Conceptualization and Analysis: CS105 or CS106, PP302, and one additional course that meets the requirement.
 - III. Personal, Social, and Ethical Responsibility: Any RS course and CJ309 or PP310
 - IV. Scientific and Quantitative Reasoning: any approved Math course, any Science course, and one other course that meets the requirement (EC102 recommended)
 - V. Appreciation of Culture and Diversity: CD314, HS105, and PS101
- **Program Curriculum**

Students must attain a grade of "C" or better in all Criminal Justice ("CJ"), Legal Studies ("LE") courses and CAP499

 - **BA316 Supervisory Management**
 - **BA401 Business Employment Law**
 - **BA402 Leadership Dynamics**
 - **CAP499 Capstone**
 - **CJ101 Introduction to Criminal Justice**
 - **CJ102 Criminology**
 - **CJ201 Juvenile Justice**
 - **CJ202 Policing in America**
 - **CJ204 Criminal Practice and Procedure**
 - **CJ218 Contemporary Issues in Criminal Justice**
 - **CJ306 Criminal Justice Organizations**
 - **CJ313 Court Administration**
 - **CJ320 Correctional Operations**
 - **CJ420 Writing for Legal and Public Administration**
 - **CJ421 Justice Administration and Planning**
 - **HC401 Occupational Health and Safety**
 - **LE312 Law and Economics**
 - **PLS101 American National Government**
 - **PLS301 (LE301) Constitutional Law**
 - **PLS310 Corruption in American Politics**
 - **PP101 Intro to Public Policy or PP102 Intro to Public Administration**
 - **PP401 Non-Profit organizations and NGOs**
 - **(3) Any CJ, LE, PP, ED, CD, or BA course - 9.0 credits total**

B.B.A GENERAL BUSINESS ADMINISTRATION: 120.0 Credits

The General Business Administration Degree provides students with a flexible approach to acquiring business skills and expertise. Students will have the opportunity to examine the ways society, culture and technology intersect in today's global economy.

The unique composition of the General Business Administration Degree serves to broaden students' horizons and provides an ideal combination of skills and knowledge to excel in a variety of business and not-for-profit arenas.

- **General Education Core**

- I. Effective Communication: BA202, EN101, and EN102
- II. Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement
- III. Personal, Social, and Ethical Responsibility: Any RS course and BA307
- IV. Scientific and Quantitative Reasoning: BA111, MH203, and any science course that meets the requirement
- V. Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the requirement

- **Program Curriculum**

Students must attain a grade of "C" or better in all Business ("BA") courses

- **AC105 Financial Accounting**
- **AC203 Managerial Accounting**
- **BA101 Introduction to Business**
- **BA102 Principles of Marketing**
- **BA103 Legal Environment of Business**
- **BA203 Principles of Management**
- **BA216 Principles of Finance**
- **BA302 Social Media Marketing**
- **BA304 Managing Business Information**
- **BA306 Business Apprenticeship**
- **BA308 Group Dynamics**
- **BA309 Entrepreneurship**
- **BA311 Personal Finance**
- **BA320 Human Resources Management**
- **BA321 Organizational Behavior**
- **BA322 Sales Strategies**
- **BA401 Business Employment Law**
- **BA498 Business Internship I**
- **CAP499 Capstone**
- **(2) Any 300/400 BA – 6.0 total credits**
- **(2) BA, CS, CD, ED or CJ Course – 6.0 total credits**
- **Free Elective - 3.0 total credits**

B.B.A. GENERAL MANAGEMENT: 120.0 Credits

The Bachelor of Business Administration, General Management Degree at Manor College is designed to engage students with a logistics approach to understanding the complexity of successful business leadership. This means that effective administrative capabilities are taught through the mastery of skills learned through many disciplines in the liberal arts and business administration curriculum.

- **General Education Core**

- I. Effective Communication: BA202, EN101, and EN102
- II. Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement
- III. Personal, Social, and Ethical Responsibility: Any RS course and BA307
- IV. Scientific and Quantitative Reasoning: BA111, MH203, and any science course that meets the requirement
- V. Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the requirement

- **Program Curriculum**

Students must attain a grade of "C" or better in all Business ("BA") courses

- **AC105 Financial Accounting**
- **AC203 Managerial Accounting**
- **BA101 Introduction to Business**
- **BA102 Principles of Marketing**
- **BA103 Legal Environment of Business**
- **BA203 Principles of Management**
- **BA306 Business Apprenticeship**
- **BA308 Group Dynamics**
- **BA313 Small Business Finance**
- **BA314 Investment and Portfolio Management**
- **BA315 Global Business Management**
- **BA316 Supervisory Management**
- **BA320 Human Resources Management**
- **BA321 Organizational Behavior**
- **BA402 Leadership Dynamics**
- **BA403 Operations Management**
- **BA410 Strategic Planning**
- **BA411 Business Policy and Strategy**
- **BA412 Corporate Responsibility Management**
- **BA413 Talent and Acquisition Management**

- **BA498 Business Internship I**
- **CAP499 Capstone**
- **MH204 Statistics II**
- **Free Elective**

B.B.A. HEALTHCARE MANAGEMENT: 120.0 Credits

The Bachelor of Business Administration, Healthcare Management degree from Manor College supplies students with an understanding of the role of public policies in the healthcare industry, the various component sectors of the industry, and the planning methods used within the healthcare field. This concentration will provide students with the preparation for administrative and strategic planning positions within all branches of the healthcare industry.

Students graduating with a degree in Business Administration, Healthcare Management from Manor College will be armed with the knowledge they need to oversee a team and operate as a healthcare administrator. At Manor, students are exposed to a wide range of topics that collectively help them understand what is necessary to be a dynamic leader.

- **General Education Core**
 - I. Effective Communication: BA202, EN101, and EN102
 - II. Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement
 - III. Personal, Social, and Ethical Responsibility: Any RS course and BA307
 - IV. Scientific and Quantitative Reasoning: BA111, MH203 and any science course that meets the requirement
 - V. Appreciation of Culture and Diversity: EC101, EC102, and PS101
- **Program Curriculum**

Students must attain a grade of “C” or better in all Business (“BA”) and Healthcare (“HC”) courses

 - **AC105 Financial Accounting**
 - **AC203 Managerial Accounting**
 - **BA101 Introduction to Business**
 - **BA102 Principles of Marketing**
 - **BA103 Legal Environment of Business**
 - **BA203 Principles of Management**
 - **BA306 Business Apprenticeship**
 - **BA308 Group Dynamics**
 - **BA313 Small Business Finance**

- **BA320 Human Resources Management**
- **BA401 Business Employment Law**
- **BA402 Leadership Dynamics**
- **BA404 Brand Marketing**
- **BA410 Strategic Planning**
- **BA498 Business Internship I**
- **CAP499 Capstone**
- **CD308 Nutrition, Health, and Safety for Children**
- **HC101 Foundations of Healthcare**
- **HC218 Healthcare Law and Ethics**
- **HC301 Financial Management in the Healthcare Industry**
- **HC310 Management of Information in the Healthcare Industry**
- **HC401 Occupational Health and Safety**
- **HC410 Operations Management in Healthcare Organizations**
- **PP303 Public Health and Epidemiology**

B.S. PUBLIC POLICY: 120.0 Credits

A strong understanding of public policy is essential for those who wish to be successful in legal, political, and health-related fields. A Bachelor's degree in Public Policy from Manor College will prepare decision-makers in the public and private sector with a solid background in law, ethics and policy, and give them a unique opportunity to delve into areas such as: Crisis Management, Public Policy Ethics, Non-Profit Organizations and NGOs, Public Service, Adult and Aging, among other areas.

- **General Education Core**
 - I.** Effective Communication: EN101, EN102, and EN103
 - II.** Conceptualization and Analysis: Three courses that meet the requirement (EC102 recommended)
 - III.** Personal, Social, and Ethical Responsibility: Any RS course and CJ309 or PP3310
 - IV.** Scientific and Quantitative Reasoning: One Math, one Science and one of either
 - V.** Appreciation of Culture and Diversity: HS105, PS101, and an additional course that meets the requirement.
- **Program Curriculum**

Students must attain a grade of "C" or better in all program courses

 - **AC105 Financial Accounting**
 - **BA401 Business Employment Law**
 - **CAP499 Capstone**

- **CJ201 Juvenile Justice**
- **CJ204 Criminal Practice and Procedure or CJ218 Contemporary Issues in Criminal Justice**
- **CJ304 Introduction to Homeland Security**
- **CJ404 Financial Crime**
- **EC101 Macroeconomics**
- **ED307 Liability Ethics and Advocacy**
- **HC401 Occupational Health and Safety**
- **LE101 Introduction to the Law**
- **LE302 Race, Gender and the Law**
- **LE312 Law and Economics**
- **LE402 Animal Rights**
- **PLS101 American National Government**
- **PLS301 (LE301) Constitutional Law**
- **PLS310 Corruption in American Politics**
- **PP101 Intro to Public Policy**
- **PP302 Public Policy Analysis**
- **PP311 (LE311) Environmental Law**
- **PP314 Technology Law and Policy**
- **PP316 International Law**
- **PP401 Non-Profit organizations and NGOs**
- **(2) Any CJ, PP, LE, or ED course - 6.0 credits total**

B.B.A. SPORT MANAGEMENT: 120.0 Credits

The Bachelor of Business Administration in Sport Management is designed to provide students with a view of the opportunities associated with managing sports and leisure service organizations. Students are exposed to topics such as risk management, safety, insurance and liability issues in the sports environment.

- **General Education Core**
 - I. Effective Communication: BA202, EN101, and EN102
 - II. Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement
 - III. Personal, Social, and Ethical Responsibility: Any RS course and BA307
 - IV. Scientific and Quantitative Reasoning: BA111, MH203, and any science course that meets the requirement
 - V. Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the requirement

- **Program Curriculum**

Students must attain a grade of “C” or better in all Business (“BA”) courses

- **AC105 Financial Accounting**
- **AC203 Managerial Accounting**
- **BA101 Introduction to Business**
- **BA102 Principles of Marketing**
- **BA103 Legal Environment of Business**
- **BA114 Introduction to Sport Management**
- **BA203 Principles of Management**
- **BA214 Sport Marketing & Promotions**
- **BA301 Introduction to Sport Media Relations**
- **BA302 Social Media Marketing**
- **BA305 Sports Law and Liability**
- **BA306 Business Apprenticeship**
- **BA308 Group Dynamics**
- **BA317 Sports Ticket Sales and Strategies**
- **BA322 Sales Strategies**
- **BA402 Leadership Dynamics**
- **BA404 Brand Marketing**
- **BA405 Sports and Athletics Fundraising**
- **BA406 Financing Sports Operations**
- **BA408 Facility Planning and Management**
- **BA410 Strategic Planning**
- **BA498 Business Internship I**
- **CAP499 Capstone**
- **HS310 History of American Sports**

B.B.A. VETERINARY PRACTICE MANAGEMENT: 138.0 Credits

The Bachelor of Business Administration in Veterinary Practice Management offers foundational course work that prepares students for leadership positions in a variety of animal- and veterinary-related businesses. Due to students beginning their educational journey in Manor’s AVMA-accredited Program of Veterinary Technology, graduates of this program have the opportunity to become certified vet technicians while mastering skills to function as effective practice managers.

- **General Education Core**

- I. Effective Communication: EN101, EN103, and BA202
- II. Conceptualization and Analysis: CS105 or CS106, BA310, and 3.0 credits from approved list

III. Personal, Social, and Ethical Responsibility: BA307 and any RS course 3.0 Credits

IV. Scientific and Quantitative Reasoning: MH110, MH203 and CH101

V. Appreciation of Culture and Diversity: BA308 and 6.0 credits from approved list

- **Program Curriculum Core**

Students must attain a grade of “C” or better in all Business (“BA”) courses and Veterinary Technology (“VT”) courses

- **VT102 Laboratory Animal Management**
- **VT103 Introduction to Veterinary Practice Management**
- **VT105 Large Animal Clinical & Emergency Procedures**
- **VT110 Animal Anatomy & Physiology**
- **VT 111 Animal Anatomy & Physiology II**
- **VT119 Veterinary Pharmacology**
- **VT197 Animal Handling & Husbandry**
- **VT201 Small Animal Clinical & Emergency Procedures**
- **VT204 Small Animal Dentistry**
- **VT212 Animal Radiology**
- **VT214 Veterinary Anesthesiology and Pain Management**
- **VT220 Clinical Pathology for Vet Techs I**
- **VT221 Clinical Pathology for Vet Techs II**
- **VT227 Animal Medicine I**
- **VT229 Sophomore Clinical Externship**
- **VT230 Animal Surgical Assisting & Advanced Clinical Procedures**
- **VT231 Animal Medicine II**
- **AC105 Financial Accounting**
- **AC203 Managerial Accounting**
- **BA101 Introduction to Business**
- **BA306 Business Apprenticeship**
- **BA312 Management in Today’s Veterinary Practices**
- **BA313 Small Business Finance**
- **BA402 Leadership Dynamics**
- **BA410 Strategic Planning**
- **CAP499 Capstone**
- **LE402 Animal Rights**
- **Any 300/400 BA (BA411 recommended)**
- **Any 300/400 BA, CD, CS, or CJ (BA401 recommended)**

First Year Experience

MCE101 MANOR COLLEGE EXPERIENCE: 1.0 Credit

This course is designed to help students acclimate to an academic environment. Students will be taught how to develop good study habits and time management skills. Skills in critical thinking at the college level will be developed. Students will learn how to perform quality research and be given an overview of six different literacies: health, financial, media, civic, digital and global. Lastly, students will have an opportunity to create and explore their own personal path to success by modeling Manor College's mission and values.

MCE102 MANOR COLLEGE EXPERIENCE: WRITING - WRITING: 1.0 Credit

This is a course for students who need additional support in reading and/or writing. The instructor in the lab would work with the students in groups or individually, based on their reading and writing needs. The purpose would be to support those students in fulfilling the requirements of EN101.

MCE103 MANOR COLLEGE EXPERIENCE — ALGEBRA: 1.0 Credit

This course is designed for students requiring additional support in college algebra. Students will attend two 50 minute sessions per week and must be enrolled concurrently in College Algebra. The instructor will work with the students collectively or individually, based on their needs. The goal of MCE103 is to assist students in fulfilling the requirements of College Algebra.

Accounting

AC105 FINANCIAL ACCOUNTING: 3.0 Credits

An introduction to the basic concepts and principles of financial accounting and the preparation and analysis of three basic financial statements: balance sheet, income statement, and the statement of cash flows. Prerequisite: Successful completion of MH110. Major Requirement.

AC201 INTERMEDIATE ACCOUNTING I: 3.0 Credits

Thorough examination of accounting theory, the accounting process, and the problems involved in the proper recording of transactions and the preparation of financial statements. A review of the accounting cycle; preparation and interpretation of advanced accounting statements using contemporary techniques; current standards underlying financial statements of business entities. Topics to be studied include working capital, current and non-current liabilities, and income determination. Prerequisite: AC105. Major Requirement.

AC202 INTERMEDIATE ACCOUNTING II: 3.0 Credits

Continuation of AC 201. Thorough examination of the practices employed in the development and use of financial statements to present an accurate and fair picture of operation results, financial position, and changes in financial status of business enterprises. Use of accounting information as a basis for decisions by users of financial statements and reports. Special areas to be studied include asset valuation and plant assets; long term debts; stockholder's equity and surplus; correction of errors of prior periods; tax allocations, pensions, and leases. Preparation, analysis, and interpretation of financial statements are considered in detail. Prerequisite: AC201. Major Requirement.

AC203 MANAGERIAL ACCOUNTING: 3.0 Credits

A study of cost and managerial concepts and their application to the planning and control of manufacturing and service firms. Topics include accounting for the production process; performance and productivity measurement; revenue and cost analysis for decision making. Financial statements, budget planning, control and cost behaviors are also evaluated. Prerequisite: AC105. Major Requirement.

AC204 ACCOUNTING INFORMATION SYSTEMS: 3.0 Credits

An accounting information system is designed to collect, record, store, and process data to produce information for decision makers. This course provides an introduction to modern enterprise Accounting Information Systems (AIS). The student will apply accounting information systems concepts and procedures utilizing practical hands-on applications utilizing computer software, case studies and research projects. Projects will be related to both development of current accounting information systems theory and practical uses. In addition to studying select business transaction cycles within AIS, the course will present current challenges within today's modern accounting information systems such as information systems audit, cyber security and enterprise risk management and IT governance. Prerequisite: Successful completion of 6.0 credit hours in accounting and CS105. Major Requirement.

Allied Health**AH301 CONCEPTS IN GERIATRIC DENTISTRY: 3.0 Credits**

This course will introduce students to the prevalent concerns older adults present to dental professionals and explore management options to promote oral health in the later stages of life. Students will also learn

and adapt new techniques and knowledge to prior dental professions experiences to enhance oral health care delivery to the older patient. Prerequisite: Dental Hygiene or EFDA Student.

AH302 MANAGING SOCIAL DETERMINANTS IN HEALTH: 3.0 Credits

This course is based on the premise that 80% of health is dependent on Social Determinants; aspects of where people live, learn, work, and play. To focus on health rather than illness, healthcare provider training requires an emphasis on Social Determinants of Health (SDH). Healthcare providers in many disciplines and in diverse settings will have a heightened awareness of SDH and methods for addressing Adverse SDH. This training develops skills often associated with Community Health Workers (CHW), including communication, interpersonal, and teaching skills; knowledge of community and social service resources, service coordination; and capacity building and advocacy skills. The skills may also be helpful for informal care providers like family members. Compassion, Fiscal Intelligence, and Empowerment form the backbone of this course.

Biology**BI100 SURVEY OF BIOLOGY: 3.0 Credits**

This course is designed as a science elective for students not intending to enter science careers. It includes a brief look at all major areas of biology, including chemistry, cells and genetics; taxonomy, evolution and ecology; current topics such as genetic engineering and cloning; and life processes in simple to complex organisms. (3 hour lecture/no laboratory).

BI101 BIOLOGICAL SCIENCE I: 4.0 Credits

A comprehensive study of fundamental concepts of living organisms, emphasizing the molecular and cellular organization of life. Primary emphasis is given to basic unit of life, the cell. Topics include basic biochemistry, cell structure and function including reproduction, energy in biological systems, genetics and gene expression. The scientific method and evolution are introduced. Laboratory investigations are designed to correlate and clarify lecture topics. Lab studies include Eukaryota comparisons, cellular processes, molecular biology and genetics. (3 hour lecture/2 hour laboratory). Prerequisite: "C" or better in high school biology or completion of prep biology. Major requirement.

BI102 BIOLOGICAL SCIENCE II: 4.0 Credits

This course is a continuation of BI 101 and focuses on comparative vertebrate anatomy, physiology and development. Taxonomic, evolutionary and ecological concepts are presented and current challenges in these areas are discussed. Laboratory includes a systematic survey of plants and animals and stresses the taxonomic relationships of living organisms, with frequent comparisons to humans. (3 hour lecture/2 hour laboratory). Prerequisite: BI101.

BI104 MEDICAL TERMINOLOGY: 3.0 Credits

Medical Terminology is an exploration of common medical language with a focus on understanding word components and the clinical usage in terms of relation to human body systems. (3 hour lecture/no laboratory).

BI105 BASIC HUMAN STRUCTURE & FUNCTION: 3.0 Credits

Survey of the fundamental principles applying to the anatomical systems of the human body and physiological processes involved in the functioning of the body. Emphasis on the homeostatic mechanisms which enable the body to function as an integrated system. (3 hour lecture/no laboratory).

BI106 HUMAN NUTRITION SCIENCE: 3.0 Credits

Fundamental concepts of diet with analysis of food intake and nutritional values are studied. Structure of proteins, carbohydrates, lipids, vitamins, and minerals are presented and related to healthy diet planning. Students will be encouraged to analyze personal eating habits through discussion, written food diary assignments and diet analysis. Current DVDs and research may supplement lectures. A registered dietician will teach the course. (3 hour lecture/no laboratory). Major requirement.

BI107 ENVIRONMENTAL ISSUES: 3.0 Credits

A study of ecology with special emphasis on the impact of humans on the environment. Following an introduction to biological and ecological concepts, contemporary environment issues will be examined. Topics include population growth and world hunger, pollution problems and their effects, resource depletion, and viable alternatives to environmental problems. Political, ethical, and social implications will also be discussed. Field trips will be planned, depending on season and time during which course is offered. (3 hour lecture/no laboratory).

BI108 ENVIRONMENTAL SUSTAINABILITY: 4.0 Credits

This course provides an introduction to the study of environmental science, with special emphasis on the impact of humans and sustainability. Following an introduction to biological and ecological concepts, contemporary environmental issues and possible solutions will be examined. Topics will include biodiversity and evolution, species interactions, urbanization, food production, pollution, and climate change. Laboratory exercises will include case studies in environmental sciences and sustainability. (3 hour lecture/2 hour laboratory).

BI109 FORENSIC ANALYSIS: 4.0 Credits

Crime scene investigations are studied by incorporating real-life forensic applications to a variety of science topics. Cellular biology, anthropology, biotechnology, genetics, physics and chemistry concepts will be addressed in both lecture and laboratory as applied to modern day forensics. This course is designed for the non-science major. (3 hour lecture/2 hour laboratory).

BI201 HUMAN ANATOMY AND PHYSIOLOGY I: 4.0 Credits

An introduction to the structure and function of the major organ systems of the human body. After a brief examination of cellular and tissue structure, the skeletal, muscular, and nervous systems are studied. Laboratory will include experiments in cell physiology, microscopic review of prepared tissue slides, practical study of human bones, and dissection of rat and sheep organs. (3 hour lecture/2 hour laboratory). Prerequisite: BI101. Major requirement.

BI202 HUMAN ANATOMY AND PHYSIOLOGY II: 4.0 Credits

A continuation of BI201. Sense organs, endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems of the human body are discussed. Laboratory will include dissection of cat or fetal pig and demonstration of physiological principles. (3 hour lecture/2 hour laboratory). Prerequisite: BI201. Major requirement.

BI203 MICROBIOLOGY: 4.0 Credits

This is a basic course in the principles of microbiology. Special emphasis is placed on the medical and clinical aspects of microbiology. This includes cultural, morphological, biochemical, and microscopic characteristics of bacteria. Mycology, virology and parasitology are also covered along with the disease process of each organism. In the laboratory isolation, cultivation and microscopic examination of bacteria, fungi and parasites

will be covered. Additionally, the student will become familiar with different staining techniques, media preparation and antibiotic sensitivity tests. (3 hour lecture/2 hour laboratory). Prerequisite: BI101. Major requirement.

Business

BA101 INTRODUCTION TO BUSINESS: 3.0 Credits

This course is an introduction to the concepts, principles, language, activities and philosophy of business in the world today. Topics include economic systems, business ownership, management, marketing, accounting, finance, and contemporary business trends. Major Requirement.

BA102 PRINCIPLES OF MARKETING: 3.0 Credits

This course explores the entire marketing process. Emphasis is placed on the importance of the 4 P's — product, place, price, and promotion, and practical applications of the marketing process. Prerequisite: BA101 or BA107. Major Requirement.

BA103 LEGAL ENVIRONMENT OF BUSINESS: 3.0 Credits

This course is designed to introduce the student to the law of business from the perspectives of both consumers and businesses. An overview of the American legal system will be followed by discussions and analysis of the law pertaining to contracts, commercial transactions, employment, business organizations and property. Examination of how government regulates business will also be covered. Major Requirement.

BA105 BUSINESS APPLICATIONS WITH EXCEL: 3.0 Credits

This course offers students the opportunity to master the advanced functionality of Microsoft Excel, and to apply those skills to genuine business applications such as financial modeling, reporting, and the automation of accounting and financial tasks. Although the basic functions of Excel will be covered, areas of focus include graphs and charts, the use of advanced financial functions and analytical tools, reporting templates, linking of worksheets and workbooks, importing and manipulating data, macros (automation of tasks), auditing tools, and other features especially useful to the business professional.

BA111 BUSINESS MATH: 3.0 Credits

This course applies students' interpretation of basic mathematical concepts to common business usage covering such topics as percentages, interest, trade, bank and cash discounts, payroll, time value of money, and business loans; linear and quadratic equations

with applications involving supply, demand, revenue, cost, profit and break-even points. Major Requirement.

BA113 INTRODUCTION TO ENTREPRENEURSHIP: 3.0 Credits

This course introduces the student to the responsibilities of the entrepreneur and the unique concepts of business ownership. Students will benefit from case studies and practical entrepreneurial experiences, including interaction with successful regional entrepreneurs. Topics include the importance of business planning and the role and nature of entrepreneurship as a mechanism for creating new ventures.

BA114 INTRODUCTION TO SPORT MANAGEMENT: 3.0 Credits

This course will provide students with an overview of the diverse and expanding field of sport and recreation as well as a comprehensive look at the basic organizational structures found in the industry. Students will examine managerial concepts and processes specific to the field. Major Requirement.

BA202 BUSINESS COMMUNICATION: 3.0 Credits

This course provides students with a solid communication base so they are able to communicate effectively on both personal and professional levels. Students will build their skills through practical applications, which include writing and editing professional correspondence, composing and delivering oral presentations, and preparing employment documents. Prerequisite: EN101. Major Requirement.

BA203 PRINCIPLES OF MANAGEMENT: 3.0 Credits

This course focuses on the basic managerial functions of planning, organizing, leading, and controlling. Students are introduced to the foundations of management thought and managerial processes that lead to organizational effectiveness. Emphasis is placed on the discussion of current issues of management practice, analyzing case studies, and problem-solving in contemporary organizations. Prerequisite: BA101 or BA107. Major Requirement.

BA214 SPORTS MARKETING AND PROMOTION: 3.0 Credits

Students will study the organizational structures, leadership styles and culture of different sport and recreational organizations and be introduced to how those businesses are promoted and marketed. Prerequisite: BA102 & BA114. Major Requirement.

BA216 PRINCIPLES OF FINANCE: 3.0 Credits

A fundamental introduction to finance theory and practices used by business organizations. Topics include capital budgeting, evaluation of a firm's financial performance, time value of money, stocks and bonds. Prerequisite: AC105. Major Requirement.

BA301 INTRODUCTION TO SPORT MEDIA RELATIONS: 3.0 Credits

Presents an overview of the roles of reporting and broadcasting of sporting events. Topics include trends and philosophies of sport reporting, the work of the sports desk, the history of radio and television sports broadcasting, as well as the business of sports reporting and broadcasting.

BA302 SOCIAL MEDIA MARKETING: 3.0 Credits

The course examines how the social media platforms such as Facebook, Twitter, YouTube, and corporate blogs fit into an organization's overall marketing strategy. Course will investigate the skills and activities involved in designing and implementing effective social media marketing strategies. Prerequisite: BA102.

BA304 MANAGING BUSINESS INFORMATION: 3.0 Credits

A focus on the methods with which organizations access, compile, analyze, interpret and disseminate information. The course examines the way in which organizations use information in the planning, managing, and decision-making processes. The objective is to understand the constantly evolving role of information technology in providing the tools and techniques for effective use of management information.

BA305 SPORTS AND LAW LIABILITY: 3.0 Credits

This class will expose students to the legal principles and rules of law affecting the management of sports and leisure service organizations. Students will utilize case studies based on court decisions to give them a real-world perspective of the law and how it applies to sports and leisure organizations. The class will place an emphasis on risk management, safety, insurance and liability issues. Students will learn about current litigation trends and the development of procedures to minimize legal risks. This class will also include an overview of various agencies that govern sports.

BA306 BUSINESS APPRENTICESHIP: 3.0 Credits

An Apprenticeship in Business and Administration will develop your

employability skills and give you valuable experience of a variety of routine business-related activities. You will be working in an office environment where your duties could encompass many areas of office work such as post and written communications, telephone communications, customer enquiries, computer systems, paper filing systems, photocopying etc. Your exact duties will depend upon your employer. Most of your training will be directly linked to the career you have chosen, gaining practical experience in the workplace.

BA307 BUSINESS ETHICS: 3.0 Credits

This course provides students with insights into an organization's responsibilities to its stakeholders: employees, customers, shareholders, competitors, and the community at large. Moral principles and codes of ethics will be examined as the basis for the standards of leading and managing a commercial enterprise.

BA308 GROUP DYNAMICS: 3.0 Credits

Group Dynamics is a course designed to introduce students to the experiential group dynamics process. An experiential group's primary focus is on developing a student's understanding of group-level processes and of his or her own behavior in groups. The method is essentially inductive, moving from specific group experience to general ideas about group processes. By drawing on their own resources, students attempt to come to terms with the task of becoming a group and increasing their understanding of group processes.

BA 309 ENTREPRENEURSHIP: 3.0 Credits

How to start your own business: from concept to reality. A study of the challenges and responsibilities of an entrepreneur. Operational strategies concerning business, financial, and marketing plans, along with advertising, human resource, legal, and ethical issues.

BA310 INTRODUCTION TO BUSINESS ANALYTICS: 3.0 Credits

This hands-on introductory course provides students with knowledge of the role of business analytics in modern business decision making and the skills necessary to utilize data and analytics to analyze business problems. The course begins with an overview of business analytics concepts, terminology, and tools. Students will understand the history of business analytics, how business analytics is used across a variety of industries, and the future of analytics in today's interconnected business environment. The three types of business analytics discussed are: descriptive, predictive,

and prescriptive. In addition to understanding the environment and role of business analytics, students will gain hands-on knowledge of Excel's advanced capabilities that support the use of data for decision-making.

BA311 PERSONAL FINANCE: 3.0 Credits

Introduction to personal financial evaluation, management, and planning. The course provides the student with an understanding of consumer credit, life insurance, health insurance, property and casualty insurance, wills, trusts, Social Security, stocks, bonds, real estate, mutual funds, retirement planning, and other topics.

BA312 MANAGEMENT IN TODAY'S VETERINARY PRACTICES: 3.0 Credits

This course addresses the particular challenges of managing veterinary practices in today's competitive climate. Marketing, human resources, compensation and benefits, finance, legal issues, managing 3rd party insurance, sales strategies and staff management will be addressed. The particular needs of various types of veterinary practices (general small animal, emergency critical care, specialty, large animal, equine, etc.) will also be presented as a basis for class discussion. Prerequisites: VT103, BA101 and BA 203.

BA313 SMALL BUSINESS FINANCE: 3.0 Credits

This course links traditional topics in financial management to the unique needs of a small business from start-up to maturity. Starting with the development of a sound business plan, the small business needs include raising capital, managing that capital, evaluating opportunities from a financial perspective, and planning for growth. Topics include: working capital management, time value of money, financial statement analysis, budgeting and managing cash flow.

BA316 SUPERVISORY MANAGEMENT: 3.0 Credits

The supervisor's relationship to the total management environment is analyzed. The supervisor's management efforts are discussed, as well as the relationship between supervisor and individual employee. This contemporary course is helpful to any student interested in the principles and practices of effective supervision.

BA317 SPORT TICKET SALES AND STRATEGIES: 3.0 Credits

This course will examine the ever-changing environment of ticket sales and strategies in the sport industry and discuss the reliance on ticket sales as a key revenue source in athletics. The material is designed to

expose students to the standards, principles and practices that can be applied to the ticketing industry.

BA320 HUMAN RESOURCES MANAGEMENT: 3.0 Credits

This course provides an overview of the current issues, policies, and practices central to human resource management such as staffing, training and development, performance management, and EEO regulations. The emphasis of the course is on every manager's responsibilities in managing human resource issues. The elements of the HRM process will be covered through the use of case studies, exercises, and articles. Prerequisite: BA101 or BA107.

BA321 ORGANIZATIONAL BEHAVIOR: 3.0 Credits

This course explores attitudes and behaviors of individuals and groups in organizations, covering the practical side of human relations – predicting, understanding and influencing the outcomes of interactions. Topics include goal setting, motivation, leadership and decision making, as well as contemporary and emerging topics such as ethics, power, mentoring and workforce cultural diversity. Prerequisite: BA101 or BA107. Major Requirement.

BA322 SALES STRATEGIES: 3.0 Credits

Selling is a component of the marketing mix. This course examines effective selling techniques, consumer behavior, planning and sales strategies, and sales management. Prerequisite: BA102. Major Requirement.

BA325 DATABASE MARKETING: 3.0 Credits

In this course students will acquire a comprehensive understanding of how an organization can use its customer data to maximize the value of customer relationships. Businesses now have a wide array of tools to convert raw customer transactional data into usable marketing intelligence. Companies can identify, profile, analyze, and interact with both current and prospective customers on a personal basis. Topics covered include upselling and cross-selling, customer lifetime value, customer segmentation, predictive modeling, RFM analysis, customer loyalty and reward programs, and churn management.

BA401 BUSINESS EMPLOYMENT LAW: 3.0 Credits

This course presents the legal environment of the employer-employee relationship. It provides an overview of the main areas of employment

law, including anti-discrimination, labor relations, workplace safety and health, and compensation and benefits. Course content will consider legislation that governs employment activities. Primary focus will be on compliance with government regulations (administrative law) that detail rights and obligations within the employer-employee relationship.

BA402 LEADERSHIP DYNAMICS: 3.0 Credits

This course will develop an awareness of the knowledge, abilities, and skills that professionals need in order to perform effectively in leadership situations. Areas of inquiry include examination of individual temperament, leadership theories and styles, leader-collaborator relationships, group and organizational dynamics, problem and decision analysis, and conflict resolution.

BA403 OPERATIONS MANAGEMENT: 3.0 Credits

An examination of the important concepts and techniques of operations management in various organizations, such as banks, factories, retail stores, hospitals, offices, etc. This course covers typical aspects of managing operations such as capacity planning, scheduling, inventory control, and quality control. Management tools such as linear programming, forecasting, CPM/PERT, and queuing theory will be explored in detail.

BA404 BRAND MARKETING: 3.0 Credits

Guidelines of marketing and theories of brand strategy will be discussed, researched and implemented with a general concentration and then specifics, regarding certain products and services. Brand related decisions in the implementation process of brand strategies will be measured for marketing success/ failure outcomes.

BA405 SPORTS AND ATHLETICS FUNDRAISING: 3.0 Credits

This course will explore the necessary components of fundraising in sport and athletics at all levels. Fundraising has become a crucial component at all levels of sport. The course will blend the necessary components of fundraising theory and development of fundraising programs and events. Students will learn the importance of fundraising for volunteer sports, non-profit sport organizations, amateur sport organizations, high school and collegiate level sport organizations. Topics which will be discussed include: fundraising program planning, board of directors, managing volunteers, fundraising control and evaluation.

BA406 FINANCING SPORTS OPERATIONS: 3.0 Credits

This class discusses the financial concepts and theories and their application in the professional, intercollegiate, and commercial sport industries. Specific topics include: revenues and expenses of professional, intercollegiate, and private sport industries; budgeting; the economic impact of the sports industry; and fundraising.

BA408 FACILITY PLANNING AND MANAGEMENT: 3.0 Credits

This class will provide the students with an introduction to the management of a sport, fitness, recreation, or public assembly facility. The course will focus on planning, designing, equipping, staffing, scheduling, financing and managing a sports and recreation facility. Students will examine functions of event management as they relate to maintenance, security, operations, and evaluation. This course will develop the students' problem solving and organizational skills by utilizing class discussion, guest speakers, and facility site visits.

BA409 MANAGING BUSINESS CONFLICTS: 3.0 Credits

This course addresses the sources of and the resolutions for a variety of conflicts that arise within organizations. Discussions and assignments will address the organizational leader's roles, and responsibilities and relationships that are critical to successful conflict resolution. A case study approach is used to examine real-world conflict situations and methods for dealing with them.

BA410 STRATEGIC PLANNING: 3.0 Credits

A survey of current concepts, models, and practices of strategic planning and resource allocation in a business organization. Discussions, exercises, and projects will provide practical experience with the development of organizational mission, vision and values statements, external and internal environmental analyses, long range goals and objectives, and implementation plans. (Students must hold senior status [90.0 credits] as department majors.)

BA411 BUSINESS POLICY AND STRATEGY: 3.0 Credits

Capstone course in management dealing with management policies and strategies with emphasis on managerial decision making and the solution of problems that cross major functional areas in business. Course enrollment is limited to seniors.

BA412 CORPORATE RESPONSIBILITY MANAGEMENT: 3.0 Credits

Companies increasingly think about their responsibility to have positive impact on society and the environment. In fact, some have argued that this is a sure path to business performance. In actuality, managing corporate responsibly is filled with pitfalls, contradictions, and dilemmas. This course will examine both the opportunities and dangers for leaders at companies large and small.

BA415 SIMULATION FOR BUSINESS ANALYTICS: 3.0 Credits

This course provides knowledge of how to develop, implement and use simulation methods for business decision making. Students will build simulation models to answer practical questions that are motivated by operational business decisions such as determining optimal inventory policies, and deciding staffing levels for an organization. The course will utilize Microsoft Excel as well as Excel add-ins as modeling tools.

BA416 PROJECT MANAGEMENT: 3.0 Credits

This course focuses on the various functions associated with managing a project. Topics covered in the course include: the project manager role, relating the statement of work (SOW), scheduling processes, estimating methodologies and budgeting, quality, risk management, communications, procurement, team structures/practices, and understanding the importance of establishing variance and change thresholds for scope and control. Students will gain knowledge in starting, controlling, managing, and completing diverse projects in addition to solving problems associated with these projects. Project Management Certification requires (1) an educational component and, (2) passing scores on the PMC exam. This course satisfies the educational component for certification. The PMC exam is for students seeking certification and is not a requirement of this course.

BA417 BIG DATA AND VISUALIZATION: 3.0 Credits

This course provides knowledge of the data sources, tools, and techniques used in the exploration and analysis of big data such as: text and stream mining, social media and big data, Hadoop, NoSQL, fundamentals of big data programming, cloud-based solutions, and visualization of big data using Tableau and GIS software. The course will utilize business case studies for students to understand big data solutions in the business environment.

BA498 BUSINESS INTERNSHIP I: 6.0 Credits

This culminating course prepares students for the real challenges of working in business management. An internship experience will provide an opportunity to combine actual field experience with classroom knowledge in an area of special interest. The course also provides the opportunity to re-examine learning objectives at the program level. (Instructor permission required).

Child Development

CD301 ADOLESCENT DEVELOPMENT: 3.0 Credits

This course will require early childhood practitioners to take a deep look at the adolescent years of child development and its implications in preparing adolescent development. Topics include physical development and health, cognitive development, and social and emotional development. Fieldwork is required. A minimum of 10 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Development program aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD302 SUPPORTING CHILDREN WITH AUTISM: 3.0 Credits

This course requires early childhood practitioners to take a deeper look at how the characteristics of children with autism affect their academic programming. Early childhood practitioners will study children with autism in inclusive settings over the course of a semester and will develop an understanding of the impacts of the use Applied Behavior Analysis (ABA) and Universal Design.

Fieldwork is required. A minimum of 15 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Development program aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD303 INFANT TODDLER PRACTICUM: 3.0 Credits

This online course will provide early childhood practitioners with practical experiences within an infant and toddler classroom. Practitioners will experience the experiential study of planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities and environments of infants and toddlers through a hands-on fieldwork experience and seminar discussions.

Fieldwork is required. A minimum of 30 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Development program and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD304 CARE FOR INFANTS AND TODDLERS WITH DISABILITIES: 3.0 Credits

This course provides early childhood practitioners with an overview of how to work with infants and toddlers with disabilities within early learning programs and within the home. A focus will be placed on providing high quality teaching strategies that support early intervention services as well as support the overall development of infants and toddlers.

This course is a required course in the Child Development program and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD306 CHARACTERISTICS OF CHILDREN WITH AUTISM: 3.0 Credits

This course requires early childhood practitioners to take a deeper look at how the characteristics of children with autism affect their academic programming. Early childhood practitioners will study children with autism in inclusive settings over the course of a semester and will develop an understanding of the impacts of the use of Applied Behavior Analysis (ABA) and Universal Design.

Fieldwork is required. A minimum of 15 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Development program and

aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD308 NUTRITION, HEALTH, AND SAFETY FOR CHILDREN: 3.0 Credits

This course will help early childhood practitioners ensure that best practices are used in regard to the health, safety, and nutrition of children and adults in an early childhood setting. Students will develop a deep understanding of several core topics including child and adult wellness, identifying and managing chronic and acute illnesses, creating high-quality environments where safety is a priority, and understanding of basic nutrition and planning meals for children, and developing a proactive nutritional program.

Fieldwork is required. A minimum of 10 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check). This course is a required course in the Child Development program aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD310 CHILDREN, STRESS, AND TRAUMA: 3.0 Credits

This course provides early childhood practitioners with an overview of the effects of chronic stress, trauma, and violence on child development. Practitioners will discuss specific risk factors and the protective factors that can be put in place to support children and their families dealing with these issues. The course will also discuss the impact of generational poverty on families as well. This course is a required course in the Child Development and Child Care Administration Programs and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD311 INFANT TODDLER MENTAL HEALTH PREVENTION AND INTERVENTION: 3.0 Credits

This course will provide early childhood practitioners an overview of the importance of using preventative practices to support infant and toddler mental health support and services both the child and family. The course

will focus on developing healthy relationships, attachment theory, and will preview intervention models.

This course is a required course in the Child Development and Child Care Administration Programs and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD312 DEVELOPMENTALLY APPROPRIATE PRACTICE: 3.0 Credits

This course will provide early childhood practitioners a deep look at the National Association of Young Children (NAEYC)'s Developmentally Appropriate Practices (DAP) and how they support the overall development of the children and support families within a program. Practitioners will make the connection with DAP to child theory, brain development, quality learning programs and professional relationships with children, colleagues, and families.

This course is a required course in the Child Development and Child Care Administration Programs and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD314 WORKING WITH CULTURALLY DIVERSE CHILDREN AND FAMILIES: 3.0 Credits

This course will provide early childhood practitioners with the necessary skills to effectively work with culturally diverse children and families. The course will focus on cultural diversity as relates to race, ethnicity, religion, socioeconomic, etc. It will provide teachers with an in depth look at what it means to be a culturally responsive educator and use culturally responsive practices in and outside the classroom.

This course is a required course in the Child Development and Child Care Administration Programs and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD316 ATYPICAL CHILD DEVELOPMENT: 3.0 Credits

This course will provide early childhood practitioners with an exploration of atypical child development that may arise during the life of a child. Practitioners will explore topics and themes such as child abuse and neglect, chronic illness in childcare and school settings, Autism Spectrum Disorder, ADHD, conduct disorders, and specific learning difficulties and disabilities.

Fieldwork is required. A minimum of 10 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check). This course is a required course in the Child Development program aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD401 CONTEMPORARY ISSUES IN CHILD DEVELOPMENT: 3.0 Credits

This is the first capstone of two capstone courses within the Child Development program. Early childhood practitioners will have an opportunity to explore contemporary issues in child development that affect children, their families, and the community at large. Practitioners will be required to work with an early childhood program and/or classroom to develop a course project that will directly impact child development within the program and present the project at the end of the course. The project will require practitioners to critically create a project that will benefit the program and/or classroom and elevate the need to support child development research in the field of early childhood education.

Fieldwork is required. A minimum of 20 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Development program and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD402 POLICY ANALYSIS AND ADVOCACY: 3.0 Credits

This is the second and final capstone project in the child development program. Early childhood practitioners will work directly with a local and/or early childhood education to analyze policy and set a plan for advocacy work in the field of early childhood education. Practitioners will devise a formal six-week training module to help support the development of policy analysis and advocacy work. This capstone project will require practitioners to shadow a person currently on policy and advocacy in the field of early childhood education.

Fieldwork is required. A minimum of 20 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Development program and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

CD404 EARLY CHILDHOOD ADMINISTRATION LEADERSHIP: 3.0 Credits

This is the second and final capstone project in the child care administration program. Early childhood practitioners will work directly with a program director, program coordinator, and/or director in an early childhood program. Practitioners will devise a formal six-week training module to help support the development of staff development regarding their understanding of curriculum, culturally responsive practices and/or professionalism in the field. This capstone project will require practitioners to shadow a program director, program coordinator, and/or director currently working in the field of early childhood education.

Fieldwork is required. A minimum of 20 hours is required for this course. Fieldwork consists of visiting early childhood programs, interviewing early childhood faculty and administration, and working directly with individuals working on policy and advocacy work. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Development program and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

Chemistry

CH101 FUNDAMENTALS OF CHEMISTRY I: 4.0 Credits

This course introduces the International System of Units (SI); concepts of matter; atomic theory; periodic table and periodicity; structure of compounds; chemical nomenclature; calculations/ stoichiometry; chemical equations. (3 hour lecture/2 hour laboratory). Prerequisites: Placement in College Level Math. "C" or better in high school chemistry or completion of prep chemistry. Major requirement.

CH102 FUNDAMENTALS OF CHEMISTRY II: 4.0 Credits

This course is a continuation of Fundamentals of Chemistry I. Gas laws; liquids and solids; water; solutions; acids, bases, and ionic equations; oxidation-reduction equations; chemical equilibria; organic and biochemistry fundamentals. (3 hour lecture/2 hour laboratory). Prerequisite: CH101. Major requirement.

CH201 ORGANIC CHEMISTRY I: 4.0 Credits

This course is an introduction to the chemistry of carbon compounds and of structural organic chemistry, including nomenclature and fundamental theoretical concepts. The mechanisms of addition, substitution and elimination reactions of aliphatic compounds are discussed. An important underlying theme is the relationship of molecular structure to the reactivity of organic compounds. An introduction to the use of spectroscopy to determine molecular structure is also included. (3 hour lecture/2 hour laboratory). Prerequisites: CH101 & CH102.

CH202 ORGANIC CHEMISTRY II: 4.0 Credits

This course is a continuation of Chemistry 201. Mechanisms of aromatic electrophilic substitution reactions of benzene and its derivatives and of nucleophilic addition reactions of carbonyl compounds are discussed. Reactions of carbonyl compounds and carboxylic acid and their derivatives are presented. Name reactions such as Friedel-Crafts alkylation and acylation, Wittig, Hell-Volhard- Zelinski, and Michael reactions and Claisen condensation are discussed. The importance of the relationship of structure to reaction mechanism is presented in terms of concepts such as electron delocalization, acidity-basicity, nucleophilicity, aromaticity and oxidation-reduction. Students are encouraged to compare and contrast many aspects of these reactions and their mechanisms. (3 hour lecture/2 hour laboratory). Prerequisites: CH101, CH102, and CH201.

Computer Science

CS105 INTRODUCTION TO COMPUTER FUNDAMENTALS: 3.0 Credits

In this course, students will learn basic Windows Operating Systems skills (including Core PC Hardware Components, Graphical User Interface, Local and Cloud File Management, Applications, Internet Browsers, Security, and key System Utilities), Google Email, Contacts, Calendar, and Drive applications, as well as introduction to Word Processing, Spreadsheet and Presentation applications. Additionally, students will learn to create and convert documents between different formats (Microsoft and Google apps). Major requirement.

CS106 INTRODUCTION TO COMPUTER TECHNOLOGY AND PROGRAMMING CONCEPTS: 3.0 Credits

This course will present students with basic concepts and terminology for computer hardware; software; networks; the Internet; mobile devices. Hands-on exercises will expose students to Microsoft Office applications (Word, Excel, PowerPoint, and Access). Course will explore the use of the Internet for research and how to evaluate web sources. Students will also learn computational thinking and explore object-oriented programming concepts and techniques as they create movies and interactive games using ALICE software. Ethical issues will be discussed throughout the course. Major requirement.

CS181 OPERATING AND APPLICATION SYSTEMS: 3.0 Credits

Install an operating system. Use OS for data and file management, backup, hard-drive maintenance functions, etc. Be familiar with general utility programs. Demonstrate familiarity with both stand-alone and network operating systems. Create, use and maintain system Learn functions and major components of systems software, and identify and define the important features of current operating systems. configuration. Change configuration parameters to optimize performance. Describe major features and functions of major categories of applications software (word processing) in another vendor's package. Install and test an application software package.

CS203 COMPUTER GRAPHICS: 3.0 Credits

Specialized Graphics software will be used to design and compose computer graphics and 3D animation as applied in print, digital video and web formats. Course will focus on theory and technique, using currently popular graphic and publishing software in addition to core learning goals including: Critical Thinking, Oral and Written Communications,

Basic Principles (Competency in Discipline), Ethical Issues, Effective member of Team projects. Prerequisite: CS105 or CS106.

CS205 MANAGEMENT INFORMATION SYSTEMS: 3.0 Credits

This course explores current information management techniques. The system development life cycle is reviewed from initial needs analysis to final testing and implementation. Topics include benefit/cost analysis, data flow diagrams, top-down design, project management, techniques for planning program development (including modular coding, implementation, and maintenance.) Semester-long team case projects will require students to apply system development life cycle concepts and techniques. Prerequisites: CS105 or passing grade on exemption test and BA101 or relevant business experience (approval of program director). Major requirement.

CS206 COMPUTER FORENSICS: 3.0 Credits

Based on the objectives of the International Association of Computer Investigative Specialists (IACIS) certification, this course prepares students to understand computer investigations and current computer forensic tools. Various components of digital investigation and presentation of evidence as an expert witness will be explored. Application of these concepts for network security and control will be explored. Prerequisite: CS105 or CS106.

CS210 PROGRAMMING I: 3.0 Credits

An introductory contemporary computer programming language course to overview basic structured programming concepts, and provide students with the ability to write simple programs. Course will consist of lectures and hands-on exercises, with projects assigned to be completed using the Manor Student Network. (3 hour lecture) Prerequisites: CS106.

CS211 PROGRAMMING II: 3.0 Credits

Detailed course in problem solving, expanding upon programming language skills acquired in CS210. This course emphasizes concepts of system design, coding, testing and implementation and introduce object oriented programming concepts. Course will involve extensive coding using structured programming techniques. (3 hour lecture). Prerequisites: CS210.

CS215 DATABASE MANAGEMENT AND DESIGN: 3.0 Credits

Concepts, procedures, design, implementation and management issues of database systems, following database development life cycle. Stresses importance of needs analysis, requirements statement, and testing final product against initial requirements definition. Database management and security issues will be explored. Programming will be based on currently used business application database software, and SQL. Theory will be reinforced with projects to be completed using current business database software. Prerequisites: CS105 and CS205. Major requirement.

CS217 WEB PAGE DESIGN AND DEVELOPMENT: 3.0 Credits

This course introduces students to the fundamentals of World Wide Web home page design using the Extended Hypertext Markup Language (XHTML). Students will gain extensive hands- on experience creating Web pages using HTML tags for links, tables, forms, and incorporating images. Additionally, the course will present an introduction to basic web page scripting and web database interfacing. Quality design elements and style will be considered throughout the course. Prerequisite: CS105 or CS106.

CS218 COMPUTER NETWORKS: 3.0 Credits

An overview of computer communications, hardware and software requirements, protocols and applications (including terminal emulation, remote login and file transfer). Explore local area network topologies, installation and administration issues. Students will install server software and set up a working network during the course. Prerequisite: CS105 or CS106. Major requirement.

Criminal Justice**CJ101 INTRODUCTION TO CRIMINAL JUSTICE: 3.0 Credits**

This course will provide students with an introduction and overview of the United States criminal justice system. Study will include the differences between criminal, civil, and social justice, what constitutes a crime, law enforcement, policing strategies, the judicial system, sentencing strategies and correctional practices. Major requirement.

CJ102 CRIMINOLOGY: 3.0 Credits

This course will examine crime patterns and trends through an exploration and evaluation of the definition of crime, causes of crime, theories of criminal behavior, and characteristics of criminals and victims. Major requirement.

CJ201 JUVENILE JUSTICE: 3.0 Credits

This course will provide a general overview of the various activities and decisions involved in the processing of young criminal offenders. Examination of the justice system specially designed to handle children, consideration of the many stages in the system, and considerations of issues in juvenile justice policy formulation. Prerequisite: CJ101 Introduction to Criminal Justice. Major requirement.

CJ202 POLICING IN AMERICA: 3.0 Credits

An introduction to the study of law enforcement in the United States, this course examines both the history and evolution of policing, police practices and procedures, police-community interaction and relations, and the legal and ethical issues faced by police officers. Prerequisite: CJ101 Introduction to Criminal Justice. Major requirement.

CJ203 THEORIES OF CRIME PREVENTION AND CONTROL: 3.0 Credits

This course will introduce students to crime prevention and control strategies and the impact these initiatives have had on political and social justice issues. Included will be discussion of situational crime prevention, problem-oriented policing, hot spot policing, broken windows and focused deterrence. Prerequisite: CJ101 Introduction to Criminal Justice.

CJ204 CRIMINAL PRACTICE AND PROCEDURE: 3.0 Credits

This course will explore criminal liability on both misdemeanor and felony levels. Study will also include examination of each stage in the criminal justice system, from arrest through post-trial motions, sentencing and appeal. Constitutional questions integral to the practice of criminal law will also be considered. Prerequisite: CJ101 Introduction to Criminal Justice. Major requirement.

CJ210 CORRECTIONS: 3.0 Credits

This course will examine theories of punishment as they relate to the various treatment and rehabilitation policies and practices that affect offenders in institutional and community settings. In addition to various forms of incarceration, parole and probation, students will explore offender education programs, institutional and community drug treatment programs, boot camps, house arrest, intensive supervision, work release, and community work service. Prerequisite: CJ101 Introduction to Criminal Justice.

CJ218 CONTEMPORARY ISSUES IN CRIMINAL JUSTICE: 3.0 Credits

This course will investigate the causes and legal consequences associated with different types of violence and social unrest that impact the United States criminal justice system including child abuse and neglect, domestic abuse, elder abuse and neglect, gang violence and hate crimes. Case studies, analysis of existing laws and policy debate will provide a realistic picture of how the criminal justice system deals with these issues.

Prerequisite: CJ101 Introduction to Criminal Justice. Major requirement.

CJ299 CRIMINAL JUSTICE FIELD EXPERIENCE: 3.0 Credits

This course is especially recommended for those students who wish to work in the criminal justice field immediately following graduation. Students will be given the opportunity to observe and gain practical experience through a 100 hour supervised placement in a community criminal justice agency or on a criminal justice research project.

Prerequisite: CJ101 Introduction to Criminal Justice and CJ102 Criminology and completion of at least 30 Manor credits or permission of the Program Director.

CJ302 RACE, GENDER, AND THE LAW: 3.0 Credits

This course will examine how the issue of race has been treated within the American Legal System throughout history and in contemporary times. Using case law to examine the historical and present day context of race and the law will allow students to compare the two and to analyze facts and apply the law where there is an intersection of race and justice. How the system has treated issues or race will be examined and possible solutions to the present day situations will be discussed.

CJ304 INTRODUCTION TO HOMELAND SECURITY: 3.0 Credits

After 9/11, the United States government created the Department of Homeland Security, which replaced 22 other government entities. The purpose of the Department of Homeland Security includes the prevention and response to crisis and emergencies that occur on U.S. soil. This course is a multi-disciplinary course which will examine the response to terrorism and natural disasters as well as discuss the psychological effect of terrorism. It will include the study of international politics and law, cybercrimes, international ethics, and will cover parts of the American Legal System including government regulation and the United States Constitution.

CJ306 CRIMINAL JUSTICE ORGANIZATIONS: 3.0 Credits

This course will cover the structure and purpose of organizations in the local, state, and federal government criminal justice system with regard to law enforcement and administration. It will include: recruiting and training, human resource issues, organizational structure and hierarchy, and the importance of communications between the different levels of employees. It will also discuss how the organization is funded and explore employment opportunities within the organization. Students should be able to understand the differences in criminal justice organizations with regards to their purpose and the policies that they make and how they operate within the overall criminal justice system.

CJ308 ENVIRONMENTAL CRIMES: 3.0 Credits

This course will help law enforcement to develop fundamental skills so they can safely respond to and identify an environmental crime, start the investigative process and work with all of the necessary ancillary agencies to manage the crime. Students will also be able to recognize potential environmental crime scenes and have the tools to respond effectively. There will be real cases discussed in class and will include the legal response and reporting recommendations. Resources will also be analyzed and students will be given best practices from experts in the field of crime investigation and prosecution.

CJ309 CRIMINAL JUSTICE ETHICS: 3.0 Credits

Students in this course will be exposed to ethical issues and dilemmas encountered by criminal justice professionals including police, prosecutors, courts and correctional systems. Students will critically examine case studies and hypothetical situations and apply ethical decision models and professional codes of ethics to the development of solutions. Prerequisite: CJ101 Introduction to Criminal Justice.

CJ311 INTERNATIONAL AND DOMESTIC TERRORISM: 3.0 Credits

A course designed to acquaint the student with the major issues in the growing threat of global terrorism. The student will be presented an overview of the history and development of terrorism, types of terrorism, terrorist groups, psychology of terrorism, structure and dynamics of terrorist groups, terrorist techniques, financing of terrorism, the media and terrorism, legal issues, and terrorism of the future.

CJ312 POLICE ORGANIZATION & ADMINISTRATION: 3.0 Credits

An examination of the historical development and present organization and administration of police departments, and a consideration of the principles of organization best adapted to ensure effective service to the community.

CJ313 COURT ADMINISTRATION: 3.0 Credits

This course will examine the criminal justice court structure, and its jurisdiction and inherent power. How governmental relations affect managerial control, including judicial concerns and constraints on management, the allocation and utilization of court workers and on other resources — the role of the court executive will also be studied.

CJ315 CAUSES AND PREVENTION OF DELINQUENCY: 3.0 Credits

There are many factors that contribute to juvenile delinquency. Students will examine many of these factors including the impact of dysfunctional family systems, over-stressed communities, learning and mental health issues, racial tension and disproportionate minority confinement, gangs, criminal thinking patterns, and various types of addiction and substance abuse issues. Prerequisite: CJ201 Juvenile Justice.

CJ316 JUVENILE COURTS AND JUVENILE LAW: 3.0 Credits

The juvenile court system differs significantly in structure and processes from its adult counterpart. As each state's system is unique, special emphasis on the Pennsylvania juvenile justice court system will be the focus of this course. Topics include jurisdiction, treatment and juvenile court proceedings in juvenile justice decision-making. In addition, students will study child abuse and neglect and how the system is designed to deal with these serious issues. Prerequisite: CJ201 Juvenile Justice.

CJ317 JUVENILE CORRECTIONS: 3.0 Credits

This course will analyze the theories, practices and special problems that are part of juvenile corrections. Students will study the effectiveness of juvenile correctional facilities, boot camps and other forms of juvenile detention as well as diversion, community-based and residential programs. Prerequisite: CJ201 Juvenile Justice.

CJ319 CRIMINAL INVESTIGATIONS: 3.0 Credits

This course will cover the criminal investigation process at the local, state and federal level. Topics will include crime scene and incident

processing, information gathering techniques, collection and preservation of evidence, preparation of applicable reports, and other related topics. This will also include computer forensics. At the end of this course, students will be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation of the evidence. Prerequisite: LE216 Evidence Law.

CJ320 CORRECTIONAL OPERATIONS: 3.0 Credits

This course will provide students with an understanding of the basic organization and objectives of a department of corrections. Specific administrative principles required for the effective conduct and operation of a correctional organization will also be examined. Privatization in corrections and alternative correctional solutions such as day-reporting centers, parole and probation will also be covered.

CJ321 ADVANCED EVIDENCE AND THE JUSTICE SYSTEM: 3.0 Credits

This course shows the interrelationship between evidence and the justice system. It includes an understanding of basic principles, especially regarding expert witness testimony in specific areas. It will also talk about the credibility of witnesses at the fact witness and expert levels. Prerequisite: CJ204 Criminal Practice and Procedure.

CJ322 CYBERCRIME: 3.0 Credits

This course will cover computer crimes at a national and international level, on the Internet and in other venues. It will focus on the reasons why they are so prevalent today and will include how to investigate and prosecute these crimes in the criminal justice system. The experiences of local, state, federal and international law enforcement will be discussed as well as regulations and treaties dealing with the issues of computer crimes. There will be a focus on both the criminal and the victim and how the issues impact society as a whole. Prerequisite: PP314 Technology Law and Policy.

CJ325 UNDERSTANDING SCHOOL VIOLENCE: 3.0 Credits

This course will explore the historical aspects of school violence as well as its relationship to both offenders and victims. Among the topics covered will be bullying, guns in schools, politics and legislation relating to school violence, prevention and post-event counseling.

CJ401 CASE MANAGEMENT AND ASSESSMENT: 3.0 Credits

This course provides an introduction to the process of case management and assessment in order to increase effectiveness when working with children and their families. The various forms and assessments (individual as well as family) used in this process are examined.

CJ402 CHILDREN'S AND VICTIM'S RIGHTS IN THE CRIMINAL JUSTICE SYSTEM: 3.0 Credits

This course will examine children's and victim's rights at the state, federal, and international levels. Victim advocacy, protective services, and related careers will be explored. Special emphasis on the Pennsylvania system for child and victim advocacy, its processes and procedures will be included in this course.

CJ403 SOCIAL SERVICES FOR CHILDREN, ADOLESCENTS, AND FAMILIES: 3.0 Credits

Beginning with a historical overview of social services in the U.S., the course examines current political trends that structure the content and delivery of social services. Among the issues explored are public health crises, poverty and its effect on juveniles, adoption/foster care, family violence, child care, and mental health services for children.

CJ404 FINANCIAL CRIME: 3.0 Credits

This course investigates financially motivated, nonviolent crime, often referred to as "white-collar crime," and its impact on business and the community at large. This course explores these types of criminal offenses while examining government and judicial regulations of financial institutions, commercial entities, and their agents and employees in relation to economic and business crimes.

CJ405 ADVANCED CRIMINAL PRACTICE AND PROCEDURE: 3.0 Credits

This course shows the interrelationship between evidence and the justice system. It includes an understanding of basic principles, especially regarding expert witness testimony in specific areas, as well as issues of jurisdiction. This course will discuss the appropriate way to interact with judges, attorneys, and others in the legal profession. It will include how to testify in court as an expert witness. It will also talk about the credibility of witnesses at the expert level and help the student understand the adversarial system. The laws regarding hearsay evidence and the exclusionary rule will be demonstrated in role playing and advanced to a higher level. Prerequisites: LE216 Evidence Law and CJ204 Criminal Practice and Procedure.

CJ408 CRISIS INTERVENTION AND MANAGEMENT: 3.0 Credits

This course discusses both incident intervention and management techniques that will assist both law enforcement and administrators regarding all types of situations from street fights to terrorist attacks. Focus will be on the victim/offender situations as well as on highly stressful hostage conditions and other risky or problem-solving citizen interactions. After taking this course, students will be able to analyze all types of stressful, dangerous, disturbing, emotional, violent, drug-induced incidents and will be able to resolve them when they come up in the field using their problem-solving skills and including ethical considerations.

CJ410 REPORT WRITING IN CRIMINAL JUSTICE: 3.0 Credits

This course will combine technical writing with specific report writing skills needed in Criminal Justice documents. It will take into account possible ethical issues, investigative reporting, and clear information that is necessary in the given situation. It will show what has to go into a report and will help the student communicate all necessary information to have a final product that is clear, concise, grammatically correct, respectful, and legible. This will be a hands-on course, and will include writing many types of legal documents, including memos, reports.

CJ412 RESEARCH METHODS: 3.0 Credits

This course will teach students the quantitative and qualitative methods for conducting important inquiry and research. Students will get an overview of relevant research and learn various formats, designs, methods, and techniques. They will also be able to present and manage data using statistics. This will enable them to be more effective in the field of Public Policy.

CJ420 WRITING FOR LEGAL AND PUBLIC ADMINISTRATION: 3.0 Credits

This course will provide students with the advanced writing skills required for careers in law, civil service, or public administration, including various forms of correspondence, inter-office memos, informal reports, meeting minutes, summaries, briefings and presentations. Because these fields require a strong understanding of information systems in private, public and non-profit sectors and the management of information gathering, evaluation, and presentation, the course will also teach students how to evaluate online and other sources. Particular attention will be given to the application of these skills in academic research.

CJ421 JUSTICE ADMINISTRATION AND PLANNING: 3.0 Credits

As a capstone, this course will focus on selected problems involved in planning and administration of programs and agencies involved in criminal justice. Students will examine actual and simulated cases involving the development and implementation of criminal justice policy and practice applying analysis of management technique and policy strategy in the context of theory and practice in public administration and criminal justice.

CJ498 CRIMINAL JUSTICE INTERNSHIP I: 3.0 Credits

This culminating course prepares students for the real challenges of working in the Criminal Justice Field. An internship experience will provide an opportunity to combine actual field experience with classroom knowledge in an area of special interest. The course also provides the opportunity to re-examine learning objectives at the program level. (Instructor permission required).

CJ499 CRIMINAL JUSTICE INTERNSHIP II: 3.0 Credits

This culminating course prepares students for the real challenges of working in the Criminal Justice Field. An internship experience will provide an opportunity to combine actual field experience with classroom knowledge in an area of special interest. The course also provides the opportunity to re-examine learning objectives at the program level. (Instructor permission required).

Dental Hygiene

The following documents are required to enroll in all Dental Hygiene courses:

- Criminal Background Check
- Child Abuse Clearance
- Tetanus (within 10 years)
- TB Test - Documentation of negative result (blood test recommended) within three months of starting the Dental Hygiene program
- Hepatitis B Vaccination (series must be started prior to program entry)
- Covid-19 Vaccination
- CPR - Healthcare Provider level (may take Manor course offered at start of program)

DH101 PREVENTIVE ORAL HEALTH CARE I: 4.0 Credits

This course introduces the student to the dental hygiene process. Fundamental concepts, assessment skills and preventive techniques are emphasized. Principles of communication, education and motivation provide a firm foundation for patient education. The laboratory component of this course provides the student with hands-on experience in learning and applying instrumentation techniques utilizing manikins and student partners. Related skills including dental unit operation and patient and operator positioning strategies are also addressed. (3 hour lecture/7 hour laboratory). Prerequisites: CH101; this course is open to students enrolled in the Dental Hygiene program. Major requirement.

DH102 PREVENTIVE ORAL HEALTH CARE II: 5.0 Credits

This course focuses on transition into clinical practice. Development of clinical skills continues with consideration of periodontal assessment and treatment planning and the introduction of ultrasonic instrumentation, polishing pit and fissure sealant application, instrument sharpening procedures and pain control techniques. Students are also familiarized with the scope of dental specialty areas and common procedures performed in prosthodontics, endodontics, oral surgery, pedodontics and orthodontics. In the entry level clinical component of this course, the student applies principles and techniques learned in didactic and pre-clinical laboratory courses to actual clinical practice. Students render dental hygiene services to patients in a clinical setting. Assessment, diagnosis and planning skills are cultivated, as well as basic instrumentation skills. (3 hour lecture/89 hour clinic). Prerequisites: This course is open to students who have attained a passing grade of "C" or better in all attempted dental hygiene didactic courses, and a "Pass" in pre-clinic laboratory. Major requirement.

DH103 ORAL RADIOGRAPHY: 3.0 Credits

This course introduces the student to radiological technology to assure that dental professionals who expose patients to radiation for diagnostic purposes meet radiological health standards. Emphasis will be placed on radiation physics, biological effects of radiation, function of dental x-ray equipment, quality and interpretation of x-ray films and darkroom techniques. Students will be taught techniques for producing dental radiographs of acceptable diagnostic quality. Technical skills will be developed on manikins before students demonstrate competence in a clinical setting. (2 hour lecture/2 hour laboratory.) Prerequisites: CH 101.

This course is open to students enrolled in the Dental Hygiene Program. Major requirement.

DH104 ORAL HISTOLOGY AND EMBRYOLOGY: 2.0 Credits

This course provides the student with an overview of the development and function of cells, tissues and organs on both the macroscopic and microscopic levels. Embryonic development of the head and neck and the morpho-differentiation of the face and oral structures is presented. The emphasis of this course is to familiarize the student with the parts of oral histology and embryology that are pertinent to clinical dental hygiene practice. Prerequisites: This course is open to students who have attained a passing grade of "C" or better in all attempted dental hygiene didactic courses and a "pass" in pre-clinic laboratory. Major requirement.

DH106 DENTAL ANATOMY: 2.0 Credits

This course will provide the student with a comprehensive study of the form, function, and characteristics of the human dentition and supporting structures. Eruption sequence of the primary and permanent dentitions, as well as the occlusion and position of individual teeth will be reviewed. Students will learn pertinent terminology as it relates to dental anatomy. Various activities and exercises will be utilized in the course to enhance the student's knowledge. (2 hour lecture). Prerequisites: CH101. This course is open to students enrolled in the Dental Hygiene Program. Major requirement.

DH107 DENTAL MATERIALS: 2.0 Credits

This course introduces the student to materials used in dental practice. Lectures, demonstrations, readings and laboratory activities will assist the student in developing an understanding of the properties, uses and manipulation of amalgam, composite resins, cements, impression materials, gypsum products, waxes, bleaching materials, porcelain and gold. Physical and biological properties will be emphasized and clinical applications will be shown in the laboratory portion of the course. (1 hour lecture/2 hour laboratory). Prerequisite: CH101. This course is open to all students enrolled in the Dental Hygiene Program. Major requirement.

DH108 ORAL PATHOLOGY: 2.0 Credits

This course presents a study of the disease process occurring in the Oral Cavity and Maxillofacial area. General pathology and its effect on the oral cavity are emphasized as it relates to clinical practice. The diagnosis and treatment of common lesions associated with inflammation, repair

and the immune response will be studied in depth. Neoplastic lesions will also be examined, as well as the distinction between benign and malignant tumors. Developmental and genetic abnormalities will be explored, along with systemic diseases that present significant oral changes and complications. (2 hour lecture). Prerequisite: This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses.

DH109 PERIODONTICS I: 2.0 Credits

This course is designed to teach students about the normal, healthy periodontium in order to understand the various stages of periodontal disease and its treatment. A study of the clinical and histological characteristics of both the healthy and the diseased periodontium is presented. (2 hour lecture). Prerequisite: This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses. Major requirement.

DH 110 MEDICAL EMERGENCIES: 1.0 Credit

This course will examine a variety of medical emergencies that can and do occur in the dental office. Students will learn basic information necessary to prevent, recognize and manage medical emergencies as an effective member of the dental health care team. (1 hour lecture). Prerequisite: This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses. Major requirement.

DH201 PREVENTIVE ORAL HEALTH CARE III: 5.0 Credits

The lecture portion of this course focuses on advanced treatment planning, dietary analysis and counseling, and further consideration of pain control techniques. The management of patients with developmental, medical, physical, sensory and psychological impairments is discussed with emphasis on normalization of care, adaptation of oral care techniques and access to care. In intermediate level clinics, students continue to integrate preventive, educational and therapeutic care as they treat patients in a clinical setting. Emphasis is on the expansion and refinement of skills through the treatment of patients with moderate to advanced periodontal involvement. (3 hour lecture/ 12 hour clinic). Prerequisite: This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses, and a "Pass" in entry level clinic. Major requirement.

DH202 PREVENTIVE ORAL HEALTH CARE IV: 5.0 Credits

Lecture, discussion and group activities will focus on ethical and legal issues and controversial topics relating to the dental hygiene profession. Alternative practice settings and job procurement strategies will be explored. In advanced level clinic, students continue to apply knowledge and skills learned in didactic and clinical courses. Emphasis is on efficiency and proficiency in all dental hygiene processes as students prepare for licensure examination and transition into private practice. (3 hour lecture/15 hour clinic). Prerequisite: This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses, and a "Pass" in intermediate level clinic. Major requirement.

DH204 HEAD AND NECK ANATOMY: 1.0 Credit

An in-depth study of the head and neck is presented in this course. The focus will be on identification of important anatomical structures of all major systems in this region including, but not limited to: bones, muscles, blood vessel, nerves, etc. Prerequisites: DH101, DH103, DH106, DH107. For Dental Hygiene students only. Major requirement.

DH205 LOCAL ANESTHESIA: 2.0 Credits

This course is a study of basic and current concepts in the administration of local anesthetics, systemic effects, and tissues diffusion. Assessment of the patient's health, apprehension and pain threshold will be addressed in determining the indications and contraindications of pain control and alleviation. Emphasis will be placed on the selection and administration of appropriate anesthetic agents and evaluation of proper techniques. (lecture/lab) Prerequisite: this course is open to students who have attained a grade "C" or better in all attempted dental hygiene courses. Major requirement.

DH209 PERIODONTICS II: 2.0 Credits

This course is a continuation of Periodontics I. There is a strong emphasis on the different types of periodontal therapy and the reason for their use on periodontal involved patients. (2 hour lecture). Prerequisite: This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses. Major requirement.

DH212 PHARMACOLOGY: 3.0 Credits

Pharmacology introduces the hygiene student to the study of drugs and how they affect biological systems. This course will provide the student

with a base of knowledge in the principles of pharmacology and the drugs used in the current therapy of disease states, as well as a solid foundation in the terminology and vocabulary that is associated with pharmacology. Special emphasis is given to those drugs administered or prescribed in the dental practice, as well as those drugs whose actions, side effects, or interactions with other drugs may impact dental healthcare. (3 hour lecture). Prerequisite: This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses. Major requirement.

DH215 COMMUNITY DENTISTRY: 2.0 Credits

This course introduces the student to the role of dentistry and dental hygiene practice as it relates to community-based oral health promotion and prevention approaches. Students are introduced to health education methods, basic principles of research and the socioeconomic, demographic and epidemiological trends of oral disease. The course provides an opportunity for an active partnership between various community groups and the student by completion of a major project. The student will apply the principles of community dental health as they develop and evaluate a community-based oral health presentation. (2 hour lecture). Prerequisite: MH 203. This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses. Major requirement.

Early Childhood Education**ED102 INTRODUCTION TO EARLY CHILDHOOD EDUCATION: HISTORICAL FOUNDATIONS AND TRENDS: 3.0 Credits**

This course presents an overview of the early childhood education field and profession. Parameters of the field are discussed, along with history, current research, relevant theories, curriculum variations, and projected trends for the future regionally, statewide, and nationally. This is a required course in the ECE program. Requires field work. Major requirement.

ED104 CHILD DEVELOPMENT 0 – 9: 3.0 Credits

This course will provide an overview of the development of the typical child in the early childhood years, including birth to age 9. Students will gain an understanding of typical development in the early childhood years in the four developmental domains: physical, cognitive, communication and social/ emotional. The work of theorists including Piaget, Vygotsky, Erikson, Gardner and Montessori, as well as recent research on brain growth and development, will be

used to establish a theoretical framework for the understanding of the basis of early childhood practice. Students will learn how to apply the theories of early childhood development in the classroom setting to facilitate developmentally appropriate practices. Fieldwork required. Major requirement.

ED105 FAMILY PARTNERSHIPS IN EARLY CHILDHOOD: 3.0 Credits

This course will provide students with an overview of family systems and the central role families play in children's development in the early childhood years, 0-9 y. Students will gain an understanding of the legal rights of families within the general and special education process, as well as knowledge of laws relating to family and student confidentiality. Students will develop strategies for becoming cross-culturally competent, including identifying potential barriers to partnership and methods of maintaining meaningful, on-going communication with families regarding a child's development and learning. Fieldwork required. Major requirement.

ED110 THE EARLY CHILDHOOD PROFESSIONAL: 3.0 Credits

Students learn regulations, public policies, professional standards, and ethical guidelines for the early childhood profession. The student will become familiar with key state policies essential to the establishment and support of a comprehensive, cross sector early childhood professional development system. Professional communication, self-assessment and advocacy for one's own personal and professional growth is a theme. We, as teachers, must help children develop into independent individuals who can control emotions, make positive decisions about their activities, learn effectively, and be aware of socially acceptable behaviors. This is an elective course in the ECE program. Major requirement.

ED112 EARLY ADOLESCENT DEVELOPMENT: 3.0 Credits

This course is designed to provide an overview of early adolescent development spanning grades 4 through 8. Students will gain an understanding of the major features of early adolescent development, including cognitive development, learning styles, memory, perception, and social cognition. Course content will emphasize the range of individual differences in young adolescents and implications for handling these differences in the context of the classroom. Fieldwork required. Major requirement.

ED113 INTRODUCTION TO EDUCATIONAL TECHNOLOGY: 3.0 Credits

This course will provide students with an introduction to educational technology as well as the latest research on important issues, trends, diffusion and adoption of technology in education. Students will be able to identify, develop and apply a variety of technological skills to meet the increasingly diverse needs of 21st century learners.

ED119 OBSERVATION/FIELD EXPERIENCE: 3.0 Credits

Even the best of textbooks cannot prepare students for all the experiences they will encounter as early childhood teachers. The observation/field experience is intended to give students a more comprehensive education. Observing children is a tool that educators use for assessment. Assessment must focus on the whole child's physical, cognitive, social, and emotional development. Observation is one of the oldest and best methods that educators use to learn about young children. The information collected is used in planning a developmentally appropriate curriculum. Through the field experience students are afforded the opportunity to become involved and active participants in a classroom setting. This is an elective course in the ECE program.

ED204 CURRICULUM PLANNING AND ASSESSMENT: INFANT – TODDLER: 3.0 Credits

It is the responsibility of the infant and toddler caregivers to provide on demand caregiving while attending to the routine needs of the children in their care. It is important to recognize the importance of routines and transitions in encouraging development and learning. Students will learn developmental theories and milestones of children from birth to age 3, as well as strategies to manage an effective child care program. The Infant Toddler Curriculum will center on maintaining a healthy, safe environment for all children. This is a required course in the ECE program. Fieldwork required. Prerequisite: ED102 & ED104. Major requirement.

ED208 THE INCLUSIVE CLASSROOM: 3.0 Credits

An introductory course which focuses on children with special needs from birth through early childhood and early adolescence. Students will learn basic terminology and characteristics of common special needs, be introduced to the diagnostic and assessment process and learn about laws governing the inclusion of children with special needs in public schools in the United States. This course is a required course in

the Early Childhood and Middle Level Education programs. Fieldwork required Prerequisites: Completion of all required 100-level coursework. Major requirement.

ED209 TEACHING MATH IN EARLY CHILDHOOD: 3.0 Credits

Students will gain an understanding of research-based best practices in math instruction for children from Pre-K-4th grade. Knowledge of early math foundations, including numbers and operations, algebra, geometry, measurement, data analysis and probability will be presented. Students will learn strategies for incorporating math knowledge throughout the curriculum in a developmentally appropriate manner in methods, materials and assessments. Pennsylvania's learning standards for Pre-K through 4th grade, as well as national standards from the National Council for Teachers of Mathematics (NCTM) and National Association for Education of Young Children (NAEYC), will be used as a basis for establishing best practices. Fieldwork required. Prerequisites: ED102 Intro to ECE and ED104 Child Development and placement into College Level Math. Major requirement.

ED210 INTEGRATED ARTS IN EARLY CHILDHOOD: 3.0 Credits

Students will gain an understanding of research-based best practices in the creative arts, including music, dance, drama/theater and the visual arts. Students will learn strategies for planning developmentally appropriate experiences, in choosing appropriate materials and in assessing children's knowledge and development in all areas of the creative arts. Pennsylvania's learning standards for Pre-K through 4th grade, as well as national standards from the National Association for Education of Young Children (NAEYC) and Consortium of National Arts Education, will be used as a basis for establishing best practices. Fieldwork required. Prerequisites: ED102 Intro to ECE and ED104 Child Development. Major requirement.

ED212 EARLY LITERACY FOUNDATIONS: 3.0 Credits

Students will gain an understanding of research-based best practices in language and literacy development of young children, PK- 4th grade. Knowledge of integrating reading, writing, speaking and listening across the curriculum through developmentally appropriate methods, materials and assessments will be emphasized. Pennsylvania's learning standards for Pre-K through 4th grade, as well as national standards from the National Association for Education of Young Children (NAEYC) will be used as a basis for establishing best practices. Fieldwork required

Prerequisites: ED102 Intro to ECE and ED104 Child Development and placement into EN 101. Major requirement.

ED214 TEACHING SCIENCE IN EARLY CHILDHOOD: 3.0 Credits

Students will gain an understanding of research-based best practices in science knowledge development in young children, PK-4th grade. Teachers of young children must have knowledge of science content, including physical, life and earth/space sciences, and ability to plan developmentally appropriate experiences using scientific thinking and inquiry. Pennsylvania's learning standards for Pre-K through 4th grade, as well as national standards from the National Association for Education of Young Children (NAEYC) will be used as a basis for establishing best practices. Fieldwork required. Prerequisites: ED102 Intro to ECE and ED104 Child Development and placement into College Level Math. Major requirement.

ED221 TEACHING LANGUAGE ARTS 4TH – 8TH: 3.0 Credits

Students will gain knowledge of the major research, theories and instructional methods involved in teaching reading and language arts to grades 4 through 8. Emphasis will be placed on the interdisciplinary nature of language arts with the middle level curricular areas of science, math and social studies. Use of state and national standards will be included. Fieldwork required. Prerequisites: ED107 Foundations of Middle Level Education and ED112 Early Adolescent Development and placement into EN101.

ED301 INTRODUCTION TO CHILD CARE ADMINISTRATION AND MANAGEMENT: 3.0 Credits

This course will help early childhood practitioners develop a sound foundation in administering a high- quality program for children and their families. Students will shadow a program director for several weeks to develop a full picture of what it means to be program director in a center as well. Students will explore several core topics including creating a mission statement to drive center practices that support positive child and family interactions, identifying high-quality policies that promote sound program practices that are ethical and follow best practice, develop an understanding of local and national regulations and standard, ability to articulate best practice in regard to hiring practices, finances, and curriculum development, and developing key resources to support positive family-school communication.

Fieldwork is required. A minimum of 10 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Care Administration Program and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

ED302 LEADERSHIP IN PRACTICE: 3.0 Credits

This course will provide early childhood practitioners a strong foundation in leadership theory and best practice in the field of early childhood administration. Several types of leadership models will be

explored, and practitioners will develop a leadership plan for making systematic changes within an early childhood program that supports children, families, and employees within an early childhood program.

Fieldwork is required. A minimum of 5 hours is required for this course. Students must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

This course is a required course in the Child Care Administration Program and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

ED303 TEACHER LEADERSHIP: 3.0 Credits

This course will provide early childhood practitioners an opportunity to delve into what is needed to support teacher leadership with an early childhood program. Practitioners will explore the work of Danielson, Katzmeier & Moyer, as well as many other scholars who have worked on teacher leadership research. Practitioners will develop a deep understanding of what it means to be a teacher leader, review the barriers to its development, as well as the supports that need to be in place to ensure that teacher leadership thrives in and outside the classroom.

This course is a required course in the Child Care Administration Program and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

ED305 INTRODUCTION TO ENGLISH LANGUAGE LEARNERS: 3.0 Credits

This course will provide early childhood practitioners an overview what it means teach and support English Language Learners in the classroom. Practitioners will initial best practices when it comes to teaching ELL learners as well as working with their families to support their overall development in the classroom. The course will help practitioners develop a deep understanding of teaching strategies that not only support ELL learners but further develop the use of culturally relevant pedagogy as well.

This course is a required course in the Child Development and Child Care Administration Programs and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

ED307 LIABILITY, ETHICS, AND ADVOCACY: 3.0 Credits

This course will provide early childhood practitioners with an overview of the best practices when it comes to ethical code in the field of early childhood education. Using the National Association of Young Children (NAEYC)'s Code of Ethical Conduct and Statement of Commitment, practitioners will investigate what it means to advocate for the field of early childhood education as well as engage in ethical conduct with four groups: children, families, colleagues (coworkers and employers), and community and society. Lastly, practitioners will discuss proactive measures to decrease incidents of liability within the field.

This course is a required course in the Child Development and Child Care Administration Programs and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

ED309 CHILDREN'S LITERATURE: 3.0 Credits

This course will require early childhood practitioners to read several classics in children's literature as well as a number of contemporary children's books. It will include an exploration of culturally relevant children's literature through various genres. These genres include contemporary novel, classic novel, historical fiction, and realistic fiction, picture books, and folk and fairy tales. In addition, early childhood

practitioners will learn how to effectively choose and integrate children's literature throughout a program's curriculum.

This course is a required course in the Child Development and Child Care Administration Programs and aligns with the following National Association for Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

Economics

EC101 MACROECONOMICS: 3.0 Credits

An introductory course in principles and problems of economics with emphasis on macroeconomics. Topics considered are the scope and nature of economics, ideology and structure of the American economy, national income and employment theory, business fluctuations, money and banking, fiscal and monetary policies, and economic growth. Major requirement.

EC102 MICROECONOMICS: 3.0 Credits

An introductory course in principles and problems of economics with emphasis on microeconomics. Topics considered are the scope and nature of economics, ideology and structure of the American economy, consumer choice theory, market structure, income distribution, and environmental economics. Major requirement.

Engineering Science

ES101 ENGINEERING I: 3.0 Credits

Engineering Design I provides for the development of analytical and communication skills by problem solving, teamwork and project presentation. This course emphasizes problem solving, data acquisition and analysis. Students learn the elements of the engineering design process through execution of actual design projects applied to numerous engineering disciplines.

ES102 ENGINEERING II: 3.0 Credits

This course is a continuation of the introduction to Engineering I and includes another interactive team-oriented design project of greater difficulty. Emphasis is placed on numerical analysis using computational software. Supporting topics include programming, data gathering, analysis, presentation and consideration of alternate and past solutions. Prerequisite: ES101 Engineering I.

English

EN101 FUNDAMENTALS OF COMPOSITION I: 3.0 Credits

Instruction and practice in the basic forms of expository writing. Information Literacy Skills will be addressed. Prerequisite: Students must either pass or place out of EN065 Reading and Writing Skills. Major requirement.

EN102 FUNDAMENTALS OF COMPOSITION II: 3.0 Credits

Further development of those expository writing skills mastered in EN101 with emphasis on analysis, argument, and documentation. Information Literacy Skills will be addressed. Prerequisite: EN101 Fundamentals of Composition I. Major requirement.

EN103 EFFECTIVE ORAL COMMUNICATION: 3.0 Credits

Introduction to oral communication, including interpersonal speaking, interview techniques, small group discussion, and speech preparation and delivery. Prerequisite: Placement into EN101 Fundamentals of Composition I. Major requirement.

EN201 INTRODUCTION TO LITERATURE: 3.0 Credits

Introduces the student to the three major literary genres: Drama, Fiction (short stories and novels), and Poetry. The student will learn the characteristics that distinguish these literary genres and the important literary terms and techniques necessary to become a more sensitive, empathetic, astute, and critical reader. Prerequisite: EN101 Fundamentals of Composition I.

EN207 INTRODUCTION TO FILM: 3.0 Credits

The student will examine film as an important and distinctive medium of expression. The course will trace the evolution of the art of film through analysis of technical, social, and artistic elements of historically important and contemporary films. Prerequisite: EN101 Fundamentals of Composition I.

EN209 CULTURAL DIVERSITY IN AMERICAN LITERATURE: 3 Credits

Cultural Diversity in American Literature introduces students to the fiction, drama, poetry, and film of selected diverse cultures in American literature. Prerequisite: EN101 Fundamentals of Composition I.

EN301 FOLKTALES, FAIRY TALES, AND MYTHS: 3.0 Credits

This course is an in-depth exploration of the oral traditions of literature passed down through generations. Students will analyze this literature and discover themes and archetypes shared by diverse cultures around the world. Prerequisites: EN201.

EN302 CULTURAL DIVERSITY IN FILM: 3.0 Credits

This course is an in-depth exploration of the literary and cinematic techniques by which film addresses the issues of diverse cultures. Students will analyze these films as artistic creations and as expressions of the diverse ideas, beliefs, and activities as well as of the challenges faced by diverse cultures. Prerequisites: EN201, EN207, or EN209.

EN304 SCIENCE FICTION AND FANTASY IN LITERATURE AND FILM: 3.0 Credits

This course is an in-depth exploration of the various forms of fantasy in literature and films around the world. Students will analyze the diverse forms of fantasy and science fiction as reflections of the times, events, and societies that gave rise to them. Prerequisites: EN201, EN207, or EN209.

EN305 ADVANCED COMPOSITION: 3.0 Credits

Advanced Composition introduces students to composition theory while giving them practice in and command of a range of academic styles. Prerequisites: EN101 Fundamentals of Composition I and EN102 Fundamentals of Composition II.

EN310 WORLD LITERATURE: 3.0 Credits

This course is an in-depth exploration of the fiction, drama, and poetry created by artists from countries around the world. Students will analyze this literature as artistic creations and as expressions of diverse ideas and beliefs. Prerequisites: EN201, EN207, or EN209.

EN311 SPOKEN WORD: 3.0 Credits

This course is an in-depth exploration of the various forms of oral communication in diverse cultures, including rap, hip-hop, songs, and poetry. Students will study the relationship between the modes of communication and the cultures and events occurring during their creation. Students will be encouraged to communicate through their own spoken forms. Prerequisites: EN201, EN207, or EN209.

Expanded Functions Dental Assisting

DA101 CHAIRSIDE PROCEDURES: 4.0 Credits

This course is designed to orient the dental assisting student to a new profession. An overview of its history, structure, professional organization, ethics and jurisprudence, areas of services, certification, and Pennsylvania State Dental Practice acts are included. Emphasis in this course will be placed upon preparing the student to assist the dentist in all operative procedures. Proper patient positioning, selection of instruments and materials for all operative procedures, as well as proficiency in four-handed dentistry, and proper asepsis and sterilization techniques according to blood borne pathogen and OSHA standards will be required for completion of this course. Students are required to purchase required uniforms for the program. (3 hour lecture/2 hour laboratory). No prerequisites. Major requirement.

DA103 PRINCIPLES OF RADIOLOGY: 2.0 Credits

This course will acquaint the student with the physical principles involved in the production and clinical use of X-radiation. Students will be made cognizant of radio-biological effects so that this knowledge can be used in understanding and implementing basic principles of radio-biological health. X-ray films and the various factors which influence the density, contrast, definition, and distortion of the radio- graphic image will be studied. Darkroom, film mountings, recognizing and understanding landmarks and interpretation will also be studied. (2 hour lecture). Major requirement.

DA104 RADIOGRAPHIC TECHNIQUES: 1.0 Credit

In order for dental auxiliaries to produce diagnostically useful radio-graphs with minimal patient radiation exposure, it is essential that they possess a thorough understanding of extra oral and intra-oral techniques. This course will provide students with two recommended techniques used in taking exposures utilizing both traditional and digital radiography, as well as those extra oral techniques as they pertain to dental procedures. Students must demonstrate proficiency in all techniques by passing required competencies to complete this course. Additional Fee: Radiation Badge. Prerequisite: A satisfactory grade of "C" or better in DA101 Chair-side Procedures; DA103 Principles of Radiology; DA115 Practice Management; and DA107 Dental Materials. (Assigned laboratory/clinical responsibilities). Major requirement.

DA106 DENTAL ANATOMY: 4.0 Credits

Emphasis is placed upon the form and function of both the primary and permanent dentitions, as well as the supporting structures. Students will be required to carve a select number of teeth from wax blocks, as well as perform other laboratory procedures that will reinforce learning. Students are required to purchase a typodont and carving instruments, which will also be used in DA202, DA213, and DA204. (3 hour lecture/2 hour laboratory). Prerequisites: A satisfactory grade of "C" or better in DA101 Chair-side Procedures; DA103 Principles of Radiology; DA115 Practice Management; and DA107 Dental Materials. Major requirement.

DA107 DENTAL MATERIALS: 3.0 Credits

Comprehensive knowledge of the physical and biological properties of the materials used in treating dental patients is pertinent in any practice. Lecture periods are reinforced with laboratory demonstrations and procedural experiences which are designed to instruct the student in the handling and preparation of materials used in dentistry. Students are required to purchase laboratory instruments for this course. (2 hour lecture/2 hour laboratory). Major requirement.

DA108 DENTAL SPECIALTIES: 2.0 Credits

A series of lectures in different specialty areas of dentistry are given by instructor and guest speakers. Students will have the opportunity to visit a specialty practice when possible. These lectures and visiting rotations will serve to instruct and reinforce knowledge needed to assist in specialty practices. Students are also required to research a specialty topic and do a table clinic presentation. (2 hour lecture. Visiting rotations are assigned.) Prerequisites: A satisfactory grade of "C" or better in DA101 Chairside Procedures; DA103 Principles of Radiology; DA115 Practice Management; and DA107 Dental Materials.

DA109 MEDICAL MANAGEMENT OF THE DENTAL PATIENT: 1.0 Credit

This course will introduce the students to pharmacology and how it relates to the dental profession. Students will also learn how to identify and treat medical emergencies in the clinical setting. Instruction will also include the handling of the medically compromised patient. CPR Certification is required to complete this course. No prerequisites.

DA111 INFECTION PREVENTION AND CONTROL IN DENTISTRY: 1.0 Credit

This course will give the student the opportunity to learn and practice infection prevention and control in the dental setting. Understanding

how to control the spread of infectious disease is critical. Emphasis in this course will be placed on Standard Precautions and prevention of disease transmission, Prevention of cross contamination during procedures, Instrument device and processing and OSHA protocols. This course will prepare the student for the infection control component (ICE) of the DANB exam. (1 hour lecture). No prerequisites.

DA112 CLINICAL EXPERIENCE I: 3.0 Credits

This clinical experience is to orient the student to working chair-side with staff, dentists and sophomore EFDA students providing dental care to patients within Manor's Dental Health Center located at the college. This course incorporates all aspects of dental assisting learned in the DA101 Chair-side Procedures, DA111 Infection Prevention and Control in Dentistry and DA107 Dental Materials and allows application of skills learned through hands-on experience. Students must have a grade of 75% or better to pass this course. (12 clinical hours per week). Additional fee: Dosimetry Badge. Prerequisite: satisfactory grade of 75% or better in all attempted DA coded courses. Major requirement.

DA115 PRACTICE MANAGEMENT: 1.0 Credit

Learning the intricate functions that comprise and support a professional dental practice, including patient management, appointment scheduling, telephone techniques, insurance, financial statements, book keeping and inventory control. Use of technical communications, Dentrix computer program and fax machines are also highlighted. Included in the didactic portion are the application of skills learned within our on-campus dental facility. (1 lecture hour). No prerequisites. Major requirement.

DA118 DENTAL SPECIALTIES: 1.0 Credit

A series of lectures in different specialty areas of dentistry are given by the instructor with guest speakers. Students will have the opportunity to visit a specialty practice. These lectures, visiting rotations and guest speakers will serve to instruct and reinforce knowledge needed to assist in specialty practices. Students are also required to research a specialty topic and do a classroom presentation. (2 hour lecture. Visiting rotations as assigned). Prerequisites: A satisfactory grade of 75% or better in all attempted DA coded courses. Major requirement.

DA119 DENTAL ASSISTING INTERNSHIP: 1.0 Credit

Students will be required to participate in a total of 90 hours in a private practitioner's office. The purpose of this experience is to build

confidence in a student's ability to perform dental assisting duties and assume the responsibility of a dental assistant. (90 hours – off campus externship). Prerequisites: A satisfactory grade of 75% or better in all DA coded courses, BI105 Survey of Anatomy, BI106 Nutrition.

DA120 ORAL HEALTH ISSUES: 2.0 Credits

This course will introduce the student to oral health theories, oral disease etiology and prevention, patient education skills, overall physical health correlations to dentistry, dental emergencies, vital tooth whitening, oral cancer screening and taking and recording of vital signs. (2 hour lecture). Prerequisite: A satisfactory grade of 75% or better in all attempted DA coded courses. Major requirement.

DA200 CLINICAL EXPERIENCE II: 1.0 Credit

This experience is a continuation of Clinical Experience I. Students will provide dentists with chairside assistance, as well as begin preliminary patient care services. This course is offered in summer session only. (12 hour clinic per week). Prerequisite: Satisfactory grade of 75% or better in DA102 Clinical Experience I.

DA201 EXPANDED FUNCTIONS SEMINAR: 3.0 Credits

This course provides didactic instruction for advanced operative procedures. It is taken in conjunction with DA202 Expanded Functions Laboratory. Prerequisite: Satisfactory grade of "C" or better in all freshman-level courses. This course may also be taken by Certified Dental Assistants (CDA) that have been working within the dental profession for 3 or more years or graduates of an accredited Dental Hygiene program. Requirements also include that you be X-ray and CPR Certified. It is also required that you supply us with a transcript from an accredited institution showing a satisfactory grade of 75% or better in dental anatomy (equivalent to DA106). Potential students are offered the option to take a challenge final examination in dental anatomy and receive a grade of 85 or better to be eligible for this course. This course is offered in summer session only. (45 hour lecture). Major requirement.

DA202 EXPANDED FUNCTIONS LABORATORY: 4.0 Credits

This course includes practical procedures for performing reversible intraoral expanded functions as delegated to Certified EFDA Auxiliaries by the Pennsylvania State Dental Practice Act. It includes, but is not limited to, practical procedures in placement, condensing, carving, and finishing of amalgam and other restorative materials, placement and removal

of rubber dams and matrices, and the fabrication of crowns, bridges, preliminary impressions, coronal polishing, sealants, and impressions for athletic appliances. This course may also be taken by Certified Dental Assistants (CDAs) meeting set requirements for EFDA Certificate Program, or Registered Dental Hygienists (RDHs). (135 hours laboratory). Additional fees: Materials and Optical Loops. Prerequisite: A satisfactory grade of 75% or better in all freshman-level courses. Major requirement.

DA203 CLINICAL EXPERIENCE III: 2.0 Credits

This course will give the student the opportunity to gain experience in performing expanding functions chairside with direct supervision of dentist and faculty instructors. The entire experience will take place at Manor's Dental Health Center with students being provided with restorative procedures in the role of direct patient care, enabling them to become active participating members of a dental health team within our facility. (12 hour clinic per week). Prerequisites: satisfactory grade of 75% or better in all freshman-level courses.

DA204 CLINICAL EXPERIENCE IV: 3.0 Credits

A continuation of Clinical Experience III. (9 hour clinic per week=135 hours). Prerequisite: grade of "C" or better in DA203 Clinical Experience III.

DA205 DENTAL SCIENCES: 3.0 Credits

This course introduces the students to the dental aspects of many different disciplines. It includes histology, anatomy, neuro-anatomy/ anesthesiology, pathology. Students are required to participate in a class wide campus education presentation. (3 hour lecture). Prerequisites: Satisfactory completion of BI105 Survey of Anatomy and Physiology or BI101 Biology I and BI102 Biology II. Major requirement.

DA206 EXTERNSHIP EXPERIENCE: 2.0 Credits

Students will be required to participate in a total of 90 hours in a private practitioner's office. The purpose of such an experience is to build confidence in a student's ability to perform expanded functions and assume the responsibility of an EFDA. (90 hour clinic — off campus). Prerequisite: A grade of "C" or better in DA203 Clinical Experience III. Major requirement.

DA210 EFDA INDEPENDENT STUDY: 1.0 Credit

For students in need of additional direct patient care experience.

DA212 CLINICAL EXPERIENCE II: 3.0 Credits

This experience is a continuation of Clinical Experience I. Students will provide the dentist with chair-side assistance as well as begin preliminary patient care services. This course is offered in the summer session only. Students must have a grade of 75% or better to pass this course. (12 clinical hours per week). Additional fee: Dosimetry Badge. Prerequisite: A satisfactory grade of 75% or better in all attempted DA coded courses. Major requirement.

DA213 CLINICAL EXPERIENCE III: 3.0 Credits

This course will give the student the opportunity to gain experience in performing expanded functions procedures chair-side with direct supervision of the dentist and clinical instructors. The entire experience will take place at Manor's Dental Health Center with the students being provided with restorative procedure opportunities in the role of direct patient care. (12 clinical hours per week). Additional fees: Dosimetry Badge, preps and additional composite. Prerequisite: A satisfactory grade of 75% or better in all attempted Freshman DA coded courses and a satisfactory grade of 80% or better in DA201 and DA202. Proof of Passing the DANB RHS exam must be submitted. Major requirement.

DA214 CLINICAL EXPERIENCE IV: 2.0 Credits

This course is a continuation of DA213 Clinical Experience III, which provides the student with opportunities to hone their EFDA skills while developing time efficiency through direct patient care in Manor's Dental Health Center. (9 clinical hours per week).

DA250 EXPANDED FUNCTIONS OF DENTAL ASSISTING I: 5.0 Credits

This module provides classroom and laboratory instruction for advanced operative procedures, including amalgam, composite, and temporary procedures. Fabrication of temporary crowns, placement of matrices, wedges, and rubber dams will also be covered. Prerequisite: Must be in the EFDA Certificate program. Major requirement.

DA265 EXPANDED FUNCTIONS OF DENTAL ASSISTING II: 1.0 Credit

This course follows the completion of DA 250 EFDA I. Students are required to complete a total of 90 hours performing expanded duties. All of these required hours will be spent at Manor's Dental Health Center under the direct supervision of faculty dentist and clinical instructors. The student will be responsible for two clinic rotations (6 hours) per week for 15 weeks. The purpose of this experience is to strengthen and perfect the

skills that were taught in DA250 and allow the student to apply their skills to direct patient care. Any student wishing to take additional hours for the purpose of additional experience should speak to the instructor. Additional fees: Materials. Prerequisite: DA250 EFDA I. Major requirement.

DA270 EXPANDED FUNCTION EXTERNSHIP: 1.0 Credit

This course follows the completion of DA265 EFDA II. The student will then be required to complete 20 hours of expanded duties in a private dental office under the direct supervision of a sponsoring dentist. Time doing the required restorative procedures will be the time counted toward the 20 hours. All requirements and a total of 20 hours (doing restorative procedures) must be met. This part of the internship usually takes about two months to complete. The internship must be completed by the end of the fall semester to pass the course. Prerequisite: DA265 EFDA II. Major requirement.

HEALTH CARE ADMINISTRATION

HC101 FOUNDATIONS OF HEALTH CARE ADMINISTRATION: 3.0 Credits

This course is designated for Undergraduate students who seek an understanding of the administration, organization, and delivery of healthcare in the United States. This course studies the organizational structures, types of governance, and management issues in the American health care system. Topics to be examined include Introduction to Health Care Systems; Managing Health Care Services, Organizations, and Systems; Health Care Environments; Administrative Responsibilities and Structures; and Function and Roles of Professional and Non-Professional Staff. Major requirement.

HC218 HEALTH CARE LAW AND ETHICS: 3.0 Credits

This course will provide a basic understanding of health care law by examining the legal issues facing healthcare administrators and health care professionals in today's society. Current legislation and regulatory issues will be explored along with ethical questions relating to health care and law. Prerequisite: HC101. Major requirement.

HC301 FINANCIAL MANAGEMENT IN THE HEALTHCARE INDUSTRY: 3.0 Credits

This course will address the basics of financial management in health care organizations including accounting, cost analysis, managing financial resources, and other management tools. Budget development and FTE allocation will be addressed along with federal and state regulations.

**HC310 MANAGEMENT OF INFORMATION IN THE HEALTHCARE INDUSTRY:
3.0 Credits**

The focus of this course will be on exposure to the management of information to support decision- making, communication, and strategic planning. These include systems for managing human resources, improving quality of care and tracking organizational metrics.

HC401 OCCUPATIONAL HEALTH AND SAFETY: 3.0 Credits

This course explores health and safety issues related to the workplace and the laws that control workplace safety. Environmental controls that reduce transmission of communicable diseases, exposure to toxic substances, hazardous working conditions, and accidents are included. Public policy decisions and health control program compliance issues are addressed.

**HC410 OPERATIONS MANAGEMENT IN HEALTH CARE ORGANIZATIONS:
3.0 Credits**

Ongoing demands for increased productivity, quality and service have resulted in a renewed emphasis on operational efficiency in the delivery of health care services. This course will utilize clinical practice settings and case studies to examine critical issues related to restructuring patient care delivery models and clinical practice.

Health Services

To be admitted into the Health Sciences degree program at Manor College, the admissions office and academic affairs office require a 2.7 grade point average for entry. As well as, a C or higher in Biology and Chemistry, 2 years of math with a C or higher. The math course that is required is Algebra I. This program is rolling admissions from August 1st the prior year to August 1st the fall of your desired start date.

HEA205 INTRODUCTION TO HEALTH PROFESSIONS: 3.0 Credits

The Introduction to Health Professions provides students an overview of various careers in healthcare. Students will learn about various professions, work environments, educational requirements, and the role of various providers in patient care. Contemporary issues in healthcare will be discussed, including topics in delivery and regulation of health care services.

HEA301 HISTORY OF MEDICINE: 3.0 Credits

This course probes and deconstructs the different historical contexts in which notable, scientific developments, theories and concepts facilitated the emergence of standards, methods and practices across the broad spectrum of modern scientific and medical disciplines, covering the history of science from the Ancient to the Modern World.

HEA303 INTRODUCTION TO PUBLIC HEALTH: PUBLIC HEALTH & SAFETY: 3.0 Credits

This course is intended to provide an introduction to major issues in public health, both nationally and globally. The course will provide an historical look at public health as well as examining current topics and trends. Using the five core public health knowledge areas, along with an examination of essential public health services, students will explore public health infrastructure, surveillance, social determinants, policy issues, and emerging threats. Students will gain an understanding of the fundamentals in the field of public health and be well prepared for future studies in the field.

HEA399 HEALTH SERVICES APPRENTICESHIP: 4.0 Credits

The Health Services Apprenticeship introduces the student to practical applications learned in the classroom. Students develop career related skills in a healthcare industry setting while earning college credit. Gaining practical, on-the-job experience allows students to build their resumes, network within the field and gain a competitive edge when seeking employment.

HEA499 HEALTH SERVICES INTERNSHIP: 6.0 Credits

The Health Services Internship allows students to apply and put into practice principles learned in the classroom. Students develop career related skills in a healthcare industry setting while earning college credit. Gaining practical, on-the-job experience allows students to build their resumes, network within the field and gain a competitive edge when seeking employment.

History**HS103 HISTORY OF THE UNITED STATES I: 3.0 Credits**

Examination of American History from its discovery to the Reconstruction (1865). A survey of the growth and development of the United States, its people, government, and institutions, from colonial times to the Reconstruction.

HS104 HISTORY OF THE UNITED STATES II: 3.0 Credits

Examination of American History from the Reconstruction (1865) to the election of today's President. A survey of the growth and development of the United States, its people, government, and institutions, from the Reconstruction to the election of today's president.

HS105 CULTURE, RACE, AND ETHNICITY IN AMERICAN HISTORY: 3.0 Credits

A study of social and cultural currents in American history, historical experiences of America's racial and ethnic groups, and attitudes toward race and ethnicity in the course of American History.

HS113 HISTORY OF UKRAINE I: PRE-CHRISTIANITY TO 1800: 3.0 Credits

An examination of the Geo-political, social, religious, cultural, and economic developments of Ukraine and its people from pre-Christianity to 1800.

HS114 HISTORY OF UKRAINE II: 1800 TO THE PRESENT: 3.0 Credits

An examination of the Geo-political, social, religious, cultural, and economic developments of Ukraine and its people from 1800 to the present.

HS115 HISTORY OF THE UKRAINE III: UKRAINIANS IN THE DIASPORA – 19TH CENTURY TO THE PRESENT: 3.0 Credits

An examination of the phenomenon of emigration/immigration, focusing on the causes behind these actions and specifically reviewing the effects on the Ukrainian people.

HS151 GLOBAL PATTERNS IN THE MAKING OF THE MODERN WORLD: 3.0 Credits

This course provides a thematic overview of broad patterns and changes that shaped and influenced civilizations and societies in a globalized context between 1450 to the present. Students will acquire an enhanced understanding of why and how change has occurred over time across early modern and modern societies and cultures in a globalized context, while seeking to understand and analyze the comparative contexts and cross-cultural relationships in which they emerged and developed globally.

HS205 WOMEN IN AMERICA: 3.0 Credits

An interdisciplinary approach to the study of the identity and role of women in America.

HS210 THE MAKING OF MODERN PHILADELPHIA: 3.0 Credits

This course examines the historical evolution of modern Philadelphia (1854-present) from the mid- nineteenth century to the present day. It specifically focuses on the “modernization” of Philadelphia and its place in American society, paying close attention to the following major events and developments: the act of consolidation (1854); the Civil War; the second Industrial Revolution; progressivism and ethnic assimilation; the great depression and second world wars; postwar urban planning and municipal government reform, race relations in the postwar period, and gentrification. Prerequisites: HS103 or HS104 or HS105.

HS220 HISTORY OF BASEBALL IN THE US AND LATIN AMERICA: 3.0 Credits

This course examines how our “national pastime” has shaped, and reflected, the changes and continuities in American culture and society since the early Republic and antebellum America to the present day. It also probes how the game has grown into an international and cultural phenomenon in Latin America. Prerequisite: HS103, HS104, or HS151.

HS301 HISTORY OF MEDICINE: 3.0 Credits

This course probes and deconstructs the different historical contexts in which notable, scientific developments, theories and concepts facilitated the emergence of standards, methods and practices across the broad spectrum of modern scientific and medical disciplines, covering the history of science from the Ancient to the Modern World.

HS310 HISTORY OF AMERICAN SPORT: 3.0 Credits

This course explores the historical evolution of American sports from colonial America to the present day, focusing on the evolution of professional sports; the impact of sports on American society; race, class and gender issues in the history of American athletics; and the impact of American sports on the global community. Prerequisite: HS105.

Human Services

HSR101 INTRODUCTION TO HUMAN SERVICES: 3.0 Credits

This introductory course provides a comprehensive overview of the theory, knowledge, attitudes, values and skills necessary for one to become an effective human service professional. Topics include, but are not limited to, human services in the United States, including discussion on populations served, and needs addressed in human services. Students

will review social policy and learn how various human services emerged, focusing on factors that influenced their development. Human service careers, self-development, and caring for oneself as a professional will also be addressed.

HSR102 FOUNDATIONS OF CASE MANAGEMENT: 3.0 Credits

This course explores various human needs and identifies resources available to assist families and individuals in need. Topics include the function of social work services in residential treatments, psychiatric services, correctional services, medical services, services for the aged, and community services. Prerequisite: HSR101.

HSR201 FOUNDATIONS OF INTERVENTION & SERVICE DELIVERY: 3.0 Credits

Human services professionals facilitate positive change in their clients' lives. By developing relationships that are culturally sensitive, grounded in equality, and focused on facilitating independence, human services professionals help clients develop autonomy. In this course, emphasis is placed on applying evidence-based approaches to service delivery and promotion of autonomy. The human services professionals assume clients are capable. Topics focus on person-centered and strength-based approaches to service delivery, creating learning opportunities that support clients in building skills, gaining knowledge, and using tools to independently identify and implement solutions. Prerequisite: HSR101.

HSR202 DISABILITY, SOCIETY, & THE INDIVIDUAL: 3.0 Credits

This course provides students with a life-span perspective of disability. Students will examine the broad similarities and differences across a wide range of disabilities. Topics include personal, historical, political, economic, and societal perspectives of individuals with disabilities in our society. Various social resources available to support individuals with disabilities will be explored. Prerequisite: HSR101.

Humanities

HUM100 INTRODUCTION TO HUMANITIES: 3.0 Credits

This course will introduce students to the humanities using an interdisciplinary approach. The course will focus on the fundamental nature of humanities disciplines, including philosophy, architecture, literature, music, religion, and art and how concepts from these disciplines are integrated into different cultures.

**HUM301 FOOD “CHANNEL”: THE ROLE OF FOOD IN CULTURE AND RELIGION”:
3.0 Credits**

Food has always held both symbolic and ritual significance in many cultures and religions. This course will explore those roles in both the past and in the contemporary world and examine the deep meaning that food plays in specific ritual religious and cultural practices.

HUM302 SPECIAL TOPICS IN HUMANITIES: 3.0 Credits

A focused study of selected issues and themes from one of the humanities' disciplines, including literature, history, philosophy, religion, art and music. Prerequisite: Approval of Chairperson of Humanities and Social Sciences. Prerequisites: EN201, EN207, or EN209.

Law

LE101 INTRODUCTION TO LAW AND PARA-LEGALISM: 3.0 Credits

While exploring the structure of the American legal system and the principles of law which control the various legal specialties, this course is designed to provide the student with an understanding of the role of the paralegal in today's legal community and the ethical and professional responsibilities incumbent upon today's legal assistants. Major requirement.

LE102 LEGAL RESEARCH: 3.0 Credits

In this introduction to legal research, Manor's in-house law library will serve as the workshop in which students will become familiarized with research materials, their applicability to various legal specialties and how they are used. In addition to fundamentals of legal research, students will be trained to analyze issues, a skill vital to paralegal competency. Major requirement.

LE103 CIVIL PRACTICE AND PROCEDURE: 3.0 Credits

This course is designed to provide students with an understanding of civil litigation both at the federal and state levels. All phases of the litigation process will be reviewed in detail with special emphasis upon pre-trial and trial procedures. Major requirement.

LE104 LEGAL WRITING: 3.0 Credits

Students will be instructed in interpretation and preparation of legal documents relevant to civil practice. The course will familiarize students with the language and format of legal documents through the

use of a sample form book and through practical drafting assignments. Major requirement.

LE201 TORT LITIGATION: 3.0 Credits

This course prepares students to assist attorneys, insurance companies and corporations in the practice of tort law. Relevant insurance practices and procedures will also be reviewed. The course covers primary legal principles of tort law as well as proper procedures for investigating such cases and preparing them for settlement or trial. Prerequisite: LE101 or LN101.

LE202 TRUSTS AND ESTATES: 3.0 Credits

Students will be introduced to the basic legal concepts which control wills, trusts and intestacy. The course includes a study of the fundamental principles of law applicable to each, as well as the organization and jurisdiction of the probate court, estate administration and fiduciary accounting. Commonly used estate and fiduciary forms and trust agreements will be analyzed. Prerequisite: LE101.

LE203 REAL ESTATE LAW: 3.0 Credits

This course will provide students with understanding of the basic concepts of real property law including ownership, sale, leasing, financing and government regulation of land, whether improved, with buildings or other features, or unimproved. Students will be introduced to various issues and terminology typically encountered in real estate practice. The course will also provide analysis of and instruction in the preparation of documents relevant to real estate practice. Prerequisite: LE101.

LE204 CRIMINAL PRACTICE & PROCEDURE: 3.0 Credits

This course will explore criminal liability on both misdemeanor and felony levels. Study will also include examination of each stage of the criminal justice system, from arrest through post-trial motions, sentencing and appeal. Constitutional questions integral to the practice of criminal law will also be considered. Prerequisites: LE101 or LN101.

LE205 FAMILY LAW: 3.0 Credits

The course will introduce students to those legal concepts which relate to and control the family unit. Topics addressed include marriage, divorce, annulment, support, child custody, adoption, change of legal name, guardianship and paternity. Prerequisite: LE101.

LE206 ADMINISTRATIVE LAW: 3.0 Credits

Administrative agencies are often referred to as “the fourth branch of the government.” In this course the evolution of the administrative justice system will be examined. Students will become acquainted with the powers and procedures of a government agency and the legal assistant’s role in administrative grievance procedures and hearings will be reviewed. Prerequisite: LE 101 or LN101.

LE209 LAW PRACTICE MANAGEMENT: 3.0 Credits

This course will cover the fundamentals of law office management and organization. Subjects covered include: basic principles and structure of management, employment opportunities for the paralegal, timekeeping and accounting systems, marketing issues, administrative and substantive systems in the law office, and law practice technology. Prerequisite: LE101 Introduction to Law and Para-legalism.

LE211 CONTRACTS AND BUSINESS ORGANIZATIONS: 3.0 Credits

This course is intended to familiarize the student with the law of business from both a consumer and business point of view. A variety of business organizations will be studied as will the law pertaining to contract formation and the resolution of contract disputes. Prerequisite: LE101.

LE212 TECHNOLOGY AND LAW: 3.0 Credits

This course will introduce students to technology and its relationship to law practice and the delivery of legal services. Emphasis will be placed on the use of technology in the areas of case management, document management, litigation support, online research, office management, and security issues.

LE213 ADVANCED PARALEGAL STUDIES: 3.0 Credits

This course is designed to prepare the student for entry into the legal community through intensive study of the paralegal profession and additional development of the student’s organizational, communication, and critical analysis skills through an experiential learning component and other learning opportunities including portfolio preparation, mock interviews, and advanced research and writing assignments. Students may choose from a variety of experiential learning opportunities to fulfill the practicum requirements of this course.

LE215 EMPLOYMENT LAW: 3.0 Credits

This course will provide the student with an understanding of current legal issues in the area of employer/employee relations. Emphasis is placed on both federal and state regulations applicable to employment law. Areas covered will include the basis for the employer-employee relationship, pre-employment concerns, legal aspect of the employment relationship, discrimination issues, discrimination actions, termination of the employer-employee relationship, and ethical issue in employment law. Prerequisite: LE101 Introduction to Law or BA103 Legal Environment of Business.

LE216 EVIDENCE LAW: 3.0 Credits

This course will provide students with an understanding of the rules of evidence as they apply, not only in the courtroom, but at every stage of litigation. Application of evidentiary rules to issues of communication, relevance, admissibility and privilege will be explored, as well as the ethical limitations imposed by the rules. Prerequisite: LE101.

LE217 IMMIGRATION LAW: 3.0 Credits

This course is designed to provide students with an overview of U.S. immigration law. We will focus on immigrants, the various categories of non-immigrants, and the laws that must be followed to enter the U.S. from abroad or to gain permanent resident status and citizenship. Immigration law is a form-based practice and for this reason, we will review and discuss the various forms that are used in the immigration process. Students will gain an understanding of the vocabulary used in immigration cases and learn how to prepare various types of immigration forms and of the issues confronting immigration clients. Prerequisite: LE101.

LE289 LEGAL INDEPENDENT STUDY: Variable Credits

A student who wishes to expand his/her knowledge of law in a particular subject area may participate in an advanced study or practicum relating to research, analysis, and application of legal doctrine or procedures. Weekly meetings with the advisor culminating in the preparation of a comprehensive, properly formatted, written legal analysis will be required. Prerequisite: Permission of the Program Director.

LE299 LEGAL INTERNSHIP: 3.0 Credits

The main objective of this course is to provide students with the opportunity to observe and gain practical work experience under the supervision of an attorney, legal assistant or other legal personnel.

Weekly seminars with the course instructor will emphasize resume and cover letter preparation, job interview skills and job search strategies. Prerequisites: LE101, LE102, LE103, and LE104.

LE301 (PLS301) CONSTITUTIONAL LAW: 3.0 Credits

This course will cover the main general themes of the United States Constitution with an emphasis on: Constitutional Articles, Federalism, Separation of Powers, the Amendments to the Constitution, Rights of the Accused, and the individual rights to liberty and equal protection. It will also include a history of the U.S. Constitution.

LE302 RACE AND THE LAW: 3.0 Credits

This course will examine how the issue of race has been treated within the American Legal System throughout history and in contemporary times. Using case law to examine the historical and present day context of race and the law will allow students to compare the two and to analyze facts and apply the law where there is an intersection of race and justice. How the system has treated issues or race will be examined and possible solutions to the present day situations will be discussed.

LE311 (PP311) ENVIRONMENTAL LAW: 3.0 Credits

This course will examine major statutes and policies used, at both the federal and state levels, to protect people and the environment against exposure to harmful substances, including the Clean Air Act, Clean Water Act, Superfund, the Resource Conservation & Recovery Act, and laws designed to regulate toxic substances. The course will also examine enforcement challenges, alternative legal mechanisms for advancing environmental policies (such as voter initiatives and common-law actions), the role of market mechanisms in addressing environmental problems, and constitutional restrictions on environmental regulation.

LE312 LAW AND ECONOMICS: 3.0 Credits

This course will investigate the relationship between economic incentives and the design of laws and contracts. The effect of law and regulation on economic efficiency and the distribution of resources will be a particular focus. The course will also cover discussions of property rights, transactions cost, contract theory, tort law, the legal process and crime and punishment.

LE316 (PP316) INTERNATIONAL LAW: 3.0 Credits

International Law is the foundational course in public law, treaties, systems, and policies that bind nations into a world community of law.

The class places special emphasis on the origins of international law; statehood; international responsibility and claims; investment, criminal law, use of force; and human rights.

LE402 ANIMAL RIGHTS: 3.0 Credits

This course will explore and study the laws that affect and protect animals, including how animals have been defined by the courts and legislatures and interpretation and enforcement of state anti-cruelty laws and federal laws such as the Animal Welfare Act and the Endangered Species Act. The course will also consider liabilities connected with guardianship/ownership of animals and the ethical implications of using animals for experimentation and food.

Liberal Studies

LS400 LIBERAL STUDIES CAPSTONE: 3.0 Credits

This course is designed to be the culmination of the Bachelor of Arts Degree in Liberal Studies. In this topic-based capstone course, with an opportunity for service learning or field experience, students complete a major project that draws upon and synthesizes the knowledge and skills scaffolded throughout the Liberal Studies program. Students will demonstrate their learning through a research paper and presentation.

LS498 LIBERAL STUDIES INTERNSHIP: 3.0 Credits

This course is designed to afford student interns experiential learning opportunities that integrate analytical and critical thinking skills acquired by them throughout the duration of the liberal studies' program. Students will be placed in professional work contexts that directly pertain to their prospective career interests. Participating employers must allow student interns direct engagement in meaningful and challenging workplace activities that demonstrate relevant competencies and proficiencies commensurate with the academic objectives of the liberal studies' degree program. The Program Director of the Liberal Studies Internship will maintain contact with workplace supervisors to track the performance of student interns for assessment purposes.

CAP499 CAPSTONE: 6.0 Credits

The capstone course is a method of summative evaluation in which the student is given an opportunity to demonstrate integrated knowledge and growth in the major. The course will assess a student's cognitive and intellectual growth in their major and the overall academic learning experience. The capstone provides an opportunity for students to

integrate and apply knowledge from their academic studies; through the comprehensive evaluation of core curriculum of finance and accounting, economics, marketing, management, human resource, and all learned fields. In this course, students apply the knowledge and skills used in previous courses to solve a real life business problem. Students will be required to work on a complex and real-life problem related to Business studies. In doing so, the Capstone makes the link between the academic discourse and the world thereafter. Students, in teams, will work on an extended business project with a local business, while gathering very practical experience. This involves analyzing business plans and using practical research tools and appropriate analytical approaches to work through components of plans of their own. Throughout the semester, student teams present ideas to both peers and the business owner.

Mathematics

MH107 FOUNDATIONS OF ALGEBRA: 3.0 Credits

This course introduces the beginning concepts of algebra. Topics include: signed numbers, algebraic terminology, basic operations on algebraic expressions, exponents, solutions of linear equations and inequalities, simple factoring, simplification of radicals and word problems. There is a lab built into the course. Earning a C or better in this course, qualifies a student to register for program level math courses with the following prerequisite: Placement into program level math course or a passing grade in MH106 Foundations of Mathematics.

MH110 COLLEGE ALGEBRA: 3.0 Credits

College algebra is a course in Introductory Algebra, including real-life applications and problem- solving techniques. The emphasis of the course will be on equations, polynomials, graphs, systems of equations, inequalities, rational equations, radicals, and quadratic equations. Prerequisite: Placement into College Level Math. Major requirement.

MH115 ALGEBRA & TRIGONOMETRY I: 3.0 Credits

This course covers the real number system, imaginary and complex numbers. It explores polynomial, rational, exponential and logarithmic functions, their characteristics, graphs and applications. It develops the unit circle and the trigonometric functions with their applications. Students will use a graphing calculator. Prerequisite: Placement into College Level Math or successful completion of all developmental courses and a "C" in MH110.

MH201 CALCULUS I: 4.0 Credits

This is a course in differential and integral calculus of functions in one variable. Specific topics covered are: graphs of functions, limits, differentiation and differentiation rules, chain rule, implicit differentiation, extrema on an interval, and the Mean Value Theorem, limits at infinity, area under a curve, antiderivatives, definite integrals, and the fundamental theorem of calculus. Every topic is presented geometrically, numerically and algebraically. Work in the computer lab is included in this course. Prerequisite: Placement into College Level Math, and high school level algebra and trigonometry.

MH202 CALCULUS II: 4.0 Credits

This course is a continuation of MH 201 and includes the following: the fundamental theorem of calculus, applications of the definite integral, exponential and logarithmic functions, trigonometric functions, differentiation and integration of trigonometric functions, integration techniques and improper integrals. Work in the computer lab is included in this course. Prerequisite: A "C" or better in MH201.

MH203 STATISTICS I: 3.0 Credits

This is a basic course in the principles and techniques of statistics. The course will explore descriptive and inferential statistics. Sampling techniques, classification of data, probability theory, measures of central tendency, measures of dispersion, normal distribution, population parameters, testing hypotheses, and the law of large numbers are among the topics to be covered. The purpose of the course is to provide the fundamental concepts of applied statistics. Emphasis will be placed on understanding of the basic concepts. The course will balance methodology with contemporary application. Prerequisite: Placement into College Level Math. Major requirement.

MH204 STATISTICS II: 3.0 Credits

This second course in statistics will broaden the student's experience and understanding of principles, techniques and methods in statistical analysis. This course will extend the treatment of inferential statistics. The main thrust of the course is interpretation and analysis of data. Estimation of parameters, hypothesis testing, inferences from two samples, simple and multiple regression, multinomial experiments, analysis of variance, process control and non-parametric methods are among the topics to be covered. Prerequisite: MH203 with a grade of C or better, or permission of coordinator.

Philosophy

PL100 PHILOSOPHY AND THE HUMAN CONDITION: 3.0 Credits

An introduction to the study of philosophy through an examination of primary works in philosophy. The focus is on the historical development of major concepts (e.g., theories of human nature, freedom, war, etc.). Prerequisite: Placement into EN101 Fundamentals of Composition I. Major requirement.

PL211 PHILOSOPHY IN FILM: 3.0 Credits

An introduction to the study of philosophical themes in film. The course is organized around a unifying theme presented in film and that theme is analyzed through the use of philosophical essays and contemporary literature. Topics include: the individual, authority and rebellion, theories of human nature, freedom, work, etc. Students will read original writings from major philosophers and contemporary literature, and watch contemporary films that deal with philosophical themes. Prerequisite: PL100 or Permission from the Instructor.

PL214 PUBLIC PHILOSOPHY: 3.0 CREDITS

An introductory overview of contemporary philosophers who bring philosophical awareness to public life, specifically on various topics such as diversity, globalization, social justice, gender, race, animal rights, effective altruism, etc. Prerequisite: PL100.

PL216 ETHICAL ISSUES IN HEALTHCARE: 3.0 Credits

A study of general ethical principles and their application to individual decision making in the healthcare field. Includes such topics as the rights and responsibilities of the patient and health care team, truth-telling, informed consent, allocation of scarce medical resources, genetic engineering, death and dying. Prerequisite: PL100 or Permission from the Instructor.

PL302 PHILOSOPHY OF THE ANCIENT GREEK WORLD: 3.0 Credits

A study of the development of ancient Greek and Roman philosophy from the Pro-Socratics through Plotinus, with an emphasis on the critical analysis of primary readings. Prerequisite: PL100.

Physics

PH110 INTRODUCTION TO ASTRONOMY: 4.0 Credits

Astronomy is one of the most fascinating sciences. Who hasn't gazed into

the sky and pondered the connections between the Sun, Moon, planets and stars, and wondered if life exists on other planets? This course will greatly enhance your “Cosmic Perspective”. Your learning experience will begin with the modern view of the universe and will continue with key topics in astronomy such as the formation of the solar systems, a study of the stars, planets, and galaxies. We will also explore the conditions for life to exist on other planets. (3 hour lecture/2 hour laboratory).

PH110L INTRODUCTION TO ASTRONOMY LAB: 0.0 Credits

Lab for PH110 Introduction to Astronomy

PH201 PHYSICS I: 4.0 Credits

This course is an introduction to the principles of mechanics and heat. The course provides working knowledge of measurement, motion, Newton’s Laws, conservation of energy and momentum, rotational dynamics, properties of matter, and heat energy. (3 hour lecture/2 hour laboratory). Prerequisite: Algebra II in high school.

PH202 PHYSICS II: 4.0 Credits

This course is a continuation of Physics I. It is an introduction to the principles of wave motion, sound, light, electricity and magnetism, and atomic physics. (3 hours lecture/2 hours laboratory). Prerequisite: PH201.

Political Science

PLS101 AMERICAN NATIONAL GOVERNMENT: 3.0 Credits

The student will examine the Constitution, Bill of Rights, the development of Congress, Presidency and the Judicial Branch. The course will also show the relationship that state and local governments have with the Federal Government.

PLS301 (LE301) CONSTITUTIONAL LAW: 3.0 Credits

This course will cover the main general themes of the United States Constitution with an emphasis on: Constitutional Articles, Federalism, Separation of Powers, the Amendments to the Constitution, Rights of the Accused, and the individual rights to liberty and equal protection. It will also include a history of the U.S. Constitution.

PLS302 WOMEN IN POLITICS: 3.0 Credits

This course explores the impact of women on American and global politics, emphasizing the influential role of the women’s rights

movement on the evolution of our political practices and institutions and the emergence of women in critical, political roles and policy making capacities.

PLS310 CORRUPTION IN AMERICAN POLITICS: 3.0 Credits

Incorporating case studies, political cartoons, and various forms of news media that catalog and unveil political corruption at different levels of American government, the course defines the nature and systems of political corruption in their relevant historical and contemporary contexts, analyzes the historic and contemporary impact of political cronyism and malfeasance on the integrity and cohesion of our governing institutions, electoral processes and legal framework, and addresses the public policy and criminal justice implications of corruption in American politics. It also examines the institutional and grassroots obstacles that have besieged political reformers, progressive thinkers and policymakers, and journalists in their quest to promote transparency and fairness in government, authentic forms of participatory democracy, and legal, social and economic equality for disadvantaged constituencies in our political system. Elective.

PLS401 CONTEMPORARY GLOBAL ISSUES: 3.0 Credits

This course provides students with an examination of major, contemporary global issues through an interdisciplinary perspective, exploring an array of political, diplomatic, economic and cultural problems and policy issues as they relate to and intersect with the needs of various global constituencies and communities. Case studies are utilized to explore the specific impact of globalization on shared and varying political, economic and cultural institutions and practices.

Practical Nursing

PN101 OVERVIEW OF NURSING: 3.0 Credits

This course covers two areas; The Nature of Nursing and Nursing in a Variety of Settings. The first will familiarize students with some important people and developments in the history of nursing and remind students that they are becoming part of nursing's ongoing history. The second describes the continuum of healthcare from acute care to independent living, providing various options and discussing the resources available in each setting.

PN102 BASIC NURSING SKILLS: 4.0 Credits

This course is intended to provide basic nursing and therapeutic nutrition

knowledge and skills to allow students to safely complete their first clinical rotation consisting of 84 hours in a setting with older and/or differently abled adults during the second half of Semester 1. Skills are presented in the first 7 weeks so they may be practiced prior to field clinical experience. This course also provides an overview of future didactic and hands-on experiences to prepare the student for upcoming coursework and to allow redundancy in the presentation of key information to ensure understanding. For future use, this course could be offered to family caregivers or others who wish to develop basic caregiving skills. Students who have been working as paid caregivers for at least one year within the past two years may test out of the skills lab portion of this course by having their skills evaluated by PNP faculty. If approved by faculty, they will be considered ready to complete the 140 hour field experience. They will be required to complete the didactic portion of this course.

PN103 CLINICAL I: LONG TERM CARE: 2.0 Credits

This course is intended to provide experience performing basic nursing skills during a clinical rotation consisting of 84 hours in a setting with older &/or differently abled adults during the second half of Semester 1. Skills will have been practiced in the skills lab during the first 7 weeks and are performed during a field clinical experience. Students who have been working as paid caregivers for at least one year within the past 2 years may test out of the skills lab portion of this course by having an in-lab skills evaluation by PNP faculty. If approved by faculty, they will be considered ready to complete the 84 hour field experience and will complete the didactic classwork.

PN104 SAFETY IN THE HEALTHCARE FACILITY: 3.0 Credits

This course will familiarize students with specialized equipment found in various healthcare settings and the required safety precautions. Various departments and support services will be identified. Students will be prepared to obtain appropriate services for clients and to explain the functions of various healthcare personnel. Knowledge of Emergency Preparedness, Microbiology, Medical Asepsis, and Infection Control will prepare students to work safely and react appropriately to emergency situations. All students will be certified in Healthcare Worker CPR. This is a 7-week course.

PN105 DEVELOPMENT THROUGHOUT THE LIFE CYCLE: 2.0 Credits

The family is the most basic unit in society and profoundly influences its members. When giving care, nurses must consider the patient and

the family's needs. This course informs students of the characteristics of families and individuals including the sequence and characteristics of development. To be addressed will be infancy and childhood, adolescence, early and middle adulthood; older adulthood, and end of life.

PN106 THE NURSING PROCESS

This course will provide knowledge and skills leading to a problem-solving process that shows the differences in roles between licensed and unlicensed personnel. Students will be familiar with the Nursing Process which integrates critical thinking with tasks. In addition to knowing how to perform tasks, students will recognize why the tasks are important and the relationship between actions and the condition of the patient. This course includes physical assessment and corresponding documentation, care plan completion, and discharge planning.

PN107 PERSONAL AND ENVIRONMENTAL REASONING: 2.0 Credits

In this course, Maslow's hierarchy of needs will be described, as will the role the nurse plays in helping people satisfy these needs. This course will make the student aware that the basic survival needs are the primary nursing priorities because when these needs are met, people can progress to more complex needs. Individual, family, and community needs will be identified and examined. Key aspects of health and wellness will be reviewed, as will community health and transcultural healthcare.

PN110 MENTAL HEALTH NURSING: 2.0 Credits

This course covers nursing for people with psychiatric and substance use disorders. It is a 2-credit, 7-week course which runs in conjunction with a 70-hour clinical experience. Most clients with alterations in mental health are treated in the community. Some clients, however, with severe problems or sudden exacerbations of mental illness, receive inpatient care in acute or long-term facilities. Basic principles of mental health apply to all nursing care, no matter what the setting. Students will learn mental health skills that may be applied in various setting and they will be aware that everyone experiences stress and worries, but when things spin out of control, intervention is needed. Students will practice interaction techniques that can help prevent further stress and abnormal use of defense mechanisms. Substance use disorders know no racial, religious, gender, age, or socioeconomic barriers. Recognizing and caring for these clients requires high-level data gathering, nursing skills, patience, and compassion. This chapter is primarily devoted to misuse of chemicals, but many concepts apply to other situations as well.

PN111 CLINICAL II: MENTAL HEALTH NURSING: 2.0 Credits

This course is intended to provide experience performing basic mental health nursing skills including data collection during a clinical rotation consisting of 84 hours in a mental health setting.

PN112 GERONTOLOGIC NURSING: 2.0 Credits

Module I of this course introduces students to the study of gerontology. Students will learn about the effects of normal aging and age-related processes, including diseases and disorders. This will include a look at the physical, psychological, economic, sociologic, and spiritual dimensions of the aging process. Module II examines and distinguishes between various forms of cognitive impairment. Factors to reduce cognitive impairment will be addressed, as will relevant terminology, diagnostic methods, and impairment progression. This will be a full semester course intended to prepare students for their clinical experience in a long-term care or other senior focused setting.

PN113 PN CLINICAL III: GERONTOLOGIC NURSING: 2.0 Credits

This is an on-site, 7-week clinical experience which takes place in settings where the focus is care of older adults. Students will see the processes and effects of normal aging, including diseases and disorders. In caring for their clients, students will assess the physical, psychological, economic, sociological, and spiritual dimensions of the aging process. Students will examine and distinguish between various forms of cognitive impairment. Factors to reduce cognitive impairment will be considered, as will relevant terminology, diagnostic methods, and impairment progression.

PN114 PHARMACOLOGY AND ADMINISTRATION OF MED/INJECTABLES: 4.0 Credits

This chapter discusses the basics of pharmacology; the study of chemical substances, and their effects on the body. Basic math principles are introduced, including the metric system. Dosage calculation methods and medication classifications are introduced. Administration of non-injectable, injectable and IV medication are described and will be practiced in the lab. (Certification for IV medication administration may not be possible during this program as 3 successful IV insertions are necessary).

PN115 TRANSITION TO PRACTICE: 1.0 Credit

On completing a basic practical nursing program, the graduate nurse is eligible to sit for the licensing examination to obtain a nursing license. This chapter introduces you to the licensure examination, the general

procedure for obtaining the initial nursing license, and the responsibilities involved in maintaining this license. In addition, this chapter describes changes in the role and functions from nursing student to graduate nurse, as an entry-level nurse within the healthcare team. Professional activities, continuing education, and ways to balance work and personal responsibilities are also included. This course is completed in 7 weeks.

PN116 MEDICAL/SURGICAL NURSING I: 4.0 Credits

This course is intended to provide advancement in nursing knowledge and skills to allow students to safely complete a clinical rotation in an acute care setting in conjunction with Medical/Surgical Nursing II.

PN120 MEDICAL/SURGICAL NURSING II: 4.0 Credits

This course covers nursing implications of major conditions of all key body systems. It includes didactic and skills lab experience which prepare the student for extensive field experience during the last 7 weeks of coursework.

PN121 PN CLINICAL IV: MEDICAL/SURGICAL NURSING: 4.0 Credits

This course involves extensive field experience providing opportunities to perform advanced practical nursing skills. In providing care, students will show awareness of the implications of major conditions and treatments on body systems. Knowledge will be demonstrated regarding medications including names, mechanisms of action, nursing implications, and side effects.

PN122 PREGNANCY AND CHILDBIRTH: 3.0 Credits

In this course, students will learn about normal pregnancy, labor, and delivery; the bodily changes that occur, and the process of human development. Students will learn ways to help clients experience the healthiest pregnancy possible, and prepare them for the life and family changes that are to come. Also covered is care of a normal newborn, high-risk pregnancy and childbirth, and the high-risk newborn. Sexuality, fertility, and sexually transmitted infections will be reviewed.

PN123 PN CLINICAL V: PREGNANCY AND CHILDBIRTH: 1.0 Credit

In this course, students will observe normal pregnancy, labor, and delivery; the bodily changes that occur, and the process of human development. Students will practice ways to help clients experience the healthiest pregnancy possible, and prepare them for the life and family changes that are to come. Students will observe and assist with care of

a normal newborn, high-risk pregnancy and childbirth, and the high-risk newborn. Sexuality, fertility, and sexually transmitted infections care will be observed with assistance provided when feasible.

PN124 PEDIATRIC NURSING: 3.0 Credits

Pediatrics is the area of care that deals with children and adolescents. Generally, the healthcare provider in this field is a pediatrician, although family practitioners, nurse practitioners (NP) or advanced practice nurses (APRN), and physician assistants (PA) also provide pediatric care. Changes in healthcare delivery have greatly decreased the number of children cared for in a standard acute care hospital. The primary emphasis in current pediatric healthcare is on prevention of diseases and accidents, maintenance of good health, safety awareness, and positive lifestyle promotion. As a nurse, you will encounter children in various healthcare settings. You may care for well, ill, physically challenged, and mentally challenged children. Possible settings for healthcare delivery include the home, school, community healthcare facility, day-surgery center, healthcare provider's office, summer camp, residential setting, or hospital. The fundamentals of pediatric nursing discussed in this chapter apply regardless of where you provide care. Note that the nursing procedures in this chapter can be used or adapted for children of all ages. Many skills in Unit 8 also are applicable to and adaptable for pediatric nursing.

PN125 PN CLINICAL IV: PEDIATRIC NURSING: 2.0 Credits

The primary emphasis in current pediatric healthcare is on prevention of diseases and accidents, maintenance of good health, safety awareness, and positive lifestyle promotion. As a nurse, you will encounter children in various healthcare settings. You may care for well, ill, physically challenged, and mentally challenged children. Possible settings for healthcare delivery include the home, school, community healthcare facility, day-surgery center, healthcare provider's office, summer camp, residential setting, or hospital. The fundamentals of pediatric nursing discussed in this chapter apply regardless of where you provide care. Note that the nursing procedures in this chapter can be used or adapted for children of all ages.

Psychology

PS101 INTRODUCTION TO PSYCHOLOGY: 3.0 Credits

This course is an overview of the diverse field of psychology, and examines methods and concepts necessary for a basic understanding

of human behavior and functioning. Topics include biology of behavior, perception, learning, memory, stress, psychological disorders, and social influence. Major requirement.

PS102 DEVELOPMENTAL PSYCHOLOGY: 3.0 Credits

This course examines human development across the life span from conception to death. Emphasis is on physical, social, moral and cognitive development. Topics include theories of human development, nature vs. nurture issues, genetic influences, and psycho-social issues in childhood, adolescence, adulthood and old age. Prerequisite: PS101 Introduction to Psychology. Major requirement.

PS105 SOCIAL PSYCHOLOGY: 3.0 Credits

In this course, the history and nature of social psychology, small group processes, attitudes and attitude change, conformity, cooperation, authority, research situations and applications are examined in depth. Prerequisite: PS101 Introduction to Psychology. Major requirement.

PS201 ABNORMAL PSYCHOLOGY: 3.0 Credits

This course is an introduction to the study of manipulative behavior and psychopathology. Emphasis is on the etiology, symptoms, and treatment of various psychological disorders in children, adolescents and adults. Biological, psycho-dynamic, behavioral, cognitive and multicultural perspectives of abnormal behavior are examined. Prerequisite: PS101 Introduction to Psychology. Major requirement.

PS203 DRUGS IN AMERICAN SOCIETY: 3.0 Credits

This course explores drug and alcohol use, abuse and addiction in American society. Topics include historical perspectives, classifications of drugs and their effects, factors contributing to abuse and addiction, and prevention efforts. Intervention strategies, self -help support groups, and treatment options are also examined. Prerequisite: PS101 Introduction to Psychology. Major requirement.

PS204 PSYCHOLOGY OF AGING: 3.0 Credits

This course is an overview of the aging process, with an emphasis on the later periods of life. Major theories of aging, stereotypes about aging and older adults, and changes in physical health, cognition, and social relationships are examined. There are opportunities for students to apply course material to everyday life in an effort to promote appreciation of the challenges and opportunities involved in the aging process.

Prerequisite: PS101 Introduction to Psychology. Major requirement.

Public Policy

PP101 INTRODUCTION TO PUBLIC POLICY: 3.0 Credits

Introduction to Public Policy is an overview/survey course, which covers a wide range of topics, from the standards, norms and values informing democratic policymaking to the basics of cost-benefit and other economic tools of policy analysis. It will address the institutional arrangements for making public policy decisions, the role of nonprofit and private-sector professionals – in shaping policy outcomes, and the fundamentals (and pros and cons) of analytic approaches to public policy.

PP102 INTRODUCTION TO PUBLIC ADMINISTRATION: 3.0 Credits

This course will provide students with an overview of how public administration, often referred to as “government bureaucracy” fits within our American system of government. Students will examine the rapid growth of the administrative branch of the government and how its operations interact and influence politics and policy.

PP302 PUBLIC POLICY ANALYSIS: 3.0 Credits

This course will investigate the procedures that help to make sure that the needs and preferences of individuals are successfully converted into public policy. Public problems and issues will be examined along with methods to design better policies that will help to resolve these problems. A close look at the ways that analysts and policy makers use these methods to address these public policy issues will be discussed. There will also be instruction on how to conduct research regarding policy issues.

PP303 PUBLIC HEALTH AND EPIDEMIOLOGY: 3.0 Credits

This course will provide students with foundational knowledge of important zoonotic diseases, focusing on their etiology and epidemiology, common manifestations in humans and in animals, diagnostic procedures and specific preventive and control measures. The role of veterinary epidemiology in maintaining human and animal health and analysis of animal health data will also be covered.

PP310 PUBLIC SERVICE ETHICS: 3.0 Credits

This course examines the ethical issues that will arise in performing services to the public, and the statutes and regulations required of

those in public service. Issues that will be covered include: conflicts of interest, honorariums and gifts, communications made by public officials, post government service and reporting/accounting. This will also include specific areas of implementation, such as: how to set up an ethics hotline, reporting issues, and what to do when dealing with ethical dilemmas.

PP311 (LE311) ENVIRONMENTAL LAW: 3.0 Credits

This course will examine major statutes and policies used, at both the federal and state levels, to protect people and the environment against exposure to harmful substances, including the Clean Air Act, Clean Water Act, Superfund, the Resource Conservation & Recovery Act, and laws designed to regulate toxic substances. The course will also examine enforcement challenges, alternative legal mechanisms for advancing environmental policies (such as voter initiatives and common-law actions), the role of market mechanisms in addressing environmental problems, and constitutional restrictions on environmental regulation.

PP314 TECHNOLOGY LAW AND POLICY: 3.0 Credits

This course will focus on a series of historical and contemporary challenges posed by a range of technologies to the government's administration of security and justice, and the solutions implemented or proposed by the state in response. The course will examine the interface of government regulation with advancing technologies including government regulation of the Internet and Internet commerce, government surveillance, governmental access to people's devices and data, use of technology to predict and prevent threats.

PP316 (LE316) INTERNATIONAL LAW: 3.0 Credits

International Law is the foundational course in public law, treaties, systems, and policies that bind nations into a world community of law. The class places special emphasis on the origins of international law; statehood; international responsibility and claims; investment, criminal law, use of force; and human rights.

PP318 ENERGY LAW AND POLICY: 3.0 Credits

This course introduces students to the legal, economic, regulatory, and structural issues that both shape our energy practices and regulation. Traditional monopoly models of regulation will be compared and contrasted to evolving competitive regulatory alternatives. Students will be introduced to issues and practices such as energy resource planning,

pollution management, rate design, green markets, energy efficiency, demand side management, renewable energy portfolios, climate change, and carbon management.

PP398 PUBLIC POLICY INTERNSHIP I: 3.0 Credits

This culminating course prepares students for the real challenges of working in the field of Public Policy. An internship experience will provide an opportunity to combine actual field experience with classroom knowledge in an area of special interest. The course also provides the opportunity to re-examine learning objectives at the program level. (Instructor permission required).

PP401 NON-PROFIT ORGANIZATIONS AND NGOS: 3.0 Credits

This course deals with the issues related to non-profit organizations, from start up to termination, and everything in between. Students will explore the different regulations and operations of a non-profit entity. The course will also include the nonprofit sector, many nonprofit organizations, and will focus on the ways that they are led and governed in today's society. Non-Government Organizations will also be covered in this course with attention to national and international organizations that have assisted the government in the role of helping citizens of this country and the world.

PP499 PUBLIC POLICY INTERNSHIP II: 3.0 Credits

This culminating course prepares students for the real challenges of working in Public Policy Administration. An internship experience will provide an opportunity to combine actual field experience with classroom knowledge in an area of special interest. The course also provides the opportunity to re-examine learning objectives at the program level. Prerequisite: PP398 (Instructor permission required).

Religion

RS102 BIBLICAL THEMES: 3.0 Credits

An introductory study of the major themes and books of the Jewish and Christian Scriptures, this course provides literary and historical background for reading Scripture. Contemporary significance of the Bible will also be considered.

RS103 WORLD RELIGIONS: 3.0 Credits

World Religions provides an introduction to the major living world religions, including Hinduism, Buddhism, Chinese religious tradition,

Islam, Judaism, and Christianity. The course will compare and contrast key concepts found in the various religious traditions.

RS107 RELIGION AND HUMAN EXPERIENCE: 3.0 Credits

A study of the relation between religious thought and practice and the personal and social dimensions of human experience. The course will also elaborate on the content of religion especially in its role to communicate between immanence and transcendence. Issues include: the meaning and existence of God; faith and reason; the problem of evil and moral choice; the function of myth, symbol, and ritual.

RS108 CONTEMPORARY RELIGIOUS VALUES: 3.0 Credits

An investigation of personal and societal values in light of current religious thought. Selective issues of morality, justice and peace, with an emphasis placed on discovering root causes of problems and ways of response will be examined.

RS205 A THEOLOGY OF THE ENCOUNTER: THE LIFE AND TEACHINGS OF JESUS CHRIST: 3.0 Credits

The life, ministry and teachings of Jesus and the early Christian church are the focus of this course and provide the foundation in understanding our contemporary "culture of encounter," that is, encountering the poor, the vulnerable, and the outcasts of the world. A theology of encounter stands in opposition to today's throwaway culture that sees a human being as a means to an end. Special attention is given to the content of the synoptic gospels as well as the social, political and religious conditions of the time. By means of lecture, class discussions and close readings of scripture, this course will also examine the prophetic, moral and ethical implications of Jesus' message for today. Prerequisite: At least one 3.0 credit religion course.

RS303 NEUROSCIENCE AND RELIGION: 3.0 Credits

Students will explore ideas on human religious experience as interpreted through contemporary discoveries in neuroscience. Prerequisite: Any 100 or 200 religion course.

RS310 LATIN AND BYZANTINE RITES: 3.0 Credits

This course will be an in depth exploration of the historical/liturgical/ecclesiological and dogmatic distinctions and similarities between Roman Catholic and Ukrainian-Greek Byzantine Catholic Churches. It is designed to increase the awareness of the mutually enriching heritage

and traditions of these two Catholic ecclesial communities. It posts a holistic understanding of the “two lungs” of the Church as discussed in John Paul II’s Apostolic Letter *Oriente Lumen*.

Sociology

SO102 INTRODUCTION TO SOCIOLOGY: 3.0 Credits

An introduction to the basic concepts in the field of sociology. The course includes an analysis of the structure and function of social organization, culture, socialization, social groups, social stratification, social institutions, and collective behavior. Major requirement.

SO103 CONTEMPORARY SOCIAL ISSUES: 3.0 Credits

This course is designed to enable the student to consider different viewpoints on social issues and to encourage debate through proactive questions during each class session. Major contemporary social issues, all of which affect society at large, will be examined (i.e. aging, the homeless, domestic violence, child abuse, rape and substance abuse.) We will attempt to gain new insights and interpretations to help us better understand and evaluate society’s contemporary social issues.

SO105 SOCIOLOGY OF AGING: 3.0 Credits

The older segment of the population is rapidly expanding. This course will introduce the student to the many life changing factors and challenges affecting the aging process and quality of life facing older adults. Basic aging theories, social concepts, economic issues, housing options, prevalent physical and cognitive changes as well as medical and health care concerns are addressed.

SO108 MEDICAL SOCIOLOGY: 3.0 Credits

This course will provide an overview of the relationship between social factors and health, the interaction between health practitioners and patients, and the ability of the patient to adapt to society’s changes within the health care delivery system.

Ukrainian

UK101-102 ELEMENTARY UKRAINIAN I AND II: 3.0 Credits

Basic Ukrainian conversation courses designed to lay a firm foundation for subsequent Ukrainian courses. Emphasis will be placed on grammar, pronunciation, and conversation, with some reading and writing. Individual participation encouraged.

UK201-202 INTERMEDIATE UKRAINIAN I AND II: 3.0 Credits

For students who wish to further develop their skills in reading, writing, speaking and listening to Ukrainian. Readings drawn from a wide variety of fiction and non-fiction works on topics of general interest. In addition, students are introduced to the Ukrainian world, its peoples, and their cultures. Prerequisite: UK 102 or placement into UK201 or UK202.

UK203 INDEPENDENT STUDY: 3.0 Credits

Offered to students who desire to pursue more intensive study of the Ukrainian language beyond the introductory levels, especially with the purpose of developing conversational and translation skills. Work will include readings from Ukrainian literature. Prerequisite: Approval from Chairperson of Liberal Arts Division.

Veterinary Technology**VT102 LABORATORY ANIMAL MANAGEMENT: 3.0 Credits**

This course provides an introduction (ALAT level) to the care and use of laboratory animals in a research environment. Topics include animal welfare regulation, animal care and management, species and strain identification, nutrition, reproduction, gnotobiology, disease recognition and control, and euthanasia methods. A supplemental laboratory will cover the clinical management of rats, mice, and rabbits. In addition to lecture and laboratory, the course includes a field trip to a laboratory animal facility and ward duty. Students should expect to spend time outside of class completing animal-care duties. (2 hour lecture/1.5 hour laboratory). Prerequisite: VT197 and have submitted the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

VT103 INTRODUCTION TO VETERINARY TECHNOLOGY & PRACTICE MANAGEMENT: 2.0 Credits

This course includes an overview of the laws, ethics and rules of professional conduct that define the profession of veterinary technology. Areas of discussion include the role of the veterinary technician in veterinary medicine, research, regulatory agencies, industry and private practice. Topics in professional development include law, ethics, resume

writing, professional conduct and grief management. An overview of office procedures and business practices relevant to private veterinary hospitals will also be covered. (2 hour lecture).

VT105 LARGE ANIMAL CLINICAL AND EMERGENCY PROCEDURES: 3.0 Credits

This course provides an introduction to the medical management of domestic farm animal species. Topics of the lecture include an overview of the livestock industry as well as farm animal reproduction, common diseases and surgeries. Emphasis in the laboratory is placed on basic nursing skills, such as venipuncture, IV catheterization, the administration of medication by various routes and fluid therapy. Emergency clinical procedures, the care of neonates and recumbent patients are also emphasized. Laboratories are held at the Motherhouse Barn and offsite farms or hospitals. This course requires animal care shifts outside of classroom time. (2 hour lecture/2 hour laboratory). Prerequisite: MH110 College Algebra and VT197 Animal handling and Husbandry

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

VT110 ANIMAL ANATOMY AND PHYSIOLOGY I: 4.0 Credits

This course offers a comparative study of the anatomy and physiology of domestic animals. Cell biology, including a discussion of basic organic molecules, and cellular reproduction is covered in the early part of the course. Tissues, integument, skeletal and muscular systems are subsequently covered. Laboratories include microscopic examination of cells and tissues, gross examination of mammalian skeletons and dissection of preserved cats. Radiographs are employed to further illustrate anatomical parts. (3 hour lecture/2 hour laboratory). Prerequisite: Successful placement into college level English and math.

VT111 ANIMAL ANATOMY AND PHYSIOLOGY II: 4.0 Credits

A continuation of Animal Anatomy and Physiology I. This course examines the remainder of the anatomical systems in the mammal and discusses comparative anatomical and physiological differences. Laboratory includes examination of gross tissues from various species

including: cat, dog, sheep, pig, and ox. (3 hour lecture/2 hour laboratory). Prerequisite: VT 110.

VT119 VETERINARY PHARMACOLOGY: 2.0 Credits

This course provides an introduction to the theory and application of pharmacology. Topics include drug classifications, pharmacokinetics (the process by which drugs are absorbed, distributed, metabolized and eliminated by the body) and pharmacodynamics (the interaction of a drug and the receptors responsible for its action in the body). Clinical case presentations will be used to illustrate specific drug use, dosing, contraindications, side effects and the potential for interactions with other drugs. Prerequisites: VT214 (Veterinary Anesthesiology and Pain Management), VT227.

VT197 ANIMAL HANDLING AND HUSBANDRY: 3.0 Credits

This course provides an introduction to the care and handling of common domestic species. For each of the species covered, topics will include: common breed identification, associated normal behaviors, methods of handling and restraint, basic nutritional care and husbandry. The course also explores how diet and environmental factors relate to the health status of animals. Emphasis in the laboratory is placed on handling, restraint and animal care. This course requires animal care shifts outside of classroom time. Laboratories are held at the Motherhouse Barn and offsite farms or hospitals. This course requires animal care shifts outside of classroom time. (2 hour lecture/2 hour laboratory). Prerequisite: Major in the VT program.

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

VT201 SMALL ANIMAL CLINIC & EMERGENCY PROCEDURES: 3.0 Credits

This course provides an introduction to the medical management of domestic small animal species. Emphasis in the laboratory is placed on basic nursing skills, such as venipuncture, IV catheterization, and the administration of medication and fluid therapy. Routine and emergency clinical procedures are also emphasized. This course requires animal

care shifts outside of classroom time. (2 hour lecture/2 hour laboratory).
Prerequisite: VT105, VT111, VT103, CH101.

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

VT 204 SMALL ANIMAL DENTISTRY: 1.0 Credit

This course offers students a hands-on laboratory in small animal dentistry. Oral examination, dental charting, dental radiography and prophylactic care will be addressed. (2 hour laboratory).
Prerequisite: VT110.

VT212 ANIMAL RADIOLOGY: 2.0 Credits

This course provides an overview of the basic principles of radiology. Topics include theory of x-ray production; parts and use of radiographic equipment; radiation control and safety; restraint and positioning of animals; radiographic quality; film development. (1 hour lecture/2 hour laboratory). Prerequisites: VT111.

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

VT214 VETERINARY PHARMACOLOGY AND PAIN MANAGEMENT : 2.0 Credits

This course will cover the principles of anesthesia and pain management in animals. Topics will include inhalant anesthetic agents, injectable anesthetic agents, pain management techniques and pharmaceutical agents. This course will cover all aspects of the anesthesia machine, patient anesthesia records and anesthetic monitoring equipment. Patient assessment of the pre-anesthetic, intraoperative and post-operative period will be emphasized. Principles of drug calculation will also be introduced. Prerequisites: VT103, VT105, VT111.

VT220 CLINICAL PATHOLOGY FOR VETERINARY TECHNICIANS: 3.0 Credits

This course is a survey of the causes of infectious disease affecting domestic animal species. Clinically significant microbes and parasites will be covered. Topics will include virology, bacteriology, mycology, and parasitology. Disease prevention and issues of public health will be discussed. Laboratory exercises will provide comprehension of and experience in aseptic techniques, sterilization, biosafety, sample collection and cultures, antimicrobial sensitivity testing, diagnostic testing and identification of organisms. Co-requisite: VT110 Animal Anatomy & Physiology I; Prerequisites: EN101.

VT221 CLINICAL PATHOLOGY FOR VETERINARY TECHNICIANS II: 3.0 Credits

A continuation of Clinical Laboratory Procedures I, this course covers the remaining topics and procedures encountered in the veterinary clinical pathology laboratory including hematology, clinical chemistry, urinalysis, immunology, and cytology. Students will gain the necessary didactic and remaining hands on skills required to run and evaluate clinical pathological specimens on common veterinary species. An overview of clinical pathological procedures on exotic species will be included if time permits. Prerequisite: CH101 Fundamentals of Chemistry I, VT111, and VT220 Clinical Pathology I.

VT227 ANIMAL MEDICINE I: 2.0 Credits

This course offers an introduction to the principles of small animal disease as it relates to the veterinary technician. The students will be introduced to the nursing process: assessment, nursing diagnoses/ technician evaluation, development of nursing care plans (nursing interventions), and evaluations of interventions and outcomes. Diseases are discussed in terms of pathophysiology, clinical presentation, nursing considerations, and client education topics. Diagnostics and treatments will be discussed in terms of relevancy to the nursing process. This course focuses on the following body systems: sensory (eyes and ears), dermatology, cardiology, respiratory, orthopedic, neurology. Additional topics covered include: shock and emergency medicine; pediatric care; and geriatric care. (2 hour lecture). Prerequisites: CH101, EN103, VT103, VT105, VT111.

VT229 SOPHOMORE CLINICAL EXTERNSHIP: 12.0 Credits

This one semester clinical experience provides the sophomore student with the opportunity to refine clinical skills in off-campus veterinary facilities. Students choose from a list of College-approved externship

sites and are trained under the supervision of certified veterinary technicians or veterinarians. Approved sites include specialty, emergency and critical care animal hospitals, USDA registered research facilities, and veterinary practices that specialize in equine, feline and exotic animals. Excellent general small animal practices are also available. This course includes 12 weeks of full-time training and requires one semester of full-time tuition. Sites may not be easily accessible via public transportation and students will be expected to provide their own transportation to and from externship locations. Prerequisites: Successful completion of all other degree requirements. Students may not be on academic probation and must have a GPA > 2.2 in all program, math and science courses.

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

VT230 ANIMAL SURGICAL ASSIST & ADV. CLINICAL: 4.0 Credits

This course provides an introduction to surgical principles and advanced clinical procedures. Topics include: aseptic and sterile protocols, instrumentation, suture materials and techniques, wound management, surgical assistance, and pre- and post-operative care of animals. An accompanying laboratory will include hands-on practice of surgical and anesthesia-related skills as well as performance of advanced clinical procedures requiring anesthesia. This course requires animal care shifts outside of classroom time. (2 hour lecture/3 hour laboratory). Prerequisites: VT201, VT204, VT214, VT212.

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

VT231 ANIMAL MEDICINE II: 3.0 Credits

This course is a continuation of VT227 Animal Medicine I. We will continue to emphasize the veterinary nursing process in large and small animal species. Diseases affecting the hepatobiliary, gastrointestinal, urinary, reproductive and endocrine systems will be covered, as well as introduction to oncology. Epidemiology, etiology, pathophysiology, clinical presentation, clinical pathology, nursing interventions, and client education topics will be addressed during discussion of each disease. Prerequisites: VT227 and VT221.

The College reserves the right to make changes as necessary.

NAME	TITLE	DEGREE/INSTITUTION
BALESTRUCCI, LUANNE	Adjunct Professor	MS in Biomedical Science / Thomas Jefferson University
BARREN, KELLY	Instructor	MS / Western Kentucky University
BARTHOLOMEW, STACY	Asst. Professor / Small Animal Clinical Coordinator	VMD / University of Pennsylvania
BEJEL, BRITTANY	Adjunct Instructor	DMD / Temple University School of Dentistry
BISACCIA, BEVERLY	Education Coordinator	BS in Biology / University of Delaware
BLAKE, STEPHANIE	Adjunct Instructor	EdD in Educational Leadership with a Concentration in Early Childhood Education / Gratz College
BLOSE, MICHAEL	Student Success Advisor / Instructor	MEd / Widener University
BLYWEISS, DAVID	Adjunct Instructor	MEd / Arcadia University
BOND, JAMES	Adjunct Instructor	DDS / Harvard University
BUECHEL, JENNIFER	Asst. Professor / Program Director Psychology & Human Services Programs	MS in Counseling & Human Relations / Villanova University
BROWNE, LISA	Adjunct Instructor	MEd in Educational Leadership / Arcadia University
CALDWELL, VICTORIA	Adjunct Instructor	DMD, Specialty Certificate (Periodontics) / Temple University School of Dentistry
CARACAPPA, GINA	Adjunct Instructor	MBA, BS, AS in Dental Hygiene / Rosemont College, Pennsylvania College of Technology, MCCC
CARBONI, EUGENE	Adjunct Instructor	BS in Secondary Education in Business / St. Joseph's University Evening College
CORTESE, CHRISTINE	Adjunct Instructor	BA / LaSalle College
CRAMER-SHEAFF, CHRISTINE	Adjunct Instructor	BS in Education / Temple University
CROSBY-WEEKS, CHERIE	Professor, Program Director for Teacher Education Programs / Director of Assessment of Student Learning Outcomes	PhD in Education, K-12 Studies / Capella University
DAILY, KATHLEEN	Adjunct Instructor	BS in Dental Hygiene / Pennsylvania College of Technology
DeLULLO, CHRISTINA	Adjunct Instructor	MA / LaSalle University
FARMER, KIMBERLY	Adjunct Instructor	MEd in Elementary Education / Arcadia University
GILLESPIE, SHANNON	Adjunct Instructor	MEd / Neumann University
GLADSTONE, MICHELE	Adjunct Instructor	DDS / Virginia Commonwealth University
GOELZ-KAZZAZ, TERESE	Adjunct Instructor	MBA in Accounting / LaSalle University
HANNON, JANE	Adjunct Instructor	MEd in Adult Education / Penn State World Campus
HAUGHTON, BRIAN	Adjunct Instructor	MS / Saint Joseph's University
HAYMAKER, JEFFREY	Adjunct Instructor	VMD / University of Pennsylvania
HICKEY, STEPHANIE	Adjunct Instructor	BS / Penn State University
JASKOWIAK, LISA	Adjunct Instructor	MS in Education - Health Care / St. Joseph's College
JEANQUART, MARGARET	Adjunct Instructor	MEd / Concordia University

FACULTY INFORMATION CONTINUED

NAME	TITLE	DEGREE/INSTITUTION
JUTKIEWICZ, RICHARD	Head Librarian	MBA, MLIS / Argosy, Rutger
KAISINGER, ELIZABETH	Adjunct Instructor	MEd / Temple University
KEATING, JILL	Adjunct Instructor	BA in Liberal Arts / Bloomsburg University
KILGORE, ANN MARIE	Adjunct Instructor	MEd / Cabrini College
KING, ALLEN	Adjunct Instructor	MBA / Rosemont College
KIRBY, JUMMY	Adjunct Instructor	MA in Counseling Psychology / Rosemont College
LANDIS, MICHAEL	Professor, Division of Arts & Sciences / Program Director Liberal Arts Associate of Arts / Liberal Studies Bachelor of Arts	MDiv / Yale University
LARI, BRIAN	Adjunct Instructor	MBA, MEd / Eastern University, Saint Joseph's University
LEONARDS, ELINORE	Director of Tutoring/Instructor	MEd / Temple University
LEWIS, CANDACE	Adjunct Instructor	BS in Dental Hygiene / Wichita State University
LIVINGSTON, TRACEY	Adjunct Instructor	MBA & MEd / Eastern University
LY, SUZAN	Adjunct Instructor	DDS / Columbia University College of Dental Medicine
MALONE, KATHY	EFDA Clinical Coordinator, Asst. Professor	MA in Gerontology / Webster University
MARKS, STEPHANIE	Professor & Program Director for Veterinary Technology	DVM / Ross University School of Veterinary Medicine
McCLEARY, MIRIAM	Adjunct Instructor	MS in Gerontology / Saint Joseph's University
McLAUGHLIN, SEAN	Adjunct Instructor	MTS / Boston College
MICHAEL, BRIAN	Adjunct Instructor	MS / London School of Economics
MOULTON, EDWARD	Instructor	MS in Statistics, MEd / Temple University, Johns Hopkins University
MURPHY, JEAN	Adjunct Instructor	DMD / University of Pennsylvania School of Medicine
NORIAN, ROSS	Adjunct Instructor	DMD / Temple University School of Dentistry
NOURI, SARA	Instructor	MS in Microbiology & Immunology / Thomas Jefferson University
O'NEILL, JOSHUA	Adjunct Instructor	MBA / Temple University
PEIFFER, KELLY	Adjunct Instructor	MA / LaSalle University
PRESTI, MELISSA	Adjunct Professor	BTech in Equine Science / Morrisville State College
PRICE, TODD	Adjunct Instructor	PhD / Walden University
RATKO, CAROL	Adjunct Instructor	BS / West Chester University
RODRIGUEZ, ANESSA	Disability Service Officer / Academic Success Advisor	BA / Penn State University
ROSINSKI, KASEY	Adjunct Instructor	MEd / Cabrini College

NAME	TITLE	DEGREE/INSTITUTION
RUDNYTZKY, NICHOLAS	Dean of Academic Services	ABD, MA in History of Eastern & East Central Europe / Georgetown University
RUNYEN, LINDSAY	Adjunct Instructor	MS in PA Education Specialists / Gwynedd Mercy University
SAUNDERS, VIRGINIA	Professor & Director, Dental Hygiene Program	EdD in Educational Administration / Temple University
SCORPIO, JOANNE	Professor & Clinic Coordinator, Dental Hygiene Program	DMD / University of Pennsylvania
SENECOFF, JULIE	Dean, Arts & Sciences / Professor & Program Director, Pre-Health Science AS Programs & BS Health Services	PhD in Biochemistry / University of Wisconsin-Madison
SENTOSA, MICHELLE	Adjunct Instructor	DMD / University of Pittsburgh School of Dental Medicine
SERENI, AYISHA	Asst. Professor of Business Program Director, Business & Professional Studies	PhD in Organizational Leadership in Education / Eastern University
SIMPSON, JAIME	Dean of Allied Health Division, EFDA Program Director, Director DHC, Asst. Professor	MEd in Allied Health Education / Widener University
SIMS, THOMAS	Executive Director, Advancement	MBA / Purdue University
SIMS, MARY	Program Director, CJ & PP	JD / Pepperdine University School of Law
SWEENEY, CAROL	Adjunct Instructor	MA in Education, Emphasis on Computer Science / Arcadia University
TREVASKIS, DAVID	Adjunct Instructor	JD / Temple University
TRUDEAU, MARTI	Adjunct Professor/Director, Practical Nursing Program	DSW / University of Southern California
UKELLA-RUKIQI, DORUNTINA	Adjunct Instructor	MA in Criminology / St. Joseph's University
VERNI, THOMAS	Adjunct Instructor	MA in Theology / Holy Apostles College & Seminary
VIOLA, THOMAS	Adjunct Instructor	BS in Pharmacology / St. John's University
VILLANTE, JOANNE	Adjunct Instructor	AS in Dental Assisting / Manor College
WALLS, MICHAEL	Adjunct Instructor	MS in Information Tech Leadership / LaSalle University
WATERS, MARIETTA	Adjunct Instructor	MS in Criminal Justice, Emphasis in LE; Certificate in Cybersecurity / Grand Canyon University
WAY, DOMINICA	Adjunct Professor	BS / University of Findlay
WEBER, NICHOLAS	Adjunct Professor	MEd / Holy Family University
WEINFELD, LESLIE	Asst. Professor of Business & Education	MEd / Arcadia University
WHITE-PEAY, TRACEY	Adjunct Professor	MEd / Lincoln University
WISNESKI, NICOLE	Adjunct Professor	BS in Zoo Science / Friends University
WISNIEWSKI, VINCENT	Adjunct Professor	MA / LaSalle University
WIVEL, JACQUELINE	Adjunct Instructor	BA, AS / Chestnut Hill College & Manor College
ZAGAR, SANDRA	Adjunct Clinical Instructor	RDH, BSEd, MSA / Temple University, Central Michigan University

YOU

BELONG

HERE

CONTACT

Manor College
700 Fox Chase Road
Jenkintown, PA 19046

admissions@manor.edu
(215) 885-2360



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