



# COURSE CATALOG



**MANOR**  
COLLEGE



# TABLE OF CONTENTS

3   <a href="#"><u>Academic Advisement</u></a>	16   <a href="#"><u>General Education Program</u></a>
3   <a href="#"><u>Academic Grievance Procedure</u></a>	
4   <a href="#"><u>Academic Honesty</u></a>	17   <a href="#"><u>Grading System</u></a>
5   <a href="#"><u>Academic Year</u></a>	18   <a href="#"><u>Grade Reports</u></a>
5   <a href="#"><u>Appeal Procedure</u></a>	18   <a href="#"><u>Grade Appeal Policy</u></a>
5   <a href="#"><u>Articulation Agreements</u></a>	18   <a href="#"><u>Graduation Requirements</u></a>
6   <a href="#"><u>Assessment of Prior College Level Learning for Credit</u></a>	19   <a href="#"><u>Honor Societies</u></a>
9   <a href="#"><u>Attendance</u></a>	19   <a href="#"><u>Incompletes</u></a>
9   <a href="#"><u>Auditing</u></a>	
9   <a href="#"><u>Background Checks</u></a>	20   <a href="#"><u>Independent Study</u></a>
9   <a href="#"><u>Change Of Degree Or Curriculum</u></a>	20   <a href="#"><u>International Baccalaureate Credit</u></a>
9   <a href="#"><u>Classification of Students</u></a>	20   <a href="#"><u>Non-Degree Students</u></a>
10   <a href="#"><u>Courses at Other Institutions</u></a>	20   <a href="#"><u>Leave of Absence</u></a>
10   <a href="#"><u>Course Load</u></a>	21   <a href="#"><u>Pass-Fail Option</u></a>
10   <a href="#"><u>Course Overload</u></a>	21   <a href="#"><u>Placement Testing</u></a>
10   <a href="#"><u>Cumulative Average</u></a>	21   <a href="#"><u>Non-Discrimination Policy</u></a>
10   <a href="#"><u>Dean's List</u></a>	22   <a href="#"><u>Pre-Registration</u></a>
11   <a href="#"><u>Definition of Credit</u></a>	22   <a href="#"><u>Re-Admissions</u></a>
11   <a href="#"><u>Developmental Courses</u></a>	22   <a href="#"><u>Reverse Transfer Policy &amp; Residency Requirements</u></a>
11   <a href="#"><u>Directory Information</u></a>	22   <a href="#"><u>Repeating a Course</u></a>
12   <a href="#"><u>Drop/Add - Course Change</u></a>	23   <a href="#"><u>Safety &amp; Emergency</u></a>
12   <a href="#"><u>Electronic Communication Systems Policy</u></a>	23   <a href="#"><u>Services for Students with Disabilities</u></a>
14   <a href="#"><u>E-Mail</u></a>	23   <a href="#"><u>Transcripts</u></a>
14   <a href="#"><u>Examinations</u></a>	24   <a href="#"><u>Transfer of Credits</u></a>
15   <a href="#"><u>Externships/Internships</u></a>	25   <a href="#"><u>Transferring</u></a>
15   <a href="#"><u>Family Educational Rights and Privacy Act of 1974 (FERPA)</u></a>	25   <a href="#"><u>Withdrawal from the College</u></a>
	26   <a href="#"><u>Withdraw From a Course</u></a>
	27   <a href="#"><u>Course Descriptions</u></a>

## **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 should 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 should 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 Director of Academic Support & Retention in writing regarding the complaint if he/she feels the matter has not been resolved satisfactorily.

4. The Director will request all records and dated action notations regarding the dispute from the Dean and Program Director and advising file. The Director will meet with the student and the faculty member involved to resolve the complaint. The decision of the Director of Academic Support and Retention 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, actually 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" web site 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 Director of Academic Support & Retention 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

See [Financial Aid-Academic Progress Policy for Financial Aid Note](#)

Academic progress is 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 G.P.A. This information can be seen on the Student Portal.

- **Warning:** Term GPA or CUM below a 2.0 for one semester. Student will be sent a letter.
- **Probation:** CUM below a 2.0 for two consecutive semesters, regardless of a break in studies, or a 0.0 for a term. Student will be sent a letter. Students on probation must take 14.0 or less credit hours; must meet with advisor at least two times during the semester; will have mandated tutoring.
- **Suspension:** Cum below 2.0 for three consecutive semesters or two probation periods within an academic year. Student will be sent a letter. Student cannot return for one semester; student may appeal suspension by submitting a letter of appeal to the Academic Appeals Committee. If returning, must take less than 15.0 credit hours; must meet with advisor at least two times during the semester; will have mandated tutoring.
- **Dismissal:** If student fails to comply with above, does not maintain academic



standards, or is violent. Dismissed students may not appeal to return to the College.

- **Good Standing:** Cum of 2.0 or higher

## Academic Year

The regular academic year is comprised 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 is comprised of three sessions: two are each 6 weeks in length and one is 12 weeks.

The Adult Learner Accelerated academic year is comprised of two semesters: Fall and Spring, each 15 weeks in length. Three, 5-week accelerated courses are offered in the evenings each semester. Accelerated science courses with a lab are 7 weeks in the evening or on Saturday during the fall and spring. The accelerated option includes a 3-week Intercession between the fall and spring semesters, a 3-week Maymester at the end of the spring semester, and two 5-week accelerated sessions during the summer. Students who follow the accelerated program plan, upon entering Manor, will take approximately 18 months to complete the program.

## Appeal Procedure

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

## Articulation Agreements

Manor College has formal articulation agreements with a number of local four-year institutions. 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, contact the Transfer Advisor or the Director of Academic Support & Retention.

At the present time, articulation agreements are in effect with the following institutions:

- Early Childhood Education Program to Program Articulation Agreement of South-eastern Pennsylvania
- Thomas Jefferson College of Health Professions
- De Sales University
- Sherman College of Chiropractic
- Pennsylvania College of Technology
- Peirce College
- Life University

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 Articulation Agreements with the following 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
- Temple University
- Rosemont College

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 major
- Sign a “Dual Admissions Intent” form before completing 30 (in some cases 45) credits. 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 averages are met.
- Manor students will have the opportunity to meet with the Staff from the four-year institution on Manor’s campus for assistance and information.
- Some Dual Admissions Agreements contain a “Core-To-Core” 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 pre-requisites needed in the Bachelor’s degree.
- 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 Assistant Dean of Academic Support & Retention is a maximum of nine credits for portfolio assessment.

Assessment can be done through the following ways:

### **1 College Level Examination Program -- CLEP**

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

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

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

**Manor College accepts the ACE Recommended Score of 50 for granting CLEP credit**





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. Associate degree 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. Bachelor degree seeking students must have a score of 4.0 or higher.

### ***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 Assistant Director of Academic Support & Retention:

- 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 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 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 meet the stated criteria, the Assistant Director of Academic Support & Retention 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.

## 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. Manor College does not recognize a “cut” system. Faculty are expected to take attendance electronically and to submit “Academic Alert” forms for students with excessive absences. In addition, individual instructors have attendance policies as outlined in their course syllabus. Students are expected to review their attendance records through the Student Portal: <https://cams.manor.edu/estudent/login.asp>. 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 surface 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 Curriculum

Students seeking degree or curriculum change must complete the Change of Major form, which is available [here](#) 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. If you are requesting admission to Dental Hygiene you CANNOT use this form and must apply directly to Admissions. Manor College reserves the right to deny a request for a change in curriculum into the Adult Learner Program.

## 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 graduation date. Students must complete the request for External Study form, which is available under 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, 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 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 a for one-hour and fifty minute lab session 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.

## Developmental Courses

Based on Manor's Placement Test, a student may be scheduled for the following "developmental" courses: Reading and Writing Skills, and Foundations of Mathematics and/or Foundations of Algebra. These courses are 3 credits each, and do not count toward graduation credits and Dean's List, yet are applicable toward full-time or part-time status for financial aid purposes. Students in the Adult Learner Program, who place into developmental courses, may take longer to complete the program than the proposed 24 or 18 months.

## 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 institutional 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 perspective 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 course 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 e-mail, 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, e-mail 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, mis-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.

### 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.

## E-Mail

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](http://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](mailto:helpdesk@manor.edu). or by calling (215) 885-2360 x320. 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 Director of Academic Support & Retention. 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 Director of Academic Support & Retention. 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. Manor's paralegal and accounting students may prepare for their careers in accounting and law by serving intern positions at some of the largest and most prestigious businesses and law firms in the city of Philadelphia. Information Systems and Technology students have an optional internship course.

Early Childhood Education students engage in extern work at Creative Beginnings, Step by Step Child Care, A Step Ahead, Abington Friends Day Care, Grace Trinity Child Care, Wyndmoor Montessori, Cheltenham School District, Abington School District, and Fox Chase Elementary School. With the approval of the Program Director, other daycare facilities are chosen by the student.

Externship sites are available for the Allied Health Division at Jeanes Hospital Outpatient Rehab, Wyndmoor Hills Health Care and Rehabilitation, and Manor Care Health Services.

Veterinary Technology students are assigned to core externship sites, some of which include: North Star VETS, Flowersmill Veterinary Hospital, Horsham Veterinary Hospital, Garden State Veterinary Hospital, Rau Animal Hospital, Center for Animal Referral and Emergency Services, Metropolitan Veterinary Associates, Red Bank Veterinary Hospital, Veterinary Referral Center-Animal Critical Care and Specialty Group, Veterinary Specialty & Emergency Center, Valley Central Veterinary Referral, Centocor Inc., University Laboratory Animal Research University of Pennsylvania, and Veterinary Specialty Center of Delaware. Students also complete externships at various elective sites.

Manor's Dental Health Center utilizes the students in both the Expanded Functions Dental Assisting Program and the Dental Hygiene Program. Also students in these programs have rotations in various dental office and clinics in the area, complementing the soundness of Manor College's Allied Health programs.

## 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 wishing 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.

## Financial Drops

A student's total balance is due before the start of the term.

Manor College will allow students in Fall and Spring terms with balances of \$1,500 or lower to remain enrolled in classes. This is our financial balance threshold. Any balances exceeding \$1,500 by the Add/Drop date for the term will result in a financial drop from classes for the term. The Add/Drop date is the absolute last date to make financial arrangements to remain in classes. Students who need assistance trying to get the balance to the \$1,500 threshold can contact Financial Aid or the Bursar for assistance.

Due to the summer terms being much shorter in length, all balances must be paid in full by the first day of classes. Any balance due in the summer term by the first day of class will result in a financial drop. Allowing extensions to Add/Drop have proven to be detrimental to the student since the term is so short. We typically have extensive discounts in the Summer term. There is generally no financial aid available in the summer term so any needed assistance can be discussed with our Bursar office.

## 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:**

**Effective Communication-Asso- 6.0 crs; Bach-9.0**

EN101

EN102 or EN103 or CS105 or CS106 or any HS or PS

**Conceptualization & Analysis Asso- 6.0 crs; Bach-9.0**

BA105, BA310, BI105, CH101, CS210, any HS, MH, PL, PS, or SO

BA105, BA310, BI105, CH101, CS210, any HS, MH, PL, PS, or SO

Personal, Social, Ethical Responsibility-Asso- 3.0 crs; Bach-9.0

RS\*

**Scientific & Quantitative Reasoning-6.0 crs.**

BI100, BI101, BI105, BI106, BI201,CH101, CJ102, or any MH

BI100, BI101, BI105, BI106, BI201,CH101, CJ102, or any MH

**Appreciation of Culture & Diversity-Asso- 6.0 crs; Bach-9.0**

CD314, CJ201, EC101, ED105, LE217, or any HS or SO

CD314, CJ201, EC101, ED105, LE217, or any HS or SO

The College offers associates degrees in programs including Pre-Science, Pre-Nursing, Pre-Radiologic Sciences, EFDA, Accounting, Business Administration, Management, Marketing,



Computer Science, Sport and Recreational Management, Paralegal, Criminal Justice, Early Childhood Education, Psychology, Health Care Management, and Liberal Arts.

Manor College also offers the Associates 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 Bachelors degrees in Business Analytics, Child Care Administration, Child Care Development, Computer Information Systems, Criminal Justice Administration, Criminal Justice Juvenile Justice, Criminal Justice Law Enforcement, General Business, General Management, Healthcare Management, Law Enforcement, Liberal Studies: Child Development, Liberal Studies: Entrepreneurship, Liberal Studies: Pre-Law, Liberal Studies: Child Development, Public Policies, Sport Management, Health Services, and Veterinary Practice Management.

## 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	HONORS
A	Excellent	4.00	5.00
A-		3.67	4.67
B+		3.33	4.33
B	Above Average	3.00	4.00
B-		2.67	3.67
C+		2.33	3.33
C	Average	2.00	3.00
C-		1.67	2.67
D	Below Average	1.00	2.00
F	Failure	0.0	0.0
*S	Satisfactory	0.0	
*U	Unsatisfactory	0.0	
*P	Pass	0.0	
*M	Military Leave	0.0	
*T	Transfer Credit	0.0	
*W/WD	Withdraw	0.0	
*WB	Withdraw by Business Office	0.0	
*AU	Audit	0.0	
*CR	Credit by Exam or Experience	0.0	
*CLEP	College Level Exam Program	0.0	
*SP	Shows Progress	0.0	
*NG	No Grade Reported	0.0	
*AP	Advanced Placement	0.0	
*I	Incomplete	0.0	

\*Asterisk grades are not calculated into the G.P.A

## Grade Reports

At the close of each semester, the student's grades are available on the Student Portal: <https://cams.manor.edu/estudent/login.asp>. 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 Policy

A student may appeal a final course grade 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 Director of Academic Support & Retention. The Director will review the issue and the evidence and make a final recommendation to the Vice President of Academic Affairs who will reach a final verdict. The Director will notify the student 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 in each required course in EFDA, Dental Hygiene, and Veterinary Technology.
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 Degree*

Manor College confers the Bachelor 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. 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 24-30 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.
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 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.

Approval to graduate is granted by the 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 obligation 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 Vice-President of Academic Affairs. Manor participates in the following:

Alpha Beta Gamma - Upsilon Chapter, International Two-Year College Business Honor Society and Phi Theta Kappa - XI Chi Chapter, National Honor Society of the Two-Year Colleges.

## **Incompletes**

Incomplete indicates that all the requirements of the course have not been fulfilled due to extenuating circumstances. An "incomplete," defaults to a failure if not removed within two weeks after the end of the term the "I" was entered. 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. 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 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.

## 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.

## Leave of Absence

(Also see Withdrawal 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 Director of Academic Support & Retention. 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.

## 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-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 Dean of Students 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.

## Pass-Fail Option

Students may choose to take any course on a Pass/Fail basis with the approval of their academic advisor.. The following regulations apply:

1. Pass/Fail grades do not enter into the cumulative average.
2. To receive a grade of "Pass" a student must earn a grade of at least a "C." Grades of "D" or "F" automatically convert into a grade of "Fail"
3. All courses in the catalog are eligible for a Pass/Fail option.
4. Certain courses, such as all Developmental Courses, must be taken on a Pass/Fail basis.
5. Exclusive of courses listed above (#4), the maximum number of credits that can be taken on a Pass/Fail option is 6 credits in the student's entire program.
6. Pass/Fail courses cannot be counted toward the 12 credit minimum required for Dean's List eligibility.
7. Students who wish to take a Pass/Fail course must file a Pass/Fail form with the Registrar prior to the end of the Drop/Add period. A Pass/Fail option for a course is declared in the Registrar's Office and not filed with the advisor or the instructor.
8. Pass/Fail grades are denoted on academic transcripts as "P" (Satisfactory) or "F" (Unsatisfactory).

## Placement Testing

Most students accepted into Manor College who have not taken English/Math at a prior institution, earning a "C" or higher, will be required to take placement tests. The tests are designed to identify those students who need developmental course work in Mathematics, Reading, and/ or Writing. Information concerning required tests, testing schedules, and contact information is included in the student's acceptance package. Students must contact the testing center to schedule an appointment and complete the placement test process before meeting with an advisor for course selection and registration.

For more information on placement testing and possible exemptions please go to the college [Placement Testing web page](#).



## 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, if 30.0 credits or more have been earned including in process, or through their advisors. 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.

## 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 program must complete the [Reinstatement Application](#), which is available here to be considered to return to the college. This request is to be completed and sent to the Office of the Registrar for approvals and processing. Students who want to be admitted into Dental Hygiene\* must apply through admissions, if not already a dental hygiene student. 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 students must complete a minimum 50% of required credit hours at Manor College, with the last 3 credits completed at Manor College prior to awarding the 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 Director of Academic Support & Retention 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 Director of Academic Support & Retention 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.

## Transcripts

Students (current or past) who want the College to send an official academic transcript of credit bearing courses now have two options to choose from:

OPTION 1) 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 student has an outstanding obligation to the College. Requests must be made by using the transcript request form found here: [Download Free Printable Traditional Transcript Request Form](#) (form must be signed and dated by student.)

### 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

OPTION 2) A new [e-transcript service](#) is available through the National Student Clearinghouse for a charge of \$5.00. This option is having your official transcript digitally sent to your desired location by secured electronic conveyance. To choose this option, click here and enter Manor College as the school from which you are requesting. Students are charged per destination once the transcript is documented as received.

Enrolled students can obtain an unofficial transcript from their student portal.

## Transfer of Credits

Transcripts from prior learning are evaluated by the appropriate Division Dean. 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 the required semester hours of credit toward an associate degree programs and Bachelor degree programs provided these credits are applicable to the curriculum into which the student is entering.

For students transferring into Manor's Associate in Science Paralegal program, Manor will accept a maximum of nine (9) semester hours of legal studies credit toward completion of paralegal program requirements. A maximum of nine (9) semester hours of credit will be accepted toward a Post-Baccalaureate Paralegal Certificate.

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 DANTE'STESTS. 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. See Withdrawal from the College

## Withdrawal from the College

(Also see Leave of Absence)

In order to voluntarily withdraw from the College, the student must file a formal notice of withdrawal with the Office of the Registrar after consulting with their Advisor, Program Director, and the Vice President of Academic Affairs. The official date of withdrawal is the date on which the student initiates the procedure with the Registrar or disengages from the College.

Students who fail to abide by Manor's attendance, academic, conduct, and financial policies may be 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. 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 fees, any outstanding fines and for the repayment of financial aid as mandated by the Federal Government.

Students who have a medically documented injury, illness, or significant and transmittable disease are eligible to receive a Medical Accommodation or Medical Withdrawal. Such students must submit an application to the Registrar for the Medical Accommodation or Medical Withdrawal. Upon receipt of the application, the Registrar will inform the student to submit medical documentation to the Vice President of Academic Affairs who must approve the Medical Accommodation.

As a result of this accommodation, the student will receive the opportunity to complete coursework in a delivery mode best suited to the students' illness. If the request for the Medical Accommodation is approved, faculty will be notified, but they will not be informed of the student's personal medical information. The director of Academic Support and Retention will inform the faculty member of the accommodations (including attendance, assignments, testing, etc.) that he or she must provide to the student.

If the student needs to take a Leave of Absence for the semester due to the illness, he or she must also submit the medical documentation for the Vice President of Academic Affairs to approve his or her Medical Withdrawal for the current semester.

If the Medical Withdrawal is approved, faculty will be informed that the student will receive a "W" in the course(s) for the semester and will not return to class that semester. Faculty will also be informed to provide the student with academic resources that will assist the student to return to Manor in future.

Any matriculated student who has officially withdrawn from the college and wishes to return must



complete an online Reinstatement Form, 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.

## Withdraw From a Course

The last day to withdraw from a course is set to occur at a point approximately  $\frac{2}{3}$  of the length of a course. For example, a student may withdraw before the 10th week of a 15 week semester and before the fourth week of a 7 week accelerated course. The exact date will be stated on the academic calendar each semester and session. After the announced date the student must petition their Advisor to withdraw from a course. A course withdraw is not official unless a written request is received by the Registrar during the withdraw period. 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 but are 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.

## COURSE DESCRIPTIONS

### FIRST YEAR EXPERIENCE

#### **MCE101 Manor College Experience:** 1.0 Credits

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:** 1.0 Credits

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.

### **AC111 Entrepreneurial Accounting:** 3.0 Credits

This course will provide the student with an overview of business financial management. Emphasis is placed on financial statement analysis, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management to their own entrepreneurial venture.

### **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 credit hours in accounting and CS105. Major Requirement.



## 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. (Three hour lecture/no laboratory). Major requirement.

### **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. (Three hours lecture/two hours laboratory) Prerequisite: Placing out of EN065 or successfully completing EN065 or EN101. "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. (Three hours lecture/two hours laboratory) Prerequisite: BI101. Major requirement.

### **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. (Three 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. (Three 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 using Diet Analysis Plus software. Nutrition Connection software will also be used. Current DVDs and research may supplement lectures. A registered dietician will teach the course. (Three 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. (Three hour lecture/no 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. (Three hour lecture/two hour laboratory). Major requirement.

**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. (Three hour lecture/two 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 the cat and demonstration of physiological principles. (Three hour lecture/two hour laboratory) Prerequisite: BI201. Major requirement.

**BI203 Microbiology: 4.0 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.

## 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 Ps--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.

**BA107 Introduction to International Business: 3.0 Credits**

This course is an overview of the global business environment. It examines the influences of economic, political, legal, and cultural forces on international business operations. Other topics include regional economic integration, global competition, foreign direct investment, and current international business trends.

**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.

**BA116 Entrepreneurial Business Analysis: 3.0 Credits**

This course examines the entrepreneur's role in the global economy as an exploiter of opportunities. Topics include the creative search for ideas, the innovation process, and the opportunity analysis to screen for the best ideas. Learning activities cover the decisions needed to transform an idea into a business opportunity. Topics covered include the common sources of ideas, the environmental scan, creating opportunities from ideas, quick industry analysis, competitor scan, decision making principles and analytical techniques to screen opportunities for commercialization potential.

**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.

**BA204 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

**BA210 Compensation and Benefits: 3.0 Credits**

This course defines the legal and regulatory factors affecting employee benefit programs (and the management of these programs), job descriptions and earnings, labor market and relations, as well as economic factors. Prerequisite: BA101 or BA107.

**BA212 International Marketing: 3.0 Credits**

An investigation of marketing practices in the global marketplace. Focus is on the impact of economic, political, cultural, and legal differences on marketing strategy. Prerequisite: BA102.

**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.

**BA219 Internet Marketing and E-Commerce: 3.0 Credits**

This course will explore the Internet as a marketing channel and how Internet marketing can support an organization's marketing strategy. Topics include online business models, online marketing strategies, and the online customer experience. Prerequisite: BA102. 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

**BA303 Current Issues and Ethics in Sports: 3.0 Credits**

In this class, students will examine current issues, problems, trends and ethical issues as they relate to sports and leisure management. Students will evaluate how these current topics impact the



management of sports and leisure organizations. Students will develop the skills and procedures necessary for gathering current information regarding issues and trends in the sports and leisure industry.

**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. The course includes the use of advanced Excel functions to reference and manipulate data, pivot tables to slice and dice data, and graphs and charts to communicate results visually.

**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 BA203

**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.

**BA314 Investment and Portfolio Management: 3.0 Credits**

The course introduces students to the fundamental concepts of modern portfolio theory and basic investment management tools. The course explores risk-return relationships of single assets and of a diversified portfolio. The course also evaluates relative investment performance compared to established market indices and outlines portfolio management tools of asset allocation and hedging.

**BA315 Global Business Management: 3.0 Credits**

This course presents an analysis of areas involved in managing business in an international environment. Areas of concentration include: political, legal, economic, cultural, and financial factors which influence doing business in a foreign country. Additional factors of human resource management and strategic planning will be addressed. To operate effectively, businesses must understand the differences between managing solely in a domestic environment compared to an international one.

**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.



**BA318 Forecasting Business Analytics: 3.0 Credits**

This course provides knowledge of how to choose an appropriate time series forecasting method, fit the model, evaluate its performance, and use it for forecasting. The course will focus on the most popular business forecasting methods: regression models, smoothing methods including Moving Average (MA) and Exponential Smoothing, and Autoregressive (AR) models. It will also discuss enhancements such as second-layer models and ensembles, and various issues encountered in practice.

**BA319 Web and Social Media Analytics: 3.0 Credits**

Students will gain knowledge of the most effective strategies for analyzing web and social media data generated by online activity. The course will examine social media analytical tools that enable organizations to understand what consumers and bloggers are saying about them, their products, and their competitors. Students will gain knowledge of web analytics to track and analyze the behavior of customers and browsers. Topics include extracting conclusions from abandoned shopping carts, RFM analysis, site usage, domains and URLs, keywords, and search engine placement.

**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 HC101. 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.

**BA324 Business Intelligence: 3.0 Credits**

This course will introduce students to the concepts of business intelligence. It will include contemporary applications and practices for the collection, analysis and presentation of an organization's information. Students will also be introduced to the concepts of converting data into business intelligence to improve organizational performance

**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.

**BA328 Advanced Excel for Business Analytics:** 3.0 Credits

This course will develop intermediate to advanced Excel skills using an applied focus on different types of decisions one may analyze using spreadsheet capabilities. The student will develop knowledge of how to evaluate a business process. Additionally, the art of modeling and the process of structuring and analyzing problems so as to develop a rational course of action will be discussed. The course includes the use of pivot tables to slice and dice data, and graphs and charts to communicate complex analytics visually. In addition, the course integrates advanced topics in business statistics such as linear and multiple regression and forecasting, linear programming, and simulation.

**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.

**BA 403 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 fund-raising.

**BA407 Seminar in Sports Analytics:** 3.0 Credits

The course is designed for students from all backgrounds and degree levels interested in studying sport analytics. The class will discuss the theory, development and application of analytics in sports. Students will learn about the application of analytics in sports for the purpose of in-game strategy, player performance, team management, sports operations and fantasy competitions, among many other topics. This course covers the applications of analytics and sports using probability, statistics and other mathematical tools. This course will provide students with an understanding of the burgeoning field of analytics as applied to sports. Not only will the course demonstrate the application of analytics to sports operations, including non-game areas, but will also present the history of data analysis in sports.

**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 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.

**BA413 Talent and Acquisition Management:** 3.0 Credits

The methods and techniques by which employees are recruited and selected for organizations are explored in the broader context of the challenge of talent management in this course. Strategic human resource staffing is emphasized. Topics include the external environmental influences on organizational staffing needs, external and internal recruitment methods, selection devices, interviewing approaches, decision making, orientation, and retention.



**BA414 Data Modeling and Warehousing: 3.0 Credits**

This course will focus on the data warehousing concepts and the general architecture of data warehousing systems, including data marts. Students will learn the business drivers for deciding to make an investment in data warehousing. The course will include a review of the entity-relationship/domain class modeling techniques used in the design of the transactional databases that provide the source of data for data warehouses. Students will learn how to create dimensional data models to design data warehouses. In addition, students will develop an understanding of the ETL (extract, transform, load) processes for extracting data from multiple sources and converting the data into a consistent format, based upon the reference data standards, for consolidation in the data warehouse. The students will be introduced to the Business Intelligence (BI) concepts of OLAP and data mining that are generally used in conjunction with data warehouses. This course will focus on the implications of different data warehousing technologies on the use of BI techniques. A separate course will explore Business Intelligence applications in depth.

**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.

**BA418 Data Mining: 3.0 Credits**

This introductory course to data mining will explore various statistical approaches used for data mining analyses. The preparation of data suitable for analysis from an enterprise data warehouses using SQL and the documentation of results is also covered. Building predictive analytics (e.g., SEMMA, KDD); exposure to logistic regression, machine learning and decision tree methods; Understanding lift factors, ROC curves; hands-on use of mining software; business case studies. A simple data mining analysis project using SPSS will be used to reinforce the concepts.

**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).

**BA499 Business Internship II: 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).

**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.

## 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 the 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 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 the 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 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 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 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 well as 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 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 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 analysis 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 working in on policy and advocacy currently 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.

**CD403 Current Issues and Trends in Early Childhood Education: 3.0 Credits**

This is the first capstone of two capstone courses within the Child Care Administration program. Early childhood practitioners will have an opportunity to explore current and issues and trends in the early childhood 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 course



project that will directly impact a child care program by providing a solution to problem 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 understanding of current issues and trends in Early Childhood that will improve curriculum, staffing, and community partnership practices within the early childhood program.

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, cultural 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. (Three hours lecture; two hours 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. (Three hours lecture; two hours 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. (Three hours lecture and three hours laboratory). Prerequisites: CH101 and 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, Witting, 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. (Three hours lecture and three hours laboratory) Prerequisites: CH101, CH102, and CH201.

## COMMUNICATIONS

### **CM104 Introduction to Public Relations: 3.0 Credit**

CM104 is an introduction to the theory and application of public relations. Students will discover the objective and purpose of public relations. They will learn about it's function within organizations, it's impact on politics, and it's role in society. Emphasis is placed on the responsibilities of a public relations practitioner and the necessity of organization, evaluation, planning, and preparation. This course will also address the ethics of public relations practice and preparation of basic written public relations documents.

## 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 format (Microsoft and Google apps). Major requirement.

### **CS106 Intro. 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 use of 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, spreadsheet, database, browsers, e-mail, etc.). Use basic features of office productivity software. Demonstrate ability to learn a new feature in software package, and ability to learn a known application (such as 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 3-D 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 project will require student 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 lecture hours) 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 lecture hours) Prerequisites: CS210.

**CS212 Visual Basic Programming:** 3.0 Credits

Visual Basic will be used to create applications for the Windows operating system. Students will learn how to work with pre-built objects, graphics, enter commands, use variables and constants, use programming control structures and work with classes. The course will include an introduction



to Active X Data Objects and functions of the Application Programming Interface.(3 lecture hours, 2 laboratory hours) Prerequisites: CS106.

**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.

**CS219 Data Structures and Algorithms:** 3.0 Credits

Course provides an overview of data structures, including arrays, lists, stacks, queues, classes and trees. Abstract data types (ADTs) are also covered. Other topics included are: recursion, linked-lists, big-O notation, linear and binary searches, hashing and sorting. Prerequisite: CS210.

**CS299 Information Systems and Technology Internship:** 3.0 Credits

Students complete a minimum of 80 hours of computer-related work experience. Job functions can include programming, user support, network support and administration, web site development or other related responsibilities (subject to approval by the program director). Students are responsible for placement search, interviewing, and transportation to and from the work site. Students will be required to keep a journal of their hours, and employer feedback will impact student's course grade. There will be six (6) sessions with the course instructor to discuss various work-related topics, including appropriate work dress and ethics, working in teams, managing your manager, how to deal with stress, etc. Prerequisite: Students must have successfully completed (C or better) at least nine credits in Information Systems and Technology courses. Major requirement.

**CS301 Cybersecurity Fundamentals:** 3.0 Credits

Cyber security Fundamentals introduces learners to the interdisciplinary field of cybersecurity. During the course, learners will review the evolution of information security into cybersecurity, and explores the relationship of cybersecurity to organizations and society. Learners will analyze topics such as vulnerability assessment, ethical hacking, malicious software (malware), virus attacks, spyware, network defense, passwords, firewalls, and intrusion detection. Current issues such as privacy concerns and cyberbullying are also discussed.

**CS410 Advanced Informational Technology:** 3.0 Credits

This IT capstone course aims to increase students' productivity by providing the skills and





knowledge from the concentration to produce effective business projects. In addition, topics such as social networking, small business publications, photo editing, presentation graphics, multimedia, image processing, demo production and web design will be discussed.

## 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: CJ 101 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 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 is 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 disproportional 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.

**CJ318 Advanced Issues in Contemporary Criminal Justice :** 3.0 credits

Advanced Contemporary Issues in Criminal Justice is designed to delve into deeper issues in our present day society and to enable the students to think about alternative policing methods. There will be an emphasis on non-traditional practices and policies, and community correction alternatives, and other organizational methods and policies. Topics will include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Students will examine how to make police systems more effective in modern day society with terrorism and other crisis situations, and how to expand and repair service to communities in a rapidly changing society. Prerequisite: CJ218 Contemporary Issues in Criminal



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 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.

**CJ418 Advanced Contemporary Issues in Criminal Justice:** 3.0 credits

Advanced Contemporary Issues in Criminal Justice is designed to delve into deeper issues in our present day society and to enable the students to think about alternative policing methods. There will be an emphasis on non-traditional practices and policies, and community correction alternatives, and other organizational methods and policies. Topics will include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Students will examine how to make police systems more effective in modern day society with terrorism and other crisis situations, and how to expand and repair service to communities in a rapidly changing society. Prerequisite: Contemporary Issues in Criminal Justice.



**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

**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. (Three hours lecture/7 hours 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. (Three hours lecture/8-9 hours 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. (Two hours lecture/two hours 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. (Two hours 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. (One hour lecture/2 hours 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. (Two 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. (Two hours 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. (One 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 clinic, 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. (Three hours lecture/12 hours 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. (Three hours lecture/15 hours 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. (Two hours 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. (Three 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. (Two hours 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 Intro to Early Childhood Ed.: 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, 0-9y. 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.

**ED107 Foundations of Middle Level Education:** 3.0 Credits

This course will provide an overview of the organization and philosophy of middle level education spanning grades 4 through 8. Students will gain an understanding of the implications of young adolescent development on program structure, curriculum design and assessment. Various instructional strategies used in middle level education will be presented, as well as current research and trends. Fieldwork required.

**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 care giving 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 EN101. 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 in to 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.

**ED231 Teaching Math 4th – 8th:** 3.0 Credits

This course will present the research, theory and instructional strategies necessary for the successful teaching of math to middle level students. Students will become familiar with state standards for middle level math learning as well as standards presented by the National Council for Teachers of Mathematics (NCTM). Fieldwork required. Prerequisites: ED107 Foundations of Middle Level Education and ED112 Early Adolescent Development and placement into College Level Mathematics.

**ED241 Teaching Social Studies 4th – 8th:** 3 Credits

Students will become familiar with content inherent in teaching social studies to middle level students through use of state standards and recommendations from national organizations. Various instructional strategies will be presented alongside current theory and research in the field. Fieldwork required. Prerequisites: ED107 Foundations of Middle Level Education and ED112 Early Adolescent Development.

**ED251 Teaching Science 4th – 8th:** 3.0 Credits

This course will provide an overview of the content of science teaching at the middle level. State standards for science learning will be presented along with NCTM (National Council for Teachers of Mathematics) and NSES standards to provide a student's with an appropriate knowledge base. Fieldwork required. Prerequisites: ED107 Foundations of Middle Level Education and ED112 Early Adolescent Development and placement into College Level Mathematics.

**ED301 Introduction to Child Care Administration and Management:** 3.0 Credits

This course will help early childhood practitioners develop a sound foundation in administrating a high-quality program for children and their families. Students will shadow a program director for several weeks to develop 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, Katzmeyer & 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 cultural 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 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 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 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.

## 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. Dental Hygiene, Vet Tech, and Pre-Science majors must earn a 'B' or higher.

### **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 the 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



## 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 uniform for program. (Three hours lecture/two hours 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. (Two hours 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. (Three hours lecture; two hours laboratory). Prerequisites: A satisfactory grade of "C" or better in DA101 Chair-side Procedures; DA103 Principles of Radiology; DA101 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. (Two hours lecture; two hours 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. (Two hours lecture. Visiting rotations are assigned.)

Prerequisites: A satisfactory grade of “C” or better in DA101 Chairside Procedures; DA103 Principles or Radiology; DA105 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 Credit**

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 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. (One lecture hour). No prerequisites. Major requirement.

**DA118 Dental Specialties: 1 Credit**

A series of lectures in different specialty areas of dentistry are given by 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. (Two hours lecture. Visiting rotations as assigned.) Prerequisites: A satisfactory grade of 75% or better in all attempted DA coded courses. Major requirement.

**DA118 Dental Specialties: 1.0 Credit**

A series of lectures in different specialty areas of dentistry are given by 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. (Two hours 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 and BI106.

**DA120 Oral Health Issues: 2.0 Credit**

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 dentist with chairside assistance, as well as begin preliminary patient care services. This course is offered in summer session only. (12 hours 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 hours 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. (Twelve hours 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. (Nine (9) hours 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. (Three hours lecture). Prerequisites: Satisfactory completion of BI105 or BI101 and BI102. 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 student's ability to perform expanded functions and assume the responsibility of an EFDA. (90 hours 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 Credit

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 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 EFDA Certificate program. Major requirement.



**DA265 Expanded Functions of Dental Assisting II: 1 Credit**

This course follows the completion of DA250 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 DA 250 and allow the student to apply their skills to direct patient care. Any student wishing to take additional hours for the purpose of addition 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 health care 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 health care 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 Health Care 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 Health Care 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

**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 & Society:** 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

## HUMANITIES

**HUM100 Introduction to Humanities:** 3.0 Credits

This course will introduce students to the humanities using an interdisciplinary approach. The course will focus 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 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 (PARALEGAL)

**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: LE 101

**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, on-line research, office management, and security issues.

**LE213 Advanced Paralegal Studies: 3.0 Credits**

This course is designed to ready 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. Major requirement.

**LE301 (PL301) 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 of 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. Prerequisite:



### **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.

## **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. Dental Hygiene, Vet Tec, and Pre-Science majors must earn a "B" or higher.

### **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: MH110.

### **MH116 Algebra & Trigonometry II: 3.0 Credits**

This course will cover exponential and logarithmic functions, trigonometric functions, and graphs of trigonometric functions, basic identities, the sum and difference formulas, double-angle and half-angle formulas, solving trigonometric equations and the laws of sines and cosines. Prerequisites: MH115

### **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 MH 201.

### **MH203 Statistics I: 3 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: MH110, MH115 or BA111. 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.).

### **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 Health Care: 3.0 Credits**

A study of general ethical principles and their application to individual decision making in the health care 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.

### **PL302 Philosophy of the Ancient World: 3 Credits**



A study of the development of ancient Greek and Roman philosophy from the Pre-Socratics through Plotinus, with an emphasis on the critical analysis of primary readings. Prerequisite: PL100

**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. (Three hours lecture, two hours laboratory).

**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. (Three hours lecture, two hours 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. (Three hours lecture, two 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.

## 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, personality 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.

**PS106 Stress and Health Psychology: 3.0 Credits**

This course examines the connection between the mind and the body with emphasis on how biological, psychological, and social factors interact to affect the susceptibility to illness. Topics include the nature and causes of stress, relationships between stress and disease, the impact of beliefs on perceptions of health and recovery, and stress management strategies. Students develop a personal plan for holistic health.

**PS107 Explorations in Personal Growth: 3.0 Credits**

This course examines the importance of knowing ourselves as individuals and in social relationships and of being conscious of the way personality and behavior affects others. Students are given the opportunity to develop self awareness and competence in dealing with others by understanding their own beliefs about people, society, and themselves.

**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.

**PS290 Fundamentals of Interviewing and Counseling Practice: 3.0 Credits**

This course introduces students to the field of counseling with an emphasis on basic interviewing. Students learn interviewing strategies, active listening, empathy, paraphrasing, and other fundamental skills through discussion and role play. Major theories of counseling are examined and techniques associated with those approaches are demonstrated. Open to Psychology majors only or with permission of program director. 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 (HEA303) Introduction to Public Health: Public Health & Society: 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. (3 lecture hours)

**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:** 6.0 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:** 6.0 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. (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 Three 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 the 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 *Orientalium 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.

**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 lecture hours, 1.5 laboratory hours)

Prerequisite: Must have prior hands on experience in small animal clinical practice 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 lecture hours)

### **VT104 Animal Parasitology:** 2.0 Credits

This course is a survey of clinically significant parasites of domestic animals. Parasites discussed include: fleas, ticks, mange mites, lice, roundworms, heartworms, hookworms, tapeworms, coccidia, and more. Information is provided on: host(s); life cycles; pathogenesis; means of diagnosis; prevention; and treatment. A supplementary laboratory will cover preparation of fecal samples and identification of the above-mentioned parasites. (1.5 lecture hours, 1.5 laboratory hours)

### **VT105 Large Animal Clinical and Emergency Procedures:** 3.0 Credits

This course provides an introduction to the medical management of domestic farm animal species. Emphasis in the laboratory is placed on handling, restraint, and basic nursing skills, such as venipuncture, IV catheterization, and the administration of medication and fluid therapy. Routine and emergency clinical procedures are discussed. Laboratories are held at the Motherhouse Barn, Fox Chase Farm, and the New Bolton Center (University of Pennsylvania). (2 lecture hours, 2 laboratory hours)

Prerequisites: Students must provide their own transportation to the Fox Chase Farm. Successful placement into college level English and math.

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 hours lecture, 2.5 hours 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 hours lecture, 2.5 hours laboratory).

Prerequisite: VT110

#### **VT112 Breeds and Behavior:** 1.0 Credit

This course offers an introduction to common domestic animal breeds and their behavior. Identification of common breeds and species, recognition of normal versus abnormal animal behavior and prevention of behavior problems are emphasized. Animal learning theories and behavior modification techniques are also covered. An introduction to career options in animal behavior and professional behavior organizations and publications is also included. (1 lecture hour)

#### **VT113 Animal Nutrition:** 1.0 Credit

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. (2 lecture hours) Prerequisite: MH110

#### **VT114 Veterinary Pharmacology, Anesthesiology and Pain Management I:** 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. Prerequisite: MH110. Major requirement.

#### **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 laboratory hours)

Prerequisite: VT111

#### **VT206 Microbiology for Veterinary Technicians:** 3.0 Credits

This is an introductory course in applied microbiology with emphasis on organisms affecting animal species. General microbiological concepts and principles are covered in lecture and laboratory.

Topics include: taxonomy, biology of microorganisms, pathogenic organisms, mycology, virology, bacteriology, immunity, zoonosis, public health, antimicrobial sensitivity testing, sterilization, disinfection, safety and the microbiology of milk. Laboratory exercises are used to supplement lecture material while stressing safety and procedural techniques using materials to culture and identify organisms. (2 lecture hours, 3 laboratory hours)

Prerequisite or co-requisite: VT111

#### **VT208 Hematology:** 3.0 Credits



This course includes the study of the origin, development and characteristics of blood cells and provides an overview of hemostasis, immunology and cytology. Topics include normal and abnormal hematopoiesis, anemia, leukemia, normal and abnormal platelet function, principles of coagulation and fibrinolysis. Emphasis is placed on manual skill development, attention to basic laboratory techniques and applications to veterinary medicine. (2 lecture hours, 2 laboratory hours). Prerequisites: BI100, VT111

**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 lecture hour, 2 laboratory hours) 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, Anesthesiology and Pain Management II: 2.0 credits**

This course is a continuation of VT114 Part I. Discussion of pharmacology, pharmacokinetics, and pharmacodynamics will be continued. In addition, the principles and practice of anesthesia will be introduced including both inhalant and injectable anesthetics. The parts, care and use of the anesthesia machine will be presented. Patient assessment during the pre-anesthetic, intra operative and post-operative patient phases will be emphasized. Prerequisite: VT114. Major requirement.

**VT217 Small Animal Clinical and Emergency Procedures: 4.0 Credits**

A combined lecture and laboratory course covering a variety of clinically relevant, practical experiences. Topics include restraint and handling, physical examination and patient assessment; basics of dispensing and administering of medication; preventative health plans; common clinical procedures such as venipuncture, IV catheter placement, and bandaging; fluid therapy; clinical math; and emergency and critical care procedures in small animal veterinary medicine. (2 lecture hours, 3 laboratory hours, students should expect to spend time outside of class completing animal care duties)

Prerequisites: BI100, VT103, VT105, VT111, VT112, VT113, and MH110.

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 224 Independent Study: Variable Credits**

A student who wishes to increase his/her scope of experiences within a particular area may elect to receive credit for that work by requesting independent study. Areas for independent work could include, but are not limited to: additional clinical experience at any of the externship sites, laboratory animal medicine at research facilities, exotic or wildlife medicine, and emergency medicine. A student earns 1 credit for each 40 hours of clinical work or 1 credit per 1 hour of Lecture or 2 hours of Laboratory weekly. Prerequisite: Permission of the Program Director.

**VT225 Animal Medicine II: 4.0 Credits**

This course is a continuation of VT227 Animal Medicine I with continued emphasis on the veterinary nursing process in large and small animal species. Diseases affecting the hepatobiliary,



gastrointestinal, urinary, reproductive and endocrine systems are covered, as well as introduction to oncology. Epidemiology, etiology, pathophysiology, clinical presentation, clinical pathology (serology and urinalysis), nursing interventions, and client education topics will be addressed during discussion of each disease. Clinical pathology laboratory emphasizes quality control, attention to laboratory techniques and development of manual skill when performing urinalysis and serum chemistry analysis and interpretative skills. (3 lecture hours, 2 laboratory hours)

Prerequisites: VT208, VT227

### **VT 226 Veterinary Surgical Assisting: 3.0 Credits**

This course provides an introduction to surgical principles and procedures. Topics include: asepsis operating room protocol, instrumentation, sterile technique, suture materials, suturing techniques, wound management, surgical assistance, pre and postoperative care of animals and pain assessment and management. An accompanying laboratory will include hands-on practice of surgical and anesthesia-related skills. Students should expect to spend time outside of class completing animal care duties. (2 lecture hours, 3 laboratory hours)

Prerequisites: VT217, VT214. 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 227 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 hours lecture)

Prerequisites: BI100, EN102, VT103, VT105, VT111, VT112 and VT113.

### **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











**MANOR**  
COLLEGE