

# COLLEGE CATALOG

ACADEMIC YEAR 2025-2026



**MANOR**  
COLLEGE





# COLLEGE CATALOG

**ACADEMIC YEAR 2025-2026**

ACADEMIC CALENDAR

FALL 2025 | September 2 - December 12 , 2025

DAY	DATE	EVENT
*	*	Grades for Sp-25 and Su-25 Incompletes Due Two Weeks After the End of the Term Grade Was Entered
T	8/19	Welcome Back Day for Faculty & Staff
W	8/20	Professional Development Day
Th	8/21	New Student Orientation
Sn	8/31	New & Returning Student Residence Hall Move-In Day
M	9/1	Labor Day; College is closed
T	9/2	Classes Begin
T	9/2	Drop/Add Begins for Full Term & 1st Seven Week Term
T	9/9	Drop/Add Ends for Full Term & 1st Seven Week Term
F	10/3	College Census Due
F	10/10	Withdraw from Classes/Last Day for 1st Seven Week Term
M-F	10/13-10/17	Mid-Term Examinations/Finals for 1st Seven Week Term
F	10/17	Classes End for 1st Seven Week Term
M	10/20	Mid-Term & 1st Seven Week Term Grades Due
M	10/20	Classes Begin for 2nd Seven Week Term
M	10/27	Drop/Add Ends - For 2nd Seven Week Term
M	11/3	Junior & Senior Advising & Pre-Registration for Sp-26
M	11/10	Freshmen & Sophomore Advising & Pre-Registration for Sp-26
Th-F	11/27-11/28	Thanksgiving Break; College is closed
M	12/1	Petitions Due for December Completers
M	12/1	Classes Resume
F	12/5	Withdraw from Classes/Last Day for Full Term & 2nd Seven Week Term
M-F	12/8-12/12	End of Classes - For Full Term & 2nd Seven Week Term
M-F	12/8-12/12	Final Examinations
M-F	12/12	Final Day for Resident Hall Move Out

SPRING 2026 | January 12 - May 1, 2026

DAY	DATE	EVENT
*	*	Grades for Fa-25 Incompletes Due Due Two Weeks After the End of the Term Grade Was Entered
Th	1/8	Orientation for New Students
Sn	1/11	New & Returning Student Residence Hall Move-In Day
M	1/12	<b>Classes Begin</b>
M	1/12	<b>Drop/Add Begins for Full Term &amp; 1st Seven Week Term</b>
M	1/19	Martin Luther King Day; College is closed
T	1/20	<b>Drop/Add Ends for Full Term &amp; 1st Seven Week Term</b>
F	2/6	College Census Due
F	2/20	<b>Withdraw from Classes/Last Day for 1st Seven Week Term</b>
M-F	2/23-2/27	<b>Mid-Term Examinations/Finals for 1st Seven Week Term</b>
F	2/27	Classes End for 1st Seven Week Term
M	3/2	Mid-Term & 1st Seven Week Term Grades Due
M-F	3/2-6	Spring Break
M	3/9	<b>Classes Resume &amp; Classes Begin for 2nd Seven Week Term</b>
M	3/9	Drop/Add Ends for 2nd Seven Week Term
M	3/23	Junior & Senior Advising & Pre-Registration for Summer & Fa-26
M	3/30	Freshmen & Sophomore Advising & Pre-Registration for Summer & Fa-26
W	4/1	Petitions Due for May Completers
Th-M	4/2-4/6	Easter Break; College is closed
T	4/7	Classes Resume
Th	4/16	Graduation Rehearsal
F	4/24	<b>Withdraw from Classes/Last Day for Full Term &amp; 2nd Seven Week Term</b>
M-F	4/27-5/1	<b>End of Classes - For Full Term &amp; 2nd Seven Week Term</b>
M-F	4/27-5/1	<b>Final Examinations</b>
F	5/1	Resident Hall Move Out
Th	5/14	Commencement

ACADEMIC CALENDAR: SUMMER SESSIONS

SUMMER SESSIONS 2025 & 2026

2025 SIX WEEK SESSION 2: JULY 1 - AUGUST 8, 2025

DAY	DATE	EVENT
T	7/1	Classes Begin
T	7/1	Drop/Add Begins
F	7/4	Independence Day Observed; College is closed
T	7/8	Drop/Add Ends
F	8/1	Last Day to Withdraw from Classes
M-F	8/4-8/8	Final Examinations & Last Week of Classes

2026 FULL SESSION: MAY 18 - AUGUST 7, 2026

DAY	DATE	EVENT
M	5/18	Classes Begin
M	5/18	Drop/Add Begins
M	5/25	Memorial Day; College is closed
T	5/26	Drop/Add Ends
F	6/19	Juneteenth; College is closed
F	7/3	Independence Day Observed; College is closed
F	8/1	Last Day to Withdraw from Classes
M-F	8/3-8/7	Final Examinations & Last Week of Classes

2026 SIX WEEK SESSION 1: MAY 18 - JUNE 26, 2026

DAY	DATE	EVENT
M	5/18	Classes Begin
M	5/18	Drop/Add Begins
M	5/25	Memorial Day; College is closed
T	5/26	Drop/Add Ends
F	6/19	Juneteenth; College is closed
F	6/19	Last Day to Withdraw from Classes
M-F	6/22-6/26	Final Examinations & Last Week of Classes

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### MESSAGE FROM THE PRESIDENT

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Whether starting their college journey fresh out of high school or as adult learners exploring a new path in life, our student body includes diverse people from all places. That's why, at Manor College, we say, "You Belong Here!"

Our students' stories share one common thread - Manor College helps them to achieve their goals. Our small classes provide the right environment for our students because our professors provide focused attention. We are true to believing in you and we can't wait to foster your success.



Within this Course Catalog, you'll find the guide to your college journey. Within the pages are information about scholarships, grading, graduation requirements and, of course, a complete list of degree programs and courses. With more than 30 Bachelor's and Associate's degree programs, there are excellent options for you to choose your own adventure.

We're excited for you to start on your college journey. Our community believes in you and can't wait to help you achieve your goals. Our faculty and staff are here at every turn to help you. There is strength in our community. Answers are within reach. Ask and we will help.

This Course Catalog provides an opportunity to learn about Manor College's comprehensive programs.

You Belong Here!

A handwritten signature in blue ink that reads "Jonathan Peri".

Jonathan Peri, Ph.D., J.D.  
President, Manor College



## **MISSION, VISION & CORE VALUES**

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### **History**

Manor College is a private, Catholic, co-educational, independent institution of higher learning founded in suburban Montgomery County in 1947 by the Byzantine Ukrainian Sisters of Saint Basil the Great. Originally founded as St. Macrina's, in 1959, Manor was chartered and incorporated in the Commonwealth of



Pennsylvania as Manor Junior College. The College was approved by the State Council of Education, Department of Instruction on June 17, 1964. In 1999 Manor moved from Manor Junior College to Manor College to reflect its growth, expansion, and place in the Philadelphia suburban community. Manor College now offers associate's and bachelor's degrees, as well as continuing to serve our adult populations with workforce certificates.

As an institution of higher learning related to the Ukrainian Catholic Church of the Eastern tradition (which is represented in the Holy See and the Roman Curia, i.e., the central body through which the Roman Pontiff (the Pope) conducts the affairs of the universal Catholic Church) the College is committed to the preservation of its spiritual and ethnic heritage. Manor College is sponsored and administered by the Sisters of Saint Basil the Great, whose heritage and tradition are the pursuit of truth and the building of a Christian community. Manor reflects this heritage and tradition. The College is legally governed by a twenty-one (21) member Board of Trustees, consisting of lay men and women from the business and professional communities, and religious Sisters of the Order of Saint Basil the Great.

### **Mission**

Manor College believes that personalized education in the Judeo-Christian tradition generates a commitment to a peaceful world, which inspires confidence in the present and hope for the future. Manor's Basilian environment enables students to fully develop as individuals and instills an understanding of scientific, humanistic and ethical principles so students form a global vision. Manor also believes that graduation begins a new chapter of lifelong learning.

By maintaining academic excellence through current, innovative programs and encouraging students to develop a sense of inquiry, their critical thinking, effective communication skills, and by providing opportunities to serve the community, Manor graduates are prepared to serve society effectively and compassionately.

### Vision

Manor College's Catholic Basilian and Ukrainian foundations ignite the fire within our diverse community to participate and lead in a dynamic global society. Transformational education at Manor will embrace the whole student, be experience-driven and career-focused, and facilitate a purpose-filled life that meets the urgent and emerging social justice needs of our world.

### Core Values

Manor College **CARES** about our students and our community, evidenced by our core values:

**C**atholic Basilian Tradition of Community, Hospitality and a Global Vision of Humanity

**A**cademic Excellence Through Personalized Education, Effective Teaching and a Belief in Lifelong Learning

**R**espect for the Dignity of Each Person

**E**xperiences that Transform Our Students

**S**ervice to the Community

### Solidarity Statement

The Manor College Community is committed to equity for all people of every race and ethnicity, especially those who are oppressed.

We stand for our students, we stand for our faculty and staff, we stand for our alumni, we stand for our supporters and community members, we stand in solidarity with those who never tolerate racism.

This is in our calling, our charism, our history. Who we are as a College community is rooted in the founding principles of St. Basil the Great, who was a true champion for social justice. Among our core values is "respect for the dignity of each person", and we reaffirm that today. We are committed to a peaceful world which inspires confidence in the present and hope for the future. We plan to continue a dialogue around these issues to build community now and well into the future and work toward the goal of ending racism and injustice.

## **ADMISSIONS GUIDELINES**

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

Manor College does not require SAT or ACT scores.\*

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

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

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

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

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

TUITION RATES 2025-2026 (Effective 7/1/2025- 6/30/2026)

FULL TIME TUITION (Per Term, Up to 18 Credits)

Tuition - General College	\$10,595
Summer Session I & II (Excluding Vet Tech & Practical Nursing) (up to 15 credits) (50% off Tuition)	\$5,297 per session

PART TIME TUITION (Per Credit Hour)

Tuition - General College Programs	\$843
Tuition - Allied Health Programs	\$949
Overload - Credits over 18	\$843
Summer Session I & II (Excluding Vet Tech & Practical Nursing) (50% off Tuition)	\$421

DUAL ENROLLMENT (Per Credit Hour)

Dual Enrollment Courses	\$95
Dual Enrollment - Lab Fee (Per Applicable Course)	\$295
AP Course Transfer Fee (Per Applicable Course)	\$295

ROOM AND BOARD (Per Term)

Room & Board Fee - Double Occupancy (includes Residents Meal Plan)	\$6,355
Room & Board Fee - Single Occupancy (includes Residents Meal Plan)	\$7,945
Summer Term Housing Fee	\$1,055
Blue Jay Residents Meal Plan (15 meals/week + \$750 Bluejays Bucks)	\$4,350
Blue Jay Commuter Meal Plan (10 meals/week + \$750 Bluejays Bucks)	\$3,150
Blue Jay 4 Meal Plan (4 meals/week)	\$960
Overnight Housing Daily Fee	\$195
Break Housing Fee Per Night	\$195
Housing Reservation Fee	\$195

<b>GENERAL COLLEGE FEES (Per Term)</b>	
General Fee - Full Time Enrollment	\$995
General Fee - Part Time Enrollment	\$315
Lab Fee (Per Applicable Course)	\$295
<b>PROGRAM SPECIFIC FEES (Per Term, when applicable)</b>	
Dental Hygiene Clinic Fee	\$1,195
EFDA Clinic Fee	\$495
Vet Tech Animal Care Fee	\$195
<b>PROGRAM SPECIFIC FEES (One Time)</b>	
VTNE Prep Fee	\$334
Practical Nursing Kit Fee	\$195
<b>MISCELLANEOUS FEES</b>	
Non-Matriculated Registration Fee	\$95
Exemption Test Fee (Per Credit)	\$50
Credit by Examination Transcript Placement (Per Credit)	\$50
ID Replacement Fee	\$25
Transcript Same Day Fee	\$10
Returned Check Fee	\$50
Late Payment Fee	\$75
Payment Plan Fee	\$50
Re-Admit Fee (Non-Refundable)	\$95
Portfolio Assessment Fee	\$95
Audit Fee	Full Tuition
<b>VEHICLE VIOLATION FINES</b>	
Unauthorized Handicapped/Firezone Parking	\$100
All Other Parking/Moving Violations	\$100

### Financial Aid

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

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

### Application Procedures for Financial Aid

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

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

The applicant must submit a completed Free Application for Federal Student Aid (FAFSA) to the Central Processing Center. Applying online at [studentaid.gov](http://studentaid.gov) is the best option.

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

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

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

Manor College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

Manor College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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

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

## **Financial Aid Programs**

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

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

## **Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant**

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

### GRANT AID

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#### Federal Pell Grant Program

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

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

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

#### Manor Grant

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

#### Federal Work Study Program (FWS)

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

#### State Work Study Program

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

### STUDENT EMPLOYMENT

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#### Federal Work Study Program (FWS)

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

#### State Work Study Program

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



## **STUDENT LOANS**

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

### **Federal Direct Loans**

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

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

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

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

### **Federal Direct Loan Program**

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

### **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

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

### **Private (Alternative) Loans for Undergraduate Students**

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

## **CHANGES TO FINANCIAL AID AWARDS DROP, ADD, OR WITHDRAWS**

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

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY FOR CURRENT STUDENTS RECEIVING FINANCIAL AID**

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

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

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

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

There are three parts to the Satisfactory Academic Progress requirement:

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

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

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

### Time Frame

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

## MERIT-BASED SCHOLARSHIPS

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### Merit-Based Scholarships

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

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

- New Freshmen or Transfer students with a 3.2 GPA
- Renewable each year provided the 3.2 cumulative GPA is maintained and satisfactory academic progress is made

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

- New Freshmen or Transfer students with a 3.0 GPA
- Renewable each year provided the 3.0 cumulative GPA is maintained and satisfactory academic progress is made

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

- New Freshmen or Transfer students with a 2.8 GPA
- Renewable upon completion of 24 credits at Manor with a cumulative GPA of 2.8

#### JOSEPH AND ROSE WAWRIW SCHOLARSHIPS\*

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

### PARTIAL SCHOLARSHIPS

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

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

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

Joseph and Amelia Bochey established this partial scholarship.

Qualifying applicants must meet all Manor College requirements for a competitive partial scholarship with preference given to a student pursuing religious studies.

#### **Henry Lewandowski Memorial Scholarship (Competitive)**

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

#### **Lorraine Osinski Keating Memorial Scholarship (Competitive)**

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

#### **Stephanie Orzel Memorial Scholarship (Competitive)**

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

#### **George & Jaroslava Rybak Scholarship (Competitive)**

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

#### **Elizabeth A. Stahlecker Scholarship (Competitive)**

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

#### **Mary Wolchanski Scholarship (Competitive)**

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

### **John Woloschuk Memorial Scholarship (Competitive)**

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

### **Helen and Peter Skoufis Scholarship (Competitive)**

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

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

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

### **Eileen Freedman Memorial Scholarship (Non-Competitive)**

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

### **Father Chlystun Scholarship (Competitive)**

The Father Chlystun Endowment Fund established a partial tuition scholarship in 1983. Eligible recipients include Sisters of Saint Basil the Great, postulants and novices of the Sister of Saint Basil the Great, and seminarians of the Ukrainian Catholic Church attending Manor College. Applicants must meet all requirements for Partial Scholarships.

### **The Heritage Foundation Scholarship (Competitive)**

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

### **John and Helen Malko Family Scholarship (Competitive)**

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

### **Manor College Legacy Scholarship (Non-Competitive)**

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

### **Manor College Service Award (Non-Competitive)**

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

### **Resident Assistant Grant**

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

### **Saint Basil Scholarship (Non-Competitive)**

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

### **Scholar Athlete Award (Competitive)**

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

### **Sesok Family Memorial Scholarship (Non-Competitive)**

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

### PRIVATE SCHOLARSHIPS

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

### STUDENT AFFAIRS

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

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

The Student Affairs staff strives to know each student personally. We have the honor of providing leadership opportunities and a well-rounded college experience to students through all of our Student Affairs Departments: Athletics, Campus Ministry, Counseling, Health Services, Public Safety, Resident Life, and Student Engagement. Through extracurricular activities and services, students are encouraged to grow and mature spiritually, intellectually, and socially. The goal of all programming, services, discipline, and activities is to encourage students to develop fully as individuals, to respect life and human dignity, to develop respect and sensitivity for self and for others, to value honesty, and to develop awareness for a just society in today's world. Please visit [manor.edu/student-life/student-affairs-staff](http://manor.edu/student-life/student-affairs-staff) to learn more about the Student Affairs Department and staff.

### Electronic Communication Systems Policy

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

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

electronic communications systems is a privilege, not a right.

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

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

## **Policies and Guidelines**

### **1. ACCEPTABLE USE POLICIES**

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

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

### **2. GUIDELINES FOR ELECTRONIC COMMUNICATIONS ACCESS**

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



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

### **3. DISCLAIMER**

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

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

### **4. SYSTEMS PROBLEMS**

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

## 5. RESOURCE UTILIZATION

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

## 6. SANCTIONS

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

### Email

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

A student can access his or her account by going to [www.manor.edu](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 ext. 2411 or ext. 2204. By using the Manor College Electronic Communications Systems, students agree to abide by the Manor College Electronic Communications Systems Policies and Guidelines.

### Facilities

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

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

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

## MANNY'S MARKET

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

## HOURS

Manny's Market hours are Monday - Friday 8 :00 a.m. - 4:00 p.m. and online at [mannysmarket.com](http://mannysmarket.com)

## CLASSROOMS

- **13 - 14:** Practical Nursing Lab - Basileiad Manor, Ground Floor
- **15 - 15A:** Veterinary Tech Lab - Mother of Perpetual Help Hall, Ground Floor
- **18:** Radiology Lab - Mother of Perpetual Help Hall, Ground Floor
- **19:** Vet Tech Classroom - Mother of Perpetual Help Hall, Ground Floor
- **20 - 22, 29:** General Classrooms - Mother of Perpetual Help Hall, Second Floor
- **23:** Career and Transfer Services and the Career Closet - Mother of Perpetual Help Hall, Second Floor
- **28:** Computer Labs - Mother of Perpetual Help Hall, Second Floor
- **31:** Chemistry Lab - Mother of Perpetual Help Hall, Third Floor
- **32:** Biology Lab - Mother of Perpetual Help Hall, Third Floor
- **33 - 34:** Vet Tech Science Labs - Mother of Perpetual Help Hall, Third Floor
- **35 - 39:** General Classrooms - Mother of Perpetual Help Hall, Third Floor

## BASILEIAD MANOR

- Provost and Vice President of Academic Affairs Office
- Main floor library (right from library entrance stairway and library circulation desk)
- Division of Allied Health and Sciences
- Library Mezzanine, left from stairway
- Division of Business, Education, Legal Studies, and Humanities
- Library Mezzanine, right from stairway, second door on the right
- Admissions: Ground Floor
- Student Accounts Office: Ground Floor: Responsible for billing and processing tuition payments; distributes work-study payments.
- Institutional Advancement Office: Ground Floor: Responsible for fundraising for program development, campus improvement, new equipment and capital campaign projects. Manages alumni contact and support programs.
- Faculty Conference Room: Second Floor
- Business Office: Ground Floor: Responsible for all College funds and coordinating fiscal planning and budget.

- Financial Aid Department: Ground Floor, Room 15: Awards financial aid and college work-study positions on the basis of demonstrated financial need.
- Registrar's Office: Ground floor: Responsible for publishing course schedules; assists with officially adding or withdrawing from classes and the College; evaluating transferrable credits; maintains student academic records; verifies enrollment for students; issues official transcripts; reserves classrooms for meetings. Computers are available for student use and for assistance navigating the Student Portal.

**BASILEIAD LIBRARY:**

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

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

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

- Mail Room (faculty and staff): Ground Floor:  
Has a copier for faculty and staff use.
- Marketing and Communications Office: Ground Floor
- President's Office: Ground Floor
- Reception: Ground floor, main entrance

**MOTHER OF PERPETUAL HELP HALL (ACADEMIC BUILDING)**

- Athletic Office: Second Floor, left and right of the stage in the gymnasium/auditorium: Offices for the Athletic Director..
- Auditorium/Gymnasium: Second Floor
- Campus Ministry Office: Second Floor
- Manny's Market: First Floor
- Chapel (Our Mother of Perpetual Help Chapel): Second Floor
- Counseling (Personal): Second Floor, across from the gym:  
Provides free, confidential, personal counseling during the fall and spring semesters.
- Dean of Students' Office: Second floor. Helps Manor students through service, experiences, and guidance. Oversees Student Affairs operations. Home base for Student Senate.

- Dining Hall - The Manor Café: First Floor: A fully-staffed cafeteria, complete with a large flat screen television, open for fall and spring semesters, provides hot and cold food selections for students, faculty and staff. See information online at [manor.edu/student-life/dining](http://manor.edu/student-life/dining)

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

Meal hours:

### **Monday – Friday**

- **Breakfast:** 7:30 a.m. – 10:00 a.m.
- **Lunch:** 11:00 a.m. – 2:00 p.m.
- **Dinner:** 4:00 p.m. – 7:00 p.m.
- Health Services Office: Second floor: Nurse's Office and storage center for all medical records.
- Information Technology - Director's Office: Second Floor: Maintains technology network throughout campus. Establishes student technology access, user I.D., and directory space. Monitors Internet use for violations to campus electronic communications systems policies.
- Student Engagement and Residence Life Office: Second Floor, center hallway: Works with students to encourage participation in various clubs and campus activities. Home base for Campus Activities Board. Location for information regarding: student activities, student clubs, and orientation.
- Student Affairs Offices: Second Floor, Administrative Offices for Dean of Students, Counseling Services, Campus Ministry, Student Engagement and Residence Life, and Athletics.
- Student Lounge: First Floor: A place for students to gather, to socialize between classes, to study or watch television.
- Vet Tech: First Floor

### **ST. JOSAPHAT HALL**

- Dental Health Center: Provides dental care for Manor and the surrounding community at fees less than private practices charge. Serves as a hands-on learning site for Manor students enrolled in the Expanded Functions Dental Assisting Program (EFDA) and the Dental Hygiene Program. For an appointment, call (215) 887-7617.
- Lost and Found: Public Safety: First Floor, Suite 103
- Maintenance Office and Garage: St. Josaphat Hall: Ground Floor (on the side of the building)
- Residence Hall: St Josaphat Hall
- Office of Public Safety: First Floor, Suite 103

- Ukrainian Heritage Studies Center: First floor: Promotes Ukrainian culture, tradition, heritage and folk art. Houses a Ukrainian Folk Art collection. Curator conducts workshops, lectures, educational programs in the community and tours of the campus museum. Sponsors art exhibits, special museum displays and other cultural events in the Manor community, the Delaware Valley, and various other locations. Tours are available by appointment by calling (215) 885-2360, ext. 3293 or ext. 3200.

## **AROUND CAMPUS**

- Athletic Field: Located between the Academic Building and Forrest Avenue: Home field for Manor College soccer games.
- Wi-Fi Hotspots: The Basileiad Manor, Academic Building, Manor Café, and Residence Hall.
- Mailbox: A US Postal mailbox is located in front of the Basileiad Manor.
- **Restrooms:**
  - **Academic Building: Ground Floor: Women's and Men's**
  - **Basileiad Manor: Ground Floor: Women's, Men's, Gender Neutral and Handicap Accessible**
- Women's and Men's Basketball Courts (Outdoor): West end of the parking lot: For use by the Manor College community at no charge. Hours: Open daily from 7:00 a.m. - dusk.
- Volleyball Court: Behind Resident Hall: Available for use by the Manor College community at no charge. Equipment may be borrowed from the Resident Hall Coordinator.

## **Non-Discrimination Policy**

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

This applies to all aspects of the College's life including, but not limited to, hiring, recruiting, admission, educational programs, housing, counseling, financial assistance, career planning, health and other insurance benefits, services and athletics. This policy also prohibits all forms of ethnic intimidation. The College regards ethnic intimidation as any subtle or blatant acts, words or deeds that may reasonably be considered offensive towards any particular race, color, religion, national origin, or other legally protected characteristic of an individual or group. Any student or person who believes they have been subjected to discrimination or ethnic intimidation is obligated to report the matter to the Vice President and

Dean of Student Affairs for appropriate action. Violation of this policy will not be tolerated. If, after investigation, it is determined that there has been a violation, appropriate action will be taken up to and including dismissal. A determination under this policy is not a legal conclusion.

### **Preferred Name and Pronoun Policy**

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

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

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

### **Safety & Emergency**

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

### **Student Handbook**

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

## ACADEMIC AFFAIRS

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### College Policies & Procedures

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

### Academic Advisement

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

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

### Student Responsibilities in Advising Include:

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

### Academic Grievance Procedure

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



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

## Academic Honesty

Manor College expects that its students will uphold the principles of truth and honesty in the performance of all academic work. Plagiarism (the unacknowledged use of another's words or assistance, including, but not limited to AI) and academic cheating (falsifying data, submitting without instructor's approval work in one course which was done for another, doing another student's work, and/or the use of any unauthorized aid) are prohibited.

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

The Provost will be formally notified of any violations of this policy. The penalty for the violation will be a grade of "F" for the assignment. Any subsequent violations will result in a grade of "F" for the course and possible dismissal from the college.

## Academic Standards

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

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

### **Academic Good Standing**

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

### **Academic Warning**

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

### **Academic Probation**

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

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

### **Academic Suspension**

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

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

### **Academic Dismissal**

Students who fail to make satisfactory academic progress may be dismissed. Dismissed students may not apply for reinstatement.

The college may dismiss any student who fails to achieve a 1.0 GPA during a single semester, regardless of the student's classification or credits completed.

### **Academic Year**

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

## Appeal Procedure

Students who are academically suspended have the right to appeal to return in writing to the Academic Appeals Committee. Appeals should be submitted in ample time prior to the term requesting to return. If approved the student will remain on Academic Probation. In addition, students who voluntarily withdraw from the College and have a GPA of below 2.0 must appeal to return. See Re-Admissions for more information and deadlines. Dismissed students may not appeal to return.

## Articulation Agreements

As a fully accredited four-year institution by the Middle States Association, Manor College encourages students to complete their undergraduate degrees at Manor. However, certain programs, i.e., Nursing and Radiologic Sciences, are intentionally structured to require the completion of degrees at other institutions.

To that end, Manor College has established formal articulation agreements with numerous area colleges and universities. These agreements ensure that credits earned at Manor are accepted by subsequent institutions to which students can transfer in seamlessly. For the latest information, it is advisable to visit Manor College's website at [manor.edu/admissions/dual-admissions](http://manor.edu/admissions/dual-admissions).

An Articulation Agreement provides Manor College students who earn specified Associate and Bachelor degrees with a streamlined opportunity for admission to a subsequent college or university. Associate degree graduates from Manor typically enter as third year undergraduate students; Bachelor degree graduates transition seamlessly into post-undergraduate programs with some coursework already completed and recognized by the partner institution. Some articulation agreements offer guaranteed admission and substantial financial benefits to qualified participants. Currently, Manor has established active Articulation Agreements with several institutions, including but not limited to:

- Chestnut Hill College (undergraduate and 4+1 graduate programs)
- Delaware Valley University (undergraduate and 4+1 graduate programs)
- Gwynedd-Mercy University
- Holy Family University
- Immaculata University
- Immaculata University College of Lifelong Learning
- LaSalle University
- Peirce College
- Rosemont College
- Temple University
- Thomas Jefferson College of Health Professions
- Widener University Delaware Law School (3+3 *juris doctor* degree)

These agreements undergo regular reviews and updates. Typically, Articulation Agreements stipulate that a Manor student must:

- To qualify for the transfer program, attain the minimum GPA requirement. Additionally, secure a grade of “C” or higher in all major courses that will be transferred into a Bachelor’s degree program.
- Complete a “Dual Admissions Intent to Transfer” form at the designated time, which varies based on the specific program and agreement. Typically, this occurs before reaching 45 credits; however, some programs, such as the La Salle Specialized Nursing agreement, require it at the beginning of the program, while others may necessitate it upon completing 30 or 45 credits. Students are encouraged to consult with their Advisors for detailed information regarding their particular program.

Manor students participating in the Dual Admissions program benefit from several advantages, such as:

- The application fee for the Bachelor’s institution is waived.
- Transfer scholarships may be awarded, provided that specific GPA criteria are fulfilled.

Certain Dual Admissions Agreements include a provision known as “Core-To-Core” (or “General Education to General Education”). This provision allows the Core distribution courses required by the four-year institution to be satisfied by the Core courses completed at Manor College. The four-year institution acknowledges that the Core is integrated within the Associate degree. However, there may be specific academic advising considerations that need to be taken into account. For instance, a student from Manor may be recommended to enroll in a particular history or mathematics course as part of Manor’s core curriculum to meet the prerequisites for the Bachelor’s degree at the subsequent institution. Similarly, some agreements enable students to take courses at a graduate level at the partner institution while completing their undergraduate degree at Manor at no additional cost.

A transfer agreement facilitates the evaluation and alignment of program courses from an Associate degree with corresponding courses in a Bachelor’s degree program at the four-year institution to which a student intends to transfer. This arrangement enables a smooth transition between institutions for students. They are informed beforehand about which courses and credits will be accepted into their chosen program, as well as any additional courses required at the partner institution.

Programs that are not included in an agreement are evaluated individually for each course.

### **Assessment of Prior College Level Learning for Credit**

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

The goals for credits obtained through these means are: to quantitatively validate that prior learning experiences of non-traditional students meet college level

criteria and to expedite the time to completion of degree. Students must have CLEP, challenge examinations and portfolio assessments completed the semester prior to graduation.

Manor College recognizes and awards 15 academic credits for each or any combination of the following assessments: CLEP, AP, CHALLENGE EXAMINATION, ACE and DANTE’S TESTS. Included in this total of 15 credits given by the Provost/ Vice President of Academic Affairs is a maximum of nine credits for portfolio assessment.

**1. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

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

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

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

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

## **2. ADVANCED PLACEMENT EXAM (AP)**

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

## **3. DIVISION EXAMINATIONS/EXEMPTION TESTING**

For prior college level learning in areas not available through CLEP testing, a student may apply to take an exemption test for a particular course through their Division. The approval of the Division Dean is required. A \$50 per credit non-refundable fee is charged for exemption/ challenge testing of a course.

If the exam is passed with a minimum "C" grade, \$50 is required for each credit hour that is to be placed on the transcript.

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

## **4. OTHER ASSESSMENTS**

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

## **5. COMPREHENSIVE PORTFOLIO**

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

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

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

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

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

## **6. INTERNATIONAL BACCALAUREATE CREDIT**

Manor College may award up to 3.0 International Baccalaureate (IB) credits for each Higher Level course completed with a score of 5 or higher. Manor does not accept Standard Level Courses. The maximum allowable credits is 50% of required credit hours for an Associate degree program and 90 credits towards a Bachelor's degree program including credits transferred from other institutions.

## **Attendance**

Regular attendance in all classes and laboratory sessions is the responsibility of the student. The student assumes the responsibility for academic loss incurred through absenteeism. Faculty take attendance electronically. Individual instructors have attendance policies as outlined in their course syllabus. Students are expected to review their attendance records through the Student Portal. Any discrepancies should be brought to the attention of the instructor. If a student is not marked present within the first three weeks of the term, that student will be administratively dropped/unregistered for the course and it will be removed from the student's academic record. This may change the student's load for the term and impact both financial aid as well as the tuition that the student owes for the term. Be aware that if a student's load drops below full time due to an administrative drop, that student may no longer be eligible to participate in sporting teams that require being full time nor residence in the dorm.

## **Auditing**

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

## Background Checks

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

## Cancellation Policy

The College has the right to cancel any course due to low enrollment.

## Change of Degree or Program

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

## Classification of Students

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

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

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

## Course Delivery Method

- **Accelerated:** Courses that are completed in seven weeks.
- **Face to Face:** Courses that are scheduled to meet on specific days/time and in a designated classroom.
- **High Flex:** A HyFlex or Hybrid-Flexible course is a course with a flexible format. A HyFlex course allows students to enroll in a single course but choose how they want to attend each class session — including face-to-face/on campus, synchronous online, and asynchronous online formats.
- **Hybrid:** Course that meets Face to Face every other scheduled meeting day. This designation is in the section code for example, if HY1 is scheduled for Mondays and Wednesdays, the class meets face to face on Mondays. An additional 1.5 hours would be non-face to face and



completed online at the student's pace. HY2 meets face to face on Wednesdays and an additional 1.5 hours would be non-face to face and completed online at the student's pace.

- Online: Course is 100% online and at the student's pace.
- Remote: Course is held at scheduled day and time, but not on Campus.

## 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.

## Courses at Other Institutions also see [Transfer of Credit](#)

A matriculated student may enroll in a course at another institution with prior approval. Approval will be granted for extenuating circumstances only. A student may request permission to take a program required course at another institution ONLY if that course is not offered at Manor College in the time remaining before his or her anticipated program completion date.

Students must complete the request for External Study form, which is available on Manor's website, consult Manor's Financial Aid Office, and receive approval from the student's advisor, the program director, Dean, and the Office of the Provost prior to registering for the off-campus course. The completed form is to be submitted to the Registrar. The Registrar will make adjustments when the final transcript has been received. 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.

Failure to obtain approval may prevent the course from transferring and may delay graduation.

## Cumulative Average

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

## Dean's List and Graduation Honors

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.

Honors for graduation are determined as follows and are awarded:

- Cum Laude - 3.50-3.69 CUM GPA
- Magna Cum Laude - 3.70-3.89 CUM GPA
- Summa Cum Laude - 3.90-4.0 CUM GPA

### 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, Online, or Hybrid) or length of the course (15 week, 3-week accelerated, 5-week accelerated, or 7-week accelerated) the total instructional time, including instructional activities, is 35 hours with an additional 2 hours allotted for a final.

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

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

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

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

Students wanting any of the above information withheld should notify the Registrar in writing within two weeks of each year's academic enrollment. Please keep in mind, by submitting an Opt-Out form, no information regarding the student can be released—including verification of enrollment for health insurance purposes, day care assistance, housing assistance, verification of degree conferred to employers or prospective employers—unless the Registrar's office receives additional consent to release this information. In accordance with FERPA, letters of recommendation and transcripts from other institutions will not be copied. Students must request these from the originator. Further information regarding the Family Educational Rights and Privacy Act of 1974 may be obtained from the Registrar's Office.

## Drop/Add - Course Change

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

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

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

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

## Examinations

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

## Externships/Internships

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

## Family Educational Rights and Privacy Act of 1974 (FERPA)

also see [Directory Information \(Adopted by the US Department of Education\)](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as:

- a student's name
- address, including electronic address assigned by the College
- date and place of birth
- honors and awards
- dates of enrollment and attendance
- major field of study
- college level
- full-time or part-time status
- degrees (date received)
- previous school attended
- photographs

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools

must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Get the latest information on FERPA at [studentprivacy.ed.gov](http://studentprivacy.ed.gov).

GRADE EARNED	DESCRIPTION	QUALITY POINTS
A	Excellent	4.0
A-		3.67
B+		3.33
B	Above Average	3.0
B		2.67
C+		2.33
C	Average	2.0
C-		1.67
D		1.0
F	Failure	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	Withdraw	0.0
*AU	Audit	0.0
*CR	Credit by Exam or Experience	0.0
*CLEP	College Level Exam Program	0.0
*AP	Advanced Placement	0.0
*I	Incomplete	0.0

*\*Asterisk grades are not calculated into the GPA*

## **GRADING SYSTEM**

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Manor uses the letter grading system (on the following page) 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 Reports**

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

### **Grade Appeal**

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

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

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

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

### **Grade Changes**

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.

## **GRADUATION REQUIREMENTS**

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### **The Associate Degree**

Manor College confers the Associate Degrees to students who:

1. Complete a minimum of 60 semester hours of work with a cumulative average of at least 2.0. Complete the stipulated number of credits as required by each individual program as stated in this catalog.
2. Complete the specific course requirement in the student's area of specialization.
3. Maintain a "C" or better as required by the program.
4. The student is responsible to contact the Financial Aid Office for an exit interview if they have Perkins or Federal Direct Loans.

### **The Bachelor's Degree**

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

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

### **The Professional Development Certificate Program**

The Manor College Professional Development Certificate Programs are designed and intended for non-degree enrollees who want to advance their careers or expand into new ones. Students select four current hybrid or online classes toward the goal of receiving a certificate from Manor College in as little as 9 months.

Requirements for the Certificate:

1. Complete 12 semester hours of work, as required by the individual program.
2. Complete the specific course requirement in the student's area of specialization.
3. Maintain a cumulative Grade Point Average of 2.0 GPA.
4. Meet all financial obligations to the college.

### **Graduation**

Commencement exercises are held annually at the end of the spring semester. Students who complete their degree requirements in the spring and prior

summer or fall semesters, may participate in Commencement, however, may receive their diplomas following their completion of the degree requirements in August or December. All students must be clear of Holds in order to participate in Commencement.

### **Petition to Graduate**

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

**See Academic Calendar for due dates.**

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

### **Student Graduation Procession Policy**

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

### **Honor Societies**

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

### **Incompletes**

Students may request a grade of "I" Incomplete due to extenuating circumstances. 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 within two weeks after the last day of the term that the 'Incomplete' has been assigned. After two weeks, if a grade has not been submitted, the "I" will become a Failure. 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

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Independent study allows students to undertake their work under the guidance of a faculty member in the area they choose, if approved. The project is carried out in an independent manner with regular meetings between the student and faculty member directing the study. The student must present an outline of the proposed study for approval by the division chairperson within the first week of a semester. Independent study credits are not to exceed the number of credits per course in a given program.

### LEAVE OF ABSENCE SEE WITHDRAW FROM COLLEGE

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

#### Military Leave

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

Students and/or spouses should contact the Office of the Registrar and present a copy of the military orders with formal correspondence on Unit letterhead signed by the commander requesting Military Leave.

The correspondence should include commander contact information and verification of duration and location of pending assignment.

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

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

#### Medical Leave

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

## Non-Degree Students

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

## Portal

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

## Pre-Registration

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

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

## Re-Admissions

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

## Repeating a Course

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

## Reverse Transfer Policy & Residency Requirements

Students must meet the Manor College residency requirements in order to be eligible for graduation. To fulfill the residency requirements, all Associate degree-

seeking students may only transfer up to 50% of the required credits at Manor; Bachelor's degree-seeking students may transfer up to 90 credits.

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

## **Services for Students with Disabilities**

In accordance with Section 504 of the Rehabilitation Act of 1973, Manor College does not discriminate against an otherwise qualified individual based on a physical or mental disability. Manor College will make reasonable, academic adjustments that do not change or diminish the outcomes, measures, standards, or grading policies of a course or program.

To be eligible for appropriate accommodations the student must complete the Application for Modifications & Services Form. Once completed the Student Success Advisor - Disabilities Services office will review the materials and discuss proposed accommodations with the student. Requesting accommodations and renewals is the responsibility of the student and should be submitted before the start of the term. This process ensures faculty is given time to make appropriate adjustments. Requests made after mid-terms may not be timely enough to ensure proper support for the student's academic success.

Accommodations are in effect for one semester. Students who want continued accommodations must first register for classes for the semester in question and then meet with the Student Success Advisor - Disabilities Services officer 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.

Please note that if a need arises after the term begins, the student should reach out immediately to the Student Success Advisor - Disabilities Services office in regards to applying for appropriate accommodations or, if too late in the term, to consider other options.

## **Transcripts**

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

### **OPTION 1**

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

## OPTION 2

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

### HOW TO SUBMIT:

- **By Email** (with attachment ONLY): [transcripts@manor.edu](mailto:transcripts@manor.edu)
- **By Mail:** Manor College  
Office of the Registrar  
Transcript Processing  
700 Fox Chase Road  
Jenkintown, PA 19046
- **By Fax:** (215) 780-1950
- Enrolled students can obtain an unofficial transcript from their student portal.

## Transfer of Credits

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

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

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

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

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

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

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

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

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

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

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

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

## **Transferring**

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

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

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

## **Withdraw From a Course**

The last day to withdraw from a course is the last class meeting of the course in a given term before the Final Exam period. A course withdrawal is not official unless a written request is received by the Registrar's Office during the withdrawal

period. Likewise, the last date of attendance for withdrawn courses is the date the College is officially notified. Students who stop attending all classes without officially withdrawing will be responsible for the return of federal student aid funds at the end of the semester based on the last documented date of attendance as determined by the College.

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

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

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

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

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

There will be no refunds for withdrawals, including medical (physical or mental health), requested after the college refund deadlines. Students remain fully responsible for College tuition and fees, any outstanding fines as well as for the repayment of financial aid as mandated by the Federal Government.

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

## DEGREE PROGRAMS AND CURRICULUM

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

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

### General Education Program

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

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

### Goal Core Course(s) Requirements:

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

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

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

Manor College also offers the Associate of Science Degree in specified career programs including Veterinary Technology, Dental Hygiene and Practical Nursing. For students seeking the A.S. degree in a designated career program, a minimum of 21 credits in the core curriculum are required. The distribution of these credits is determined by the career program. The spiritual and ethical core is required for all career programs.

In addition, Manor College offers Bachelor's degrees in Accounting, Business Analytics, Child Care Administration, Child Care Development, Computer Information Systems, Criminal Justice Administration, General Business, General

Management, Healthcare Management, Liberal Studies, Health Services, Public Policy, Psychology, Sport Management, Health Services, and Veterinary Practice Management.

## **Allied Health and Sciences Division**

### **A.S. ALLIED HEALTH SCIENCE: 64.0 Credits**

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

- **Admission Requirements**

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

- **General Education Core**

**I.** Effective Communication: EN101 and (recommended) EN103

**II.** Conceptualization and Analysis: PL100 and PL216 or HC218

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

**IV.** Scientific and Quantitative Reasoning: CH101 and MH203

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

- **Program Curriculum**

- **BI106 Human Nutrition Science**

- **BI201 Human Anatomy and Physiology I**

- **BI202 Human Anatomy and Physiology II**

- **BI203 Microbiology**

- **HC101 Foundations of Health Care Administration**

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

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

### **A.S. DENTAL HYGIENE: 86.0 Credits**

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

- **Admission Requirements**

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



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

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

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

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

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

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

Transfer Students: You must complete your application by February 1st. All required documents including the essay must be received by this deadline. You will be reviewed under our point system to see which college courses you have already completed.

## DENTAL HYGIENE PREREQUISITE COURSES

- **EN101 Fundamentals of Composition - 3 Credits**
- **CH101 Chemistry I - 4 Credits**
- **BI201 Anatomy & Physiology I/Lab - 4 Credits**
- **BI202 Anatomy & Physiology II/Lab - 4 Credits**
- **BI203 Microbiology/Lab - 4 Credits**
- **MH203 Statistics I - 3 Credits**
- **PS101 Introduction to Psychology - 3 Credits**
- **\*EN103 Oral Communications - 3 Credits**
- **\*BI106 Nutrition - 3 Credits**
- **\*PL100 Philosophy - 3 Credits**

\*These courses may be taken while in the Dental Hygiene Program.

All other courses listed must be taken prior to program admission.

PLEASE NOTE: Application to Manor College's Dental Hygiene Program can be completed one time. If not accepted, the student will have the option of pursuing one of many other programs offered at the College.

- **General Education Core**

- I. Effective Communication: EN101 and EN103

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

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

- IV. Scientific and Quantitative Reasoning: CH101 and MH203

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

- **Program Curriculum**

Dental Hygiene courses are open to students enrolled in the Dental Hygiene Program. Students must attain a grade of "C" [73.0] or better in all Dental Hygiene ("DH") courses and achieve a "Pass" in the clinical component of all Preventive Oral Health Care courses each semester in order to advance through each successive level of the program. Students must attain a grade of "C" [73.0] or better in all related science courses (CH101, BI201, BI202, BI203 and BI106); students with a final grade of "D" or "F" in any related science course will be required to repeat the course and attain a grade of "C".

- **BI106 Human Nutrition Science**

- **BI201 Anatomy & Physiology and Lab I**

- **BI202 Anatomy & Physiology and Lab II**

- **BI203 Microbiology and Lab**

- **DH101 Preventive Oral Health Care I and DH 101 L - Lab**

- **DH102 Preventive Oral Health Care II and DH 102L - Lab**

- **DH103 Oral Radiography/Lab**

- **DH104 Oral Histology and Embryology**

- **DH106 Dental Anatomy**

- **DH107 Dental Materials**

- **DH108 Oral Pathology**

- **DH109 Periodontics I**

- **DH110 Medical Emergencies**

- **DH201 Preventive Oral Health Care III and DH 201L - Lab**

- **DH202 Preventive Oral Health Care IV and DH202L - Lab**

- **DH204 Head and Neck Anatomy**

- **DH205 Local Anesthesia/ Lab**

- **DH209 Periodontics II**

- **DH212 Pharmacology**

- **DH215 Community Dentistry**

## **A.S. EXPANDED FUNCTIONS DENTAL ASSISTANCE: 73.0 Credits**

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

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

for educational requirements pertaining to the education of EFDAAs. EFDAAs who wish to practice in Pennsylvania are required to pass the state board exam.

- **Admission Requirements**

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

\*SAT scores or Accuplacer determine English and Math placement for the EFDA program

- **General Education Core**

**I.** Effective Communication: EN101 and EN103

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

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

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

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

- **Program Requirements**

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

- **BI105 Basic Human Structure and Function**
- **DA101 Chairside Procedures + Lab**
- **DA103 Principles of Radiology**
- **DA104 Radiographic Techniques**
- **DA106 Dental Anatomy + Lab**
- **DA107 Dental Materials + Lab**
- **DA109 Medical Management of the Dental Patient**
- **DA111 Infection Prevent & Control**
- **DA112 Clinic Experience I**
- **DA115 Practice Management**
- **DA118 Dental Specialties**
- **DA120 Oral Health Issues Seminar**
- **DA201 Expanded Functions**
- **DA202 Expanded Functions Lab**
- **DA205 Dental Sciences**
- **DA206 Externship Experience**
- **DA212 Clinic Experience II**
- **DA213 Clinic Experience III**
- **DA214 Clinic Experience IV**

**EXPANDED FUNCTIONS DENTAL ASSISTANCE CERTIFICATE: 7.0 Credits**

- **Admission Requirements:**

**Dental Assistants**

- High school graduate, GED, or post-graduate education. Must send in transcript.
- Two years of full-time work experience as a dental assistant and CURRENT EMPLOYMENT in the field of general dentistry.
- Letter of recommendation from employing dentist specifically citing: years of experience, ability to take a clinically acceptable full mouth series, good command of four-handed dentistry.
- Current CPR "healthcare provider" Certification (must have copy for proof)
- Current x-ray certification or DANB RHS pass results (must have copy for proof)

**Dental Hygienists**

- Current hygiene license (RDH)
- Graduate of an accredited dental hygiene program.
- Letter of recommendation from employing dentist specifically citing: years of experience, ability to take a clinically acceptable full mouth series, good command of four-handed dentistry.
- Current CPR "healthcare provider" Certification (must have copy for proof)

**Graduates of Foreign Dental Programs**

- Proof of graduation from Foreign Dental College/University. Must send in a transcript.
- Two years of full-time work experience as a dental assistant and CURRENT EMPLOYMENT in the field of general dentistry.
- Letter of recommendation from employing dentist specifically citing: years of experience, ability to take a clinically acceptable full mouth series, good command of four-handed dentistry.
- Current CPR "healthcare provider" Certification (must have copy for proof)
- Current x-ray certification or DANB RHS pass results (must have copy for proof)

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

As always, Manor remains in the forefront in providing training for dental auxiliaries. Manor's experienced dental faculty has designed a course which will enable Certified Dental Assistants, Registered Dental Hygienists, and Foreign

Dentists to complete their EFDA training in the evenings. Upon completion of Manor's 200-hour evening Expanded Functions Course, dental auxiliaries will be prepared to apply and take the EFDA Pennsylvania State Board Certification Examination. EFDAs who wish to practice in Pennsylvania are required to pass the state board exam.

- **Program Requirements**

\*Prerequisites are offered through the continuing education department

Students must attain a grade of 80% or better in all EFDA Certificate Classes

- **DA250 Expanded Functions of Dental Assisting I: 5 Credit**
- **DA265 Expanded Functions of Dental Assisting II: 1 Credit**
- **DA270 Expanded Function Internship: 1 Credit**

## **A.S. PRACTICAL NURSING: 69.0 Credits**

- **Admission Requirements:**

Students must provide transcripts of high school and all post-high school education. Students must have a minimum of a high school diploma with at least a 2.5 GPA. Although a GED does not include grades, it may be accepted with consideration given to other factors such as work history, references, life experience.

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

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

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

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

In addition to tuition, program costs include health examinations, supplies, uniforms, standardized examinations, insurance and

immunizations. This should not be considered an all-inclusive list. Applicants will be notified of acceptance by July 31. There is one class per year, starting each September.

- **General Education Core**

- I. Effective Communication: EN101 Fundamentals of Composition and AH302 Managing Social Determinants of Health

- II. Conceptualization and Analysis: PS101 Intro to Psychology and PN104 Safety in the Healthcare Facility

- III. Personal, Social, and Ethical Responsibility: Any Religion Course

- IV. Scientific and Quantitative Reasoning: BI106 Science of Nutrition and BI105 Basic Human Structure and Function

- V. Appreciation of Culture and Diversity: PN101 Overview of Nursing and PN116 Medical/Surgical Nursing I

- **Program Requirements**

A minimum grade of C+/-2.5 is required for ALL courses except Pharmacology in which a minimum grade of B-/-2.67 is required.

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

### A.S. PRE-NURSING: 65.0 Credits

The Associate in Pre-Nursing at Manor College allows the student to complete the first two years of the necessary coursework required to continue a nursing education. The program provides the foundation in the sciences and liberal arts required for the student to develop interpersonal, critical thinking, and problem solving skills necessary for success in the nursing field.

- **General Education Core**

- I. Effective Communication: EN101 and EN102

- II. Conceptualization and Analysis: CS105 and PL100

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

- IV. Scientific and Quantitative Reasoning: BI101 and MH110

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

- **Program Curriculum**

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

- **BI106 Human Nutrition Science**
- **BI201 Human Anatomy and Physiology I**
- **BI202 Human Anatomy and Physiology II**
- **BI203 Microbiology**
- **CH101 Fundamentals of Chemistry 1**
- **MH203 Statistics 1**
- **PS102 Developmental Psychology**
- **(4) Free Electives - 12.0 total credits**

### **A.S. PRE-RADIOLOGIC SCIENCE: 64.0 Credits**

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

- **General Education Core**

**I.** Effective Communication: EN101 and EN102

**II.** Conceptualization and Analysis: PL100 and PL216

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

**IV.** Scientific and Quantitative Reasoning: BI101 and MH110

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

- **Program Curriculum**

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

- **BI104 Medical Terminology**
- **BI201 Human Anatomy and Physiology I**
- **BI202 Human Anatomy and Physiology II**
- **CH101 Fundamentals of Chemistry I**
- **CS105 Introduction to Microcomputer Apps**
- **(6) Free Electives - 18.0 total credits**

### **A.S. VETERINARY TECHNOLOGY: 84.0 Credits**

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

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

- **Admission Requirements**

High school diploma or GED is required of all applicants (AVMA requirement).

- I. Entry freshman college students (from high school or who hold a GED)

- Copies of high school transcript or GED scores
- Must place into college-level Math and English via scores on the SAT or ACT (within past 3 years) or College Placement Testing (Accuplacer):
  - SAT: > 530 in Math and > 480 in English
  - ACT: > 21 in Math and > 28 in English
  - Accuplacer: > 246 or above in math, 5-8 on the essay

- II. Transfer student from another college:

- A grade of 'C' or better in college level Math, Science and English
  - Recommended: College Algebra, Fundamentals of Chemistry and Fundamentals of Composition

- III. Transferring into the VT Program from other majors at Manor College:

- A grade of 'C' or better in MH110 College Algebra, CH101 Fundamentals of Chemistry and EN101 Fundamentals of Composition I or EN103 Oral Communications

Completion of the following is not required, but highly recommended for success in the VT Program:

- 1 year H.S or college Biology and Chemistry with a labs
- 2 years H.S. or college Math including 1 year of regular Algebra
- Minimum High School GPA of 3.0
- Minimum High School or College Science and Math GPA of 3.0

- **Additional Noteworthy Points:**

Technical Ability Standards, Required Immunizations and Documentation:

- Applicants must read and acknowledged their understanding of the Technical Ability Standards, which outline requirements for successful performance in the profession.
- Prior to matriculation, students in the Program *must be fully immunized against rabies (no exemptions)*, and tetanus and must show evidence of having health insurance.
- Prior to matriculation, students are required to submit background clearances (FBI, PA background, Child Abuse).
- All other required forms must be submitted to the program prior to start of the semester.



- **Licensure:**  
A prior criminal record may preclude a graduate of the program from licensure by the Pennsylvania State Board of Veterinary Medicine and a student should consult with them prior to matriculation if they have questions/concerns.
- **Animal Care Responsibilities:**  
Laboratories that involve hands-on training with animals also include animal care duties outside of class time. Students should anticipate and plan for completing these additional responsibilities.
- **Accessing Externship Sites:**  
Off-campus, clinical externships are completed in the last semester by all veterinary technology students regardless of prior experience. Many externship sites and off-campus laboratories are not accessible via public transportation. Not having a driver's license or having access to a car will restrict site selection and can compromise the externship experience.
- **Program Limitations:**  
Program enrollment is limited by clinical space, and no more than 60 students per academic year will be admitted. This includes all part-time and full-time students.
- **Students enrolling Full-Time in the Spring Semester:**  
All required first year course work needs to be completed in the spring and subsequent summer semesters in order to start the second year of the program in the Fall. Otherwise, students should be counselled to start as a part time student.

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

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

- **General Education Core**
  - I. Effective Communication: EN101 and EN103
  - II. Conceptualization and Analysis: 3.0 credits from approved list and BA310, CS105, or CS106
  - III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits
  - IV. Scientific and Quantitative Reasoning: MH110 and CH101
  - V. Appreciation of Culture and Diversity: 6.0 credits from approved list
- **Program Curriculum**  
Students must attain a grade of "C" or better in all Veterinary Technology ("VT") courses

- VT102 Laboratory Animal Management
- VT103 Introduction to Veterinary Practice Management
- VT105 Large Animal Clinical & Emergency Procedures
- VT110 Animal Anatomy & Physiology I
- VT111 Animal Anatomy & Physiology II
- VT119 Veterinary Pharmacology
- VT197 Animal Handling & Husbandry
- VT201 Small Animal Clinical & Emergency Procedures
- VT204 Small Animal Dentistry
- VT212 Animal Radiology
- VT214 Veterinary Anesthesiology and Pain Management
- VT220 Clinical Pathology for Vet Techs I
- VT221 Clinical Pathology for Vet Techs II
- VT227 Animal Medicine I
- VT229 Sophomore Clinical Externship
- VT230 Animal Surgical Assisting & Advanced Clinical Procedures
- VT231 Animal Medicine II

## **Division of Business Education, Social Sciences and Humanities**

### **A.S. BUSINESS ADMINISTRATION: 60.0 Credits**

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

- **General Education Core**

- I. Effective Communication: EN101 and EN102

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

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

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

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

- **Program Curriculum**

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

- AC105 Financial Accounting
- AC203 Managerial Accounting
- BA101 Introduction to Business
- BA102 Principles of Marketing
- BA103 Legal Environment of Business
- BA111 Business Math

- **BA202 Business Communications**
- **BA203 Principles of Management**
- **BA216 Principles of Finance**
- **EC102 Microeconomics**
- **Any AC, BA, EC, or HC course – 3.0 total credits**

### **A.S. COMPUTER AND INFORMATION SYSTEMS: 60.0 Credits**

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

- **General Education Core**

- I. Effective Communication: EN101 and EN102
- II. Conceptualization and Analysis: CS105 and any course that meets the requirement
- III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits
- IV. Scientific and Quantitative Reasoning: MH110 and MH203
- V. Appreciation of Culture and Diversity: 6.0 credits from any course that meets the requirement

- **Program Curriculum**

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

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

### **A.S. CRIMINAL JUSTICE: 60.0 Credits**

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

The primary objective of the Criminal Justice Degree Program at Manor College is to provide students with 21st century comprehensive training in criminal law, criminal investigation, law enforcement, legal procedures, criminology and

evidence. Through exposure to theory and practice, graduates with a degree in criminal justice will be prepared for a variety of career and/or transfer paths that will allow them to make a difference in the administration of justice.

- **General Education Core**

- I. Effective Communication: EN101 and EN102
- II. Conceptualization and Analysis: 6.0 credits from any course that meets the requirement
- III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits
- IV. Scientific and Quantitative Reasoning: 6.0 credits from any course that meets the requirement (BI105 recommended)
- V. Appreciation of Culture and Diversity: 6.0 credits from any course that meets the requirement

- **Program Curriculum**

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

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

### **A.S. EARLY CHILDHOOD EDUCATION: 60.0 Credits**

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

- **General Education Core**

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

- **Program Curriculum**

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

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

## **A.S. HEALTHCARE ADMINISTRATION: 60.0 Credits**

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

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

- **General Education Core**

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

- **Program Curriculum**

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

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

- **HC101 Foundations of Healthcare**
- **HC218 Healthcare Law and Ethics**

### **A.A. HUMAN SERVICES: 60.0 Credits**

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

- **General Education Core**

- I.** Effective Communication: EN101 and EN102
- II.** Conceptualization and Analysis: HSR201 and PL216
- III.** Personal, Social, and Ethical Responsibility: Any RS course that meets the requirement
- IV.** Scientific and Quantitative Reasoning: BA111 and BI106 or BI108
- V.** Appreciation of Culture and Diversity: PS101 and SO102

- **Program Curriculum**

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

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

### **A.A. LIBERAL ARTS: 60.0 Credits**

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

- **General Education Core**
  - I. Effective Communication: EN101 and EN102
  - II. Conceptualization and Analysis: (recommended) CS105 and (recommended) PL100
  - III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits
  - IV. Scientific and Quantitative Reasoning: 6.0 credits from any course that meets the requirement.
  - V. Appreciation of Culture and Diversity: 6.0 credits from any course that meets the requirement
- **Program Curriculum**  
The Liberal Arts Curriculum allows the student to design their own path to completion. With the help of their Academic Advisor, the student will be able to take 33 additional credits from multiple disciplines.

## **A.S. SPORT AND RECREATIONAL MANAGEMENT: 60.0 Credits**

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

- **General Education Core**
  - I. Effective Communication: EN101 and EN102
  - II. Conceptualization and Analysis: BA105 and any course that meets the requirement
  - III. Personal, Social, and Ethical Responsibility: Any RS course 3.0 Credits
  - IV. Scientific and Quantitative Reasoning: MH203 and any course that meets the requirement
  - V. Appreciation of Culture and Diversity: EC101 and any course that meets the requirement
- **Program Curriculum**  
Students must attain a grade of "C" or better in all Business ("BA") courses
  - **AC105 Financial Accounting**
  - **AC203 Managerial Accounting**
  - **BA101 Introduction to Business**
  - **BA102 Principles of Marketing**
  - **BA103 Legal Environment of Business**
  - **BA111 Business Math**
  - **BA114 Introduction to Sport Management**
  - **BA202 Business Communications**
  - **BA203 Principles of Management**
  - **BA214 Sport Marketing & Promotions**
  - **EC102 Microeconomics**

**B.S. ACCOUNTING: 120.0 Credits**

Our Accounting degree program can provide you with a solid foundation in accounting practices and procedures. Courses focus on broad accounting concepts and issues but also develop the communication, technical, and interpersonal skills necessary to succeed in the professional world today. Students are encouraged to enhance their leadership skills, to develop high ethical standards, and to achieve their full potential throughout the program.

- **General Education Core**

- I. Effective Communication: EN101, EN102, and BA202
- II. Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement
- III. Personal, Social, and Ethical Responsibility: BA307 and any RS course  
3.0 Credits
- IV. Scientific and Quantitative Reasoning: MH203, MH204, and any science course that meets the requirement
- V. Appreciation of Culture and Diversity: EC101, EC102, and any course that meets the requirement

- **Program Curriculum**

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

- **AC105 Financial Accounting**
- **AC201 Intermediate Accounting I**
- **AC202 Intermediate Accounting II**
- **AC203 Managerial Accounting**
- **AC204 Accounting Information Systems**
- **AC305 Cost Accounting**
- **AC315 Federal Income Taxation**
- **AC405 Auditing**
- **AC410 Advanced Accounting**
- **AC496 Internship I**
- **BA101 Introduction to Business**
- **BA102 Principles of Marketing**
- **BA103 Legal Environment of Business**
- **BA203 Principles of Management**
- **BA216 Principles of Accounting**
- **BA304 Managing Business Information**
- **BA321 Organizational Behavior**
- **BA403 Operations Management**
- **BA410 Strategic Planning**
- **BA418 Financial Management**
- **CAP499 Capstone**
- **Any Electives - 9.0 total credits**



## **B.B.A. BUSINESS ANALYTICS: 120.0 Credits**

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

- **General Education Core**

- I.** Effective Communication: BA202, EN101, and EN102

- II.** Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement

- III.** Personal, Social, and Ethical Responsibility: Any RS course and BA307

- IV.** Scientific and Quantitative Reasoning: BA111, MH203, and any science course that meets the requirement

- V.** Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the requirement

- **Program Curriculum**

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

- **AC105 Financial Accounting**
  - **AC203 Managerial Accounting**
  - **BA101 Introduction to Business**
  - **BA102 Principles of Marketing**
  - **BA103 Legal Environment of Business**
  - **BA302 Social Media Marketing**
  - **BA304 Managing Business Information**
  - **BA306 Business Apprenticeship**
  - **BA318 Forecasting for Business Analytics**
  - **BA319 Web and Social Media Analytics**
  - **BA324 Business Intelligence**
  - **BA325 Database Marketing**
  - **BA328 Advanced Excel for Business Analytics**
  - **BA410 Strategic Planning**
  - **BA415 Simulation for Business Analytics**
  - **BA416 Project Management**
  - **BA498 Business Internship I**
  - **CAP499 Capstone**
  - **CS205 Management Information Systems**
  - **MH204 Statistics II**
  - **(3) Any 300/400 BA or CS Course - 9.0 total credits**
  - **Free Elective - 3.0 total credits**

**B.S. CHILD CARE ADMINISTRATION: 120.0 Credits**

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

- **General Education Core**

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

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

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

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

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

- **Program Curriculum**

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

- BA308 Group Dynamics
- CD308 Nutrition, Health, and Safety for Children
- CD310 Children, Stress, and Trauma
- CD311 Infant Toddler Mental Health Prevention and Intervention
- CD312 Developmentally Appropriate Practice
- CD403 Current Issues and Trends in Early Childhood Education or CD402 Policy Analysis and Advocacy
- CD404 Early Childhood Administration Internship
- ED102 Intro to Early Childhood Education (0-9y)
- ED104 Child Development (0-9y)
- ED105 Family Partnerships in Early Childhood
- ED204 Program Planning, Curriculum and Assessment: Infant and Toddlers (0-3y)
- ED208 The Inclusive Classroom (0-9y)
- ED209 Teaching Math in Early Childhood (0-9y)
- ED210 Integrated Arts in Early Childhood (0-9y)
- ED212 Early Literacy Foundations (0-9y)
- ED214 Teaching Science in Early Childhood (0-9y)
- ED301 Introduction to Child Care Administration and Management
- ED302 Leadership in Practice
- ED303 Teacher Leadership
- ED305 Introduction to English Language Learners
- ED309 Children's Literature
- PP 401 Non-Profit Organizations and NGOS or BA401 Business Employment Law

- **(3) Any CD, ED or PP Elective – 9.0 total credits**
- **Any non-required CD or ED course**

## **B.S. CHILD DEVELOPMENT: 120.0 Credits**

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

- **General Education Core**

- I.** Effective Communication: EN101 and two courses that meet the requirement
- II.** Conceptualization and Analysis: CD402 and two additional courses that meet the requirement
- III.** Personal, Social, and Ethical Responsibility: Any RS course and an additional course that meets the requirement
- IV.** Scientific and Quantitative Reasoning: Any Science course and two additional courses that meet the requirement
- V.** Appreciation of Culture and Diversity: CD314 or CJ403, and two any additional courses that meets the requirement (PS101 recommended)

- **Program Curriculum**

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

- **CD301 Adolescent Development**
- **CD302 Supporting Children with Autism**
- **CD303 Infant-Toddler Practicum**
- **CD304 Care for Infants and Toddlers with Disabilities**
- **CD306 Characteristics of Children with Autism Disorder**
- **CD308 Nutrition, Health, and Safety for Children**
- **CD310 Children, Stress, and Trauma**
- **CD311 Infant Toddler Mental Health Prevention and Intervention**
- **CD312 Developmentally Appropriate Practice**
- **CD316 Atypical Child Development**
- **CD401 Contemporary Issues in Child Development**
- **Any CJ Course (CJ325 or CJ402 recommended)**
- **ED102 Intro to Early Childhood Education (0-9y)**
- **ED104 Child Development (0-9y)**
- **ED105 Family Partnerships in Early Childhood**
- **ED204 Program Planning, Curriculum and Assessment: Infant and Toddlers (0-3y)**
- **ED208 The Inclusive Classroom (0-9y)**
- **ED209 Teaching Math in Early Childhood (0-9y)**
- **ED210 Integrated Arts in Early Childhood (0-9y)**
- **ED212 Early Literacy Foundations (0-9y)**

- **ED214 Teaching Science in Early Childhood (0-9y)**
- **ED305 Introduction to English Language Learners**
- **ED309 Children's Literature**
- **PS102 Developmental Psychology**
- **(2) Any CD or ED Elective - 6.0 total credits**

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

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

- **General Education Core**

- I. Effective Communication: BA202, EN101, and EN102
- II. Conceptualization and Analysis: BA310, CS105, and CS106
- III. Personal and Ethical Responsibility: BA307 and any RS course
- IV. Scientific and Quantitative Reasoning: MH110, MH203, and any science
- V. Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the requirement

- **Program Curriculum**

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

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

## **B.S. CRIMINAL JUSTICE: 120.0 Credits**

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

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

- **General Education Core**

- I. Effective Communication: EN101, EN102, and EN103
- II. Conceptualization and Analysis: CS105 or CS106, PP302, and one additional course that meets the requirement
- III. Personal, Social, and Ethical Responsibility: Any RS course and CJ309 or PP310
- IV. Scientific and Quantitative Reasoning: any approved Math course, any Science course, and one other course that meets the requirement (EC102 recommended)
- V. Appreciation of Culture and Diversity: CD314, HS105, and PS101

- **Program Curriculum**

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

- **BA316 Supervisory Management**
- **BA401 Business Employment Law**
- **BA402 Leadership Dynamics**
- **CAP499 Capstone**
- **CJ101 Introduction to Criminal Justice**
- **CJ102 Criminology**
- **CJ201 Juvenile Justice**
- **CJ202 Policing in America**
- **CJ204 Criminal Practice and Procedure**
- **CJ218 Contemporary Issues in Criminal Justice**
- **CJ306 Criminal Justice Organizations**
- **CJ313 Court Administration**
- **CJ320 Correctional Operations**
- **CJ420 Writing for Legal and Public Administration**
- **CJ421 Justice Administration and Planning**
- **HC401 Occupational Health and Safety**
- **LE312 Law and Economics**
- **PLS101 American National Government**
- **PLS301 (LE301) Constitutional Law**
- **PLS310 Corruption in American Politics**

- **PP101 Intro to Public Policy or PP102 Intro to Public Administration**
- **PP401 Non-Profit organizations and NGOs**
- **(3) Any CJ, LE, PP, ED, CD, or BA course - 9.0 credits total**

### **B.B.A GENERAL BUSINESS ADMINISTRATION: 120.0 Credits**

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

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

- **General Education Core**
  - I.** Effective Communication: BA202, EN101, and EN102
  - II.** Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement
  - III.** Personal, Social, and Ethical Responsibility: Any RS course and BA307
  - IV.** Scientific and Quantitative Reasoning: BA111, MH203, and any science course that meets the requirement
  - V.** Appreciation of Culture and Diversity: EC101, EC102 and SO102
- **Program Curriculum**

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

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

## **B.B.A. GENERAL MANAGEMENT: 120.0 Credits**

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

- **General Education Core**

- I. Effective Communication: BA202, EN101, and EN102

- II. Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement

- III. Personal, Social, and Ethical Responsibility: Any RS course and BA307

- IV. Scientific and Quantitative Reasoning: BA111, MH203, and any science course that meets the requirement

- V. Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the requirement

- **Program Curriculum**

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

- **AC105 Financial Accounting**
  - **AC203 Managerial Accounting**
  - **BA101 Introduction to Business**
  - **BA102 Principles of Marketing**
  - **BA103 Legal Environment of Business**
  - **BA203 Principles of Management**
  - **BA306 Business Apprenticeship**
  - **BA308 Group Dynamics**
  - **BA313 Small Business Finance**
  - **BA314 Investment and Portfolio Management**
  - **BA315 Global Business Management**
  - **BA316 Supervisory Management**
  - **BA320 Human Resources Management**
  - **BA321 Organizational Behavior**
  - **BA402 Leadership Dynamics**
  - **BA403 Operations Management**
  - **BA410 Strategic Planning**
  - **BA411 Business Policy and Strategy**
  - **BA412 Corporate Responsibility Management**
  - **BA413 Talent and Acquisition Management**
  - **BA498 Business Internship I**
  - **CAP499 Capstone**
  - **MH204 Statistics II**
  - **Free Elective**

**B.S. HEALTH SERVICES: 124.0 Credits**

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

- **General Education Core**

- I. Effective Communication: EN101, EN102, and any other courses that meet the requirements (EN305 recommended)
- II. Conceptualization and Analysis: CS105 and any two courses that meet the requirement for 6.0 credits
- III. Personal, Social, and Ethical Responsibility: Any RS course (RS303 recommended) and one additional course that meets the requirements
- IV. Scientific and Quantitative Reasoning: One MH course, one Science course, and one additional course that meets the requirements
- V. Appreciation of Culture and Diversity: PS101, SO102, or SO108 and any two courses that meet the requirement for 9 credits (CD314 recommended)

- **Program Curriculum**

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

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



## **B.B.A. HEALTHCARE MANAGEMENT: 120.0 Credits**

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

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

- **General Education Core**

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

- **Program Curriculum**

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

- **AC105 Financial Accounting**
- **AC203 Managerial Accounting**
- **BA101 Introduction to Business**
- **BA102 Principles of Marketing**
- **BA103 Legal Environment of Business**
- **BA203 Principles of Management**
- **BA306 Business Apprenticeship**
- **BA308 Group Dynamics**
- **BA313 Small Business Finance**
- **BA320 Human Resources Management**
- **BA401 Business Employment Law**
- **BA402 Leadership Dynamics**
- **BA404 Brand Marketing**
- **BA410 Strategic Planning**
- **BA498 Business Internship I**
- **CAP499 Capstone**
- **CD308 Nutrition, Health, and Safety for Children**
- **HC101 Foundations of Healthcare**
- **HC218 Healthcare Law and Ethics**
- **HC301 Financial Management in the Healthcare Industry**
- **HC310 Management of Information in the Healthcare Industry**
- **HC401 Occupational Health and Safety**
- **HC410 Operations Management in Healthcare Organizations**
- **PP303 Public Health and Epidemiology**

**B.A. LIBERAL STUDIES: 120.0 Credits**

The Bachelor of Arts (B.A.) degree program in Liberal Studies prepares students for a career or graduate education, while providing personal enrichment. Students are exposed to a broad-based liberal arts curriculum and take coursework in several subject areas in the Humanities, Arts, and Social Sciences to create a multidisciplinary degree with a concentration that meets their individual, educational, vocational, or personal interests and goals. A variety of coursework is offered in several areas of concentration including Pre-Law, Child Development and Entrepreneurship. Students also have the flexibility to create their own concentration using courses across the curriculum. In addition, there is an opportunity for service learning or field experience. Students who major in liberal studies develop transferable skills that are valued by employers. These skills include effective writing, oral communication, critical thinking, problem-solving and the ability to research and analyze information. A liberal studies degree opens the possibility for a wide range of careers. In today's information driven economy, employers are looking for interdisciplinary thinkers with broad knowledge of the world, rather than a narrow focus and expertise in a single discipline.

- **General Education Core**

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

- **Program Curriculum**

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

**B.A. PSYCHOLOGY: 120.0 Credits**

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

Our primary goal is to enable psychology degree students to develop an understanding of core psychological concepts, theories, and issues, as well as understanding the relevance and application of psychology to one's life. The curriculum focuses on developing a foundation of knowledge, skills, and

values necessary for those aspiring to start a career in psychology or pursue a graduate degree.

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

- **General Education Core**

- I. Effective Communication: EN101, EN102, and EN103
- II. Conceptualization and Analysis: CS105 or CS106, PL100, and PS304
- III. Personal, Social, and Ethical Responsibility: HC218 or PL216 and any RS course 3.0 Credits
- IV. Scientific and Quantitative Reasoning: MH203, One Science course (100 level BI/CH or 200 level PH) and MH110
- V. Appreciation of Culture and Diversity: PS301, SO102, and any course that meets the requirement

- **Program Curriculum**

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

- **AH302 Managing Social Determinants of Health**
- **HC101 Foundations of Healthcare Administration**
- **PS101 Introduction to Psychology**
- **PS102 Developmental Psychology**
- **PS201 Abnormal Psychology**
- **PS203 Drugs in American Society**
- **PS204 Psychology of Aging**
- **PS302 Psychology of Personality**
- **PS303 History of Psychology**
- **PS305 Biopsychology**
- **PS307 Psychopathology in Children & Adolescents**
- **PS401 Psychological Impact of Trauma**
- **PS402 Contemporary Topics in Psychology**
- **PS403 Interpersonal Communication Skills**
- **CAP499 Capstone**
- **Psychology Elective (PS105 Social Psychology or PS106 Stress and Health Psychology)**
- **Any child development (CD) course or ED105 - 3.0 total credits**
- **Any CJ 300 or higher - 3.0 credits**
- **Any CD 300 or higher - 3.0 credits**
- **Business Elective (BA308 recommended)- 3.0 credits**
- **(5) Electives - (CJ101 recommended and at least 6.0 credits 300 or 400 level) - 15.0 total credits**

## B.S. PUBLIC POLICY: 120.0 Credits

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

- **General Education Core**

- I. Effective Communication: EN101, EN102, and EN103
- II. Conceptualization and Analysis: Three courses that meet the requirement (EC102 recommended)
- III. Personal, Social, and Ethical Responsibility: Any RS course and CJ309 or PP310
- IV. Scientific and Quantitative Reasoning: One Math, one Science and one of either
- V. Appreciation of Culture and Diversity: HS105, PS101, and an additional course that meets the requirement

- **Program Curriculum**

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

- AC105 Financial Accounting
- BA401 Business Employment Law
- CAP499 Capstone
- CJ201 Juvenile Justice
- CJ204 Criminal Practice and Procedure or CJ218 Contemporary Issues in Criminal Justice
- CJ304 Introduction to Homeland Security
- CJ404 Financial Crime
- EC101 Macroeconomics
- ED307 Liability Ethics and Advocacy
- HC401 Occupational Health and Safety
- LE302 Race, Gender and the Law
- LE312 Law and Economics
- LE402 Animal Rights
- PLS101 American National Government
- PLS301 (LE301) Constitutional Law
- PLS310 Corruption in American Politics
- PP101 Intro to Public Policy
- PP302 Public Policy Analysis
- PP311 (LE311) Environmental Law
- PP314 Technology Law and Policy
- PP316 International Law
- PP401 Non-Profit organizations and NGOs
- (2) Any CJ, PP, LE, or ED course - 6.0 credits total

## **B.B.A. SPORT MANAGEMENT: 120.0 Credits**

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

- **General Education Core**

- I. Effective Communication: BA202, EN101, and EN102

- II. Conceptualization and Analysis: BA105, BA310, and any course that meets the requirement

- III. Personal, Social, and Ethical Responsibility: Any RS course and BA307

- IV. Scientific and Quantitative Reasoning: BA111, MH203, and any science course that meets the requirement

- V. Appreciation of Culture and Diversity: EC101, EC102 and any course that meets the requirement

- **Program Curriculum**

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

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

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

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

- **General Education Core**

- I. Effective Communication: EN101, EN103, and BA202
- II. Conceptualization and Analysis: CS105 or CS106, BA310, and 3.0 credits from approved list
- III. Personal, Social, and Ethical Responsibility: BA307 and any RS course 3.0 Credits
- IV. Scientific and Quantitative Reasoning: MH110, MH203 and CH101
- V. Appreciation of Culture and Diversity: BA308 and 6.0 credits from approved list

- **Program Curriculum**

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

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

### PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS AND REQUIREMENTS

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The Manor College Professional Development Certificate Programs are designed and intended for non-degree enrollees who want to advance their careers or expand into new ones. Students select four current hybrid or online classes toward the goal of receiving a certificate from Manor College in as little as nine months.

#### **BUSINESS MANAGEMENT CERTIFICATE: 12.0 Credits**

In any industry, effective management is the key to company success. Grow in your understanding of business fundamentals and advance in your profession.

- Required:
  - **BA101 Intro to Business**
  - **BA202 Business Communication**
- Choose Two Electives:
  - **AC105 Financial Accounting**
  - **BA102 Intro to Marketing**
  - **BA113 Intro to Entrepreneurship**
  - **BA203 Principles of Management**
  - **BA216 Principles of Finance**
  - **BA402 Leadership Dynamics**
  - **CD104 Intro to Childhood Development**
  - **CD301 Adolescent Development**
  - **CJ322 Cyber Crime**
  - **CS181 Operating and Application Systems**
  - **EN103 Oral Communications**
  - **RS103 World Religions**
  - **RS303 Neuroscience and Religion**

#### **CHILDHOOD DEVELOPMENT CERTIFICATE: 12.0 Credits**

Take the next steps toward accomplishing more for your students and co-workers. Learn the essentials as building blocks for your career.

- Required:
  - **CD104 Intro to Childhood Development**
  - **CD301 Adolescent Development**
- Choose Two Electives:
  - **AC105 Financial Accounting**
  - **BA101 Intro to Business**
  - **BA102 Intro to Marketing**
  - **BA113 Intro to Entrepreneurship**
  - **BA202 Business Communication**
  - **BA203 Principles of Management**
  - **BA216 Principles of Finance**

- **BA402 Leadership Dynamics**
- **CJ322 Cyber Crime**
- **CS181 Operating and Application Systems**
- **EN103 Oral Communications**
- **RS103 World Religions**
- **RS303 Neuroscience & Religion**

**CYBERCRIME CERTIFICATE: 12.0 Credits**

Today's digital age brings many opportunities for business growth and security risks. Demonstrate your value in identifying those risks from this certificate.

- Required:
  - **CS181 Operating and Application Systems**
  - **CJ322 Cyber Crime**
- Choose Two Electives:
  - **AC105 Financial Accounting**
  - **BA101 Intro to Business**
  - **BA102 Intro to Marketing**
  - **BA113 Intro to Entrepreneurship**
  - **BA202 Business Communication**
  - **BA203 Principles of Management**
  - **BA216 Principles of Finance**
  - **BA402 Leadership Dynamics**
  - **CD104 Intro to Childhood Development**
  - **CD301 Adolescent Development**
  - **EN103 Oral Communications**
  - **RS103 World Religions**
  - **RS303 Neuroscience and Religion**

**LEADERSHIP DYNAMICS CERTIFICATE: 12.0 Credits**

Build your leadership skills to advance at your current position or seek a new one. Learn how to more effectively manage, communicate, and plan for the success of your company...and you!

- Required:
  - **BA101 Intro to Business**
  - **BA402 Leadership Dynamics**
- Choose Two Electives:
  - **AC105 Financial Accounting**
  - **BA102 Intro to Marketing**
  - **BA113 Intro to Entrepreneurship**
  - **BA202 Business Communication**
  - **BA203 Principles of Management**
  - **BA216 Principles of Finance**
  - **CD301 Adolescent Development**



- **CJ322 Cyber Crime**
- **CS181 Operating and Application Systems**
- **ED104 Intro to Childhood Development**
- **EN103 Oral Communications**
- **RS103 World Religions**
- **RS303 Neuroscience and Religion**

### **RELIGIOUS STUDIES CERTIFICATE: 12.0 Credits**

In a world that is constantly changing and striving for peace among communities and countries, this certificate will provide the essentials for understanding cultures and applying new insights in the workplace.

- Required:
  - **RS103 World Religions**
  - **RS303 Neuroscience and Religion**
- Choose Two Electives:
  - **AC105 Financial Accounting**
  - **BA101 Intro to Business**
  - **BA102 Intro to Marketing**
  - **ED104 Intro to Childhood Development**
  - **EN103 Oral Communications**
  - **BA113 Intro to Entrepreneurship**
  - **BA202 Business Communication**
  - **BA203 Principles of Management**
  - **BA216 Principles of Finance**
  - **BA402 Leadership Dynamics**
  - **CD301 Adolescent Development**
  - **CJ322 Cyber Crime**
  - **CS181 Operating and Application Systems**

### First Year Experience

#### **MTK099 MANOR COLLEGE TOOLKIT: 0.0 Credits**

This Pass/Fail 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.

### 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.

#### **AC201 INTERMEDIATE ACCOUNTING I: 3.0 Credits**

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

#### **AC202 INTERMEDIATE ACCOUNTING II: 3.0 Credits**

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

#### **AC203 MANAGERIAL ACCOUNTING: 3.0 Credits**

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

#### **AC204 ACCOUNTING INFORMATION SYSTEMS: 3.0 Credits**

An accounting information system is designed to collect, record, store, and process data to produce information for decision makers. This course provides an introduction to modern enterprise Accounting Information Systems (AIS). The student will apply accounting information systems concepts and procedures

utilizing practical hands-on applications utilizing computer software, case studies and research projects. Projects will be related to both development of current accounting information systems theory and practical uses. In addition to studying select business transaction cycles within AIS, the course will present current challenges within today's modern accounting information systems such as information systems audit, cyber security and enterprise risk management and IT governance. Prerequisite: Successful completion of 6.0 credit hours in accounting and CS105. Major Requirement.

### **AC305 COST ACCOUNTING: 3.0 Credits**

Presents an overview of the principles and methodologies of cost accounting, a critical field for accountants and finance professionals. It covers inventory valuation, product pricing, cost analysis methods, job costing, process costing, standard costing, activity-based costing, and capital budgeting analysis. The course provides a comprehensive understanding of cost accounting concepts and their application in real-world scenarios. Prerequisites: AC201 and AC202.

### **AC315 FEDERAL INCOME TAXATION: 3.0 Credits**

Federal Income Taxation will provide a comprehensive introduction to the principles and practices of taxation. Students will gain an understanding of the U.S. federal income tax system, including the taxation of individuals, businesses, and property transactions. The course will cover topics such as income recognition, deductions, credits, and tax planning strategies. Students will also learn how to apply tax law to real-world scenarios and analyze the impact of tax policy on individuals and businesses. Prerequisites: AC201 and AC202.

### **AC320 FINANCIAL ANALYSIS: 3.0 Credits**

This course focuses on the techniques and tools used to analyze financial statements and assess a company's financial performance and position. Students will learn to interpret financial ratios, perform valuation analysis, forecast financial performance, and make informed investment decisions. Prerequisites: BA216 Principles of Finance.

### **AC325 FORENSIC ACCOUNTING: 3.0 Credits**

This course covers forensic accounting techniques that address the contemporary need to prevent, detect, investigate, and prosecute financial fraud perpetrators. Tools and systems used in auditing for fraud instances are discussed. Also reviewed are the professional pronouncements that apply to the independent accountant in the circumstances when financial malfeasance is suspected or uncovered. Ethical considerations and other professional responsibilities that impact the auditor and the client's stakeholder community are included in the various cases that form the basis for course coverage. Prerequisites: AC201 and AC202.

### **AC329 PRINCIPLES OF ESTATE PLANNING: 3.0 Credits**

This course introduces the fundamental concepts of estate planning, including estate tax, gift tax, probate, and trust law. Students will learn to develop effective estate plans to minimize taxes, protect assets, and fulfill family objectives. Prerequisites: AC305 Cost Accounting.

### **AC335 PENSIONS AND RETIREMENT: 3.0 Credits**

This course explores the complex world of pensions and retirement plans, including defined benefit plans, defined contribution plans, and retirement savings accounts. Students will gain a comprehensive understanding of the regulatory framework, tax implications, and investment strategies associated with retirement planning. Prerequisites: AC305 Cost Accounting.

### **AC340 ACCOUNTING AND TAXATION OF MUTUAL FUNDS: 3.0 Credits**

The focus of this course is on the unique accounting and tax considerations for mutual funds, including investment income, capital gain distributions, and shareholder reporting. Students will learn to analyze the financial statements of mutual funds, calculate taxable income, and prepare tax returns for mutual fund investors. Prerequisites: AC305 Cost Accounting.

### **AC405 AUDITING: 3.0 Credits**

This course provides a comprehensive introduction to the field of auditing, focusing on the principles, standards, and practices of financial statement audits. Students will develop a strong understanding of the auditor's role in ensuring the accuracy and reliability of financial information, as well as the importance of ethical considerations and professional judgment in the auditing process. Prerequisites: AC 201, AC202 and AC305.

### **AC410 ADVANCED ACCOUNTING: 3.0 Credits**

This course is focused on advanced accounting topics, such as consolidation, international financial reporting standards (IFRS), and emerging accounting issues. Students will develop a deep understanding of complex accounting concepts and their application to real-world business scenarios. Prerequisites: AC305 and AC405.

### **AC420 ADVANCED FINANCIAL ACCOUNTING: 3.0 Credits**

Students will dive deeper into complex financial accounting topics, including advanced consolidation methods, international financial reporting standards (IFRS), advanced revenue recognition, leases, and financial instruments. Students will gain a comprehensive understanding of these topics and their impact on financial statement preparation and analysis. Prerequisites: AC105.

### **AC421 ADVANCED MANAGERIAL ACCOUNTING: 3.0 Credits**

This course delves into advanced topics in managerial accounting, such as activity-based costing, strategic cost management, and advanced budgeting and forecasting techniques. Students will learn to apply these concepts to improve decision-making, enhance operational efficiency, and drive strategic initiatives. Prerequisites: AC203.

### **AC425 STRATEGIC INFORMATION ACCOUNTING SYSTEMS: 3.0 Credits**

This course explores the design, implementation, and evaluation of information systems for strategic decision-making. Students will learn to analyze business processes, identify information requirements, and select appropriate information systems to support organizational goals. Prerequisites: AC204 Accounting Info Systems.

**AC428 ADVANCED FEDERAL TAXATION: 3.0 Credits**

This course provides an in-depth analysis of advanced federal tax topics, including tax planning for high-net-worth individuals, partnerships, corporations, and estates. Students will develop skills in tax research, tax minimization strategies, and the application of complex tax rules. Prerequisites: AC201 and AC202.

**AC430 ADVANCED AUDITING: 3.0 Credits**

The advanced course in auditing builds upon foundational auditing principles, focusing on advanced auditing techniques, risk assessment, and the application of auditing standards to complex transactions and industries. Students will learn to critically evaluate audit evidence, perform specialized audit procedures, and address emerging issues in the auditing profession. Prerequisites: AC201 and AC202.

**AC496 ACCOUNTING INTERNSHIP: 6.0 Credits**

This course provides students with practical experience in accounting through a supervised internship in a professional setting. Students will apply classroom knowledge to real-world accounting tasks. Prerequisites: Successful completion of core accounting requirements.

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

This course will introduce students to the prevalent concerns older adults present to dental professionals and explore management options to promote oral health in the later stages of life. Students will also learn and adapt new techniques and knowledge to prior dental professions experiences to enhance oral health care delivery to the older patient. Prerequisite: Dental Hygiene or EFDA Student.

**AH302 MANAGING SOCIAL DETERMINANTS IN HEALTH: 3.0 Credits**

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

**Biology****BI101 BIOLOGICAL SCIENCE I: 4.0 Credits**

A comprehensive study of fundamental concepts of living organisms, emphasizing the molecular and cellular organization of life. Primary emphasis is given to basic unit of life, the cell. Topics include basic biochemistry, cell structure and function including reproduction, energy in biological systems, genetics and

gene expression. The scientific method and evolution are introduced. Laboratory investigations are designed to correlate and clarify lecture topics. Lab studies include Eukaryota comparisons, cellular processes, molecular biology and genetics. (3 hour lecture/2 hour laboratory). Prerequisite: "C" or better in high school biology or completion of prep biology. Major requirement.

### **BI104 MEDICAL TERMINOLOGY: 3.0 Credits**

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

### **BI105 BASIC HUMAN STRUCTURE & FUNCTION: 3.0 Credits**

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

### **BI106 HUMAN NUTRITION SCIENCE: 3.0 Credits**

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

### **BI108 ENVIRONMENTAL SUSTAINABILITY: 4.0 Credits**

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

### **BI201 HUMAN ANATOMY AND PHYSIOLOGY I: 4.0 Credits**

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

### **BI202 HUMAN ANATOMY AND PHYSIOLOGY II: 4.0 Credits**

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

**BI203 MICROBIOLOGY: 4.0 Credits**

This is a basic course in the principles of microbiology. Special emphasis is placed on the medical and clinical aspects of microbiology. This includes cultural, morphological, biochemical, and microscopic characteristics of bacteria. Mycology, virology and parasitology are also covered along with the disease process of each organism. In the laboratory isolation, cultivation and microscopic examination of bacteria, fungi and parasites will be covered. Additionally, the student will become familiar with different staining techniques, media preparation and antibiotic sensitivity tests. (3 hour lecture/2 hour laboratory). Major requirement.

**Business****BA101 INTRODUCTION TO BUSINESS: 3.0 Credits**

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

**BA102 PRINCIPLES OF MARKETING: 3.0 Credits**

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

**BA103 LEGAL ENVIRONMENT OF BUSINESS: 3.0 Credits**

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

**BA105 BUSINESS APPLICATIONS WITH EXCEL: 3.0 Credits**

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

**BA111 BUSINESS MATH: 3.0 Credits**

This course applies students' interpretation of basic mathematical concepts to common business usage covering such topics as percentages, interest, trade, bank and cash discounts, payroll, time, value of money, and business loans; linear and quadratic equations with applications involving supply, demand, revenue, cost, profit and break-even points. Major Requirement.

### **BA113 INTRODUCTION TO ENTREPRENEURSHIP: 3.0 Credits**

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

### **BA114 INTRODUCTION TO SPORT MANAGEMENT: 3.0 Credits**

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

### **BA202 BUSINESS COMMUNICATION: 3.0 Credits**

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

### **BA203 PRINCIPLES OF MANAGEMENT: 3.0 Credits**

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

### **BA214 SPORTS MARKETING AND PROMOTION: 3.0 Credits**

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

### **BA216 PRINCIPLES OF FINANCE: 3.0 Credits**

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

### **BA301 INTRODUCTION TO SPORT MEDIA RELATIONS: 3.0 Credits**

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

### **BA302 SOCIAL MEDIA MARKETING: 3.0 Credits**

The course examines how the social media platforms such as Facebook, Twitter, YouTube, and corporate blogs fit into an organization's overall marketing



strategy. Course will investigate the skills and activities involved in designing and implementing effective social media marketing strategies. Prerequisite: BA102.

### **BA304 MANAGING BUSINESS INFORMATION: 3.0 Credits**

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

### **BA305 SPORTS AND LAW LIABILITY: 3.0 Credits**

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

### **BA306 BUSINESS APPRENTICESHIP: 3.0 Credits**

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

### **BA307 BUSINESS ETHICS: 3.0 Credits**

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

### **BA308 GROUP DYNAMICS: 3.0 Credits**

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

### **BA309 ENTREPRENEURSHIP: 3.0 Credits**

How to start your own business: from concept to reality. A study of the challenges and responsibilities of an entrepreneur. Operational strategies concerning

business, financial, and marketing plans, along with advertising, human resource, legal, and ethical issues.

### **BA310 INTRODUCTION TO BUSINESS ANALYTICS: 3.0 Credits**

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

### **BA311 PERSONAL FINANCE: 3.0 Credits**

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

### **BA312 MANAGEMENT IN TODAY'S VETERINARY PRACTICES: 3.0 Credits**

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

### **BA316 SUPERVISORY MANAGEMENT: 3.0 Credits**

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

### **BA317 SPORT TICKET SALES AND STRATEGIES: 3.0 Credits**

This course will examine the ever-changing environment of ticket sales and strategies in the sport industry and discuss the reliance on ticket sales as a key

revenue source in athletics. The material is designed to expose students to the standards, principles and practices that can be applied to the ticketing industry.

### **BA320 HUMAN RESOURCES MANAGEMENT: 3.0 Credits**

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

### **BA321 ORGANIZATIONAL BEHAVIOR: 3.0 Credits**

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

### **BA322 SALES STRATEGIES: 3.0 Credits**

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

### **BA325 DATABASE MARKETING: 3.0 Credits**

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

### **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.

### **BA403 OPERATIONS MANAGEMENT: 3.0 Credits**

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

### **BA404 BRAND MARKETING: 3.0 Credits**

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

### **BA405 SPORTS AND ATHLETICS FUNDRAISING: 3.0 Credits**

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

### **BA406 FINANCING SPORTS OPERATIONS: 3.0 Credits**

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

### **BA408 FACILITY PLANNING AND MANAGEMENT: 3.0 Credits**

This class will provide the students with an introduction to the management of a sport, fitness, recreation, or public assembly facility. The course will focus on planning, designing, equipping, staffing, scheduling, financing and managing a sports and recreation facility. Students will examine functions of event

management as they relate to maintenance, security, operations, and evaluation. This course will develop the students' problem solving and organizational skills by utilizing class discussion, guest speakers, and facility site visits.

#### **BA409 MANAGING BUSINESS CONFLICTS: 3.0 Credits**

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

#### **BA410 STRATEGIC PLANNING: 3.0 Credits**

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

#### **BA411 BUSINESS POLICY AND STRATEGY: 3.0 Credits**

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

#### **BA412 CORPORATE RESPONSIBILITY MANAGEMENT: 3.0 Credits**

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

#### **BA415 SIMULATION FOR BUSINESS ANALYTICS: 3.0 Credits**

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

#### **BA416 PROJECT MANAGEMENT: 3.0 Credits**

This course focuses on the various functions associated with managing a project. Topics covered in the course include: the project manager role, relating the statement of work (SOW), scheduling processes, estimating methodologies and budgeting, quality, risk management, communications, procurement, team structures/practices, and understanding the importance of establishing variance and change thresholds for scope and control. Students will gain knowledge in starting, controlling, managing, and completing diverse projects in addition to

solving problems associated with these projects. Project Management Certification requires (1) an educational component and, (2) passing scores on the PMC exam. This course satisfies the educational component for certification. The PMC exam is for students seeking certification and is not a requirement of this course.

### **BA417 BIG DATA AND VISUALIZATION: 3.0 Credits**

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

### **BA418 FINANCIAL MANAGEMENT: 3.0 Credits**

This course explores the financial decisions made by corporations, including capital budgeting, capital structure, dividend policy, and risk management. Students will learn to evaluate investment opportunities, optimize capital structure, and make strategic financial decisions that maximize shareholder value. Prerequisites: BA216 Principles of Finance

### **BA498 BUSINESS INTERNSHIP I: 6.0 Credits**

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

## **Child Development**

### **CD301 ADOLESCENT DEVELOPMENT: 3.0 Credits**

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

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

### **CD302 SUPPORTING CHILDREN WITH AUTISM: 3.0 Credits**

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

Fieldwork is required. A minimum of 15 hours is required for this course. Students

must possess required clearances prior to beginning fieldwork (PA Child Abuse, PA Criminal Background Check, FBI Background Check).

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

### **CD303 INFANT TODDLER PRACTICUM: 3.0 Credits**

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

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

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

### **CD304 CARE FOR INFANTS AND TODDLERS WITH DISABILITIES: 3.0 Credits**

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

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

### **CD306 CHARACTERISTICS OF CHILDREN WITH AUTISM: 3.0 Credits**

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

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

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

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

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

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

### **CD310 CHILDREN, STRESS, AND TRAUMA: 3.0 Credits**

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

### **CD311 INFANT TODDLER MENTAL HEALTH PREVENTION AND INTERVENTION: 3.0 Credits**

This course will provide early childhood practitioners an overview of the importance of using preventative practices to support infant and toddler mental health support and services both the child and family. The course will focus on developing healthy relationships, attachment theory, and will preview intervention models.

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

### **CD312 DEVELOPMENTALLY APPROPRIATE PRACTICE: 3.0 Credits**

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



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

### **CD314 WORKING WITH CULTURALLY DIVERSE CHILDREN AND FAMILIES:**

#### **3.0 Credits**

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

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

### **CD316 ATYPICAL CHILD DEVELOPMENT: 3.0 Credits**

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

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

### **CD401 CONTEMPORARY ISSUES IN CHILD DEVELOPMENT: 3.0 Credits**

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

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

This course is a required course in the Child Development program and aligns with the following National Association for Education of Young Children (NAEYC)

Standards for Early Childhood Professional Preparation and Pennsylvania Department of Education (PDE) Standards for Pre-K-4th Grade—Chapter 49-2 Regulations.

### **CD402 POLICY ANALYSIS AND ADVOCACY: 3.0 Credits**

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

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

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

### **CD404 EARLY CHILDHOOD ADMINISTRATION LEADERSHIP: 3.0 Credits**

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

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

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

## **Chemistry**

### **CH101 FUNDAMENTALS OF CHEMISTRY I: 4.0 Credits**

This course introduces the International System of Units (SI); concepts of matter; atomic theory; periodic table and periodicity; structure of compounds; chemical nomenclature; calculations/ stoichiometry; chemical equations. (3 hour lecture/2

hour laboratory). Prerequisites: Placement in College Level Math. “C” or better in high school chemistry or completion of prep chemistry. Major requirement.

## Computer Science

### **CS105 INTRODUCTION TO COMPUTER FUNDAMENTALS: 3.0 Credits**

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

### **CS106 INTRODUCTION TO COMPUTER TECHNOLOGY AND PROGRAMMING CONCEPTS: 3.0 Credits**

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

### **CS181 OPERATING AND APPLICATION SYSTEMS: 3.0 Credits**

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

### **CS203 COMPUTER GRAPHICS: 3.0 Credits**

Specialized Graphics software will be used to design and compose computer graphics and 3D animation as applied in print, digital video and web formats. Course will focus on theory and technique, using currently popular graphic and publishing software in addition to core learning goals including: Critical Thinking, Oral and Written Communications, Basic Principles (Competency in Discipline), Ethical Issues, Effective member of Team projects. Prerequisite: CS105 or CS106.

### **CS205 MANAGEMENT INFORMATION SYSTEMS: 3.0 Credits**

This course explores current information management techniques. The system development life cycle is reviewed from initial needs analysis to final testing and implementation. Topics include benefit/cost analysis, data flow diagrams,

top-down design, project management, techniques for planning program development (including modular coding, implementation, and maintenance.) Semester-long team case projects will require students to apply system development life cycle concepts and techniques. Prerequisites: CS105 or passing grade on exemption test and BA101 or relevant business experience (approval of program director). Major requirement.

### **CS206 COMPUTER FORENSICS: 3.0 Credits**

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

### **CS210 PROGRAMMING I: 3.0 Credits**

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

### **CS211 PROGRAMMING II: 3.0 Credits**

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

### **CS215 DATABASE MANAGEMENT AND DESIGN: 3.0 Credits**

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

### **CS217 WEB PAGE DESIGN AND DEVELOPMENT: 3.0 Credits**

This course introduces students to the fundamentals of World Wide Web home page design using the Extended Hypertext Markup Language (XHTML). Students will gain extensive hands-on experience creating

Web pages using HTML tags for links, tables, forms, and incorporating images. Additionally, the course will present an introduction to basic web page scripting and web database interfacing. Quality design elements and style will be considered throughout the course. Prerequisite: CS105 or CS106.

**CS218 COMPUTER NETWORKS: 3.0 Credits**

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

**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.

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

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

**CJ102 CRIMINOLOGY: 3.0 Credits**

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

**CJ201 JUVENILE JUSTICE: 3.0 Credits**

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

**CJ202 POLICING IN AMERICA: 3.0 Credits**

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

**CJ203 THEORIES OF CRIME PREVENTION AND CONTROL: 3.0 Credits**

This course will introduce students to crime prevention and control strategies and the impact these initiatives have had on political and social justice issues. Included will be discussion of situational crime prevention, problem-oriented policing,

hot spot policing, broken windows and focused deterrence. Prerequisite: CJ101 Introduction to Criminal Justice.

### **CJ204 CRIMINAL PRACTICE AND PROCEDURE: 3.0 Credits**

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

### **CJ210 CORRECTIONS: 3.0 Credits**

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

### **CJ218 CONTEMPORARY ISSUES IN CRIMINAL JUSTICE: 3.0 Credits**

This course will investigate the causes and legal consequences associated with different types of violence and social unrest that impact the United States criminal justice system including child abuse and neglect, domestic abuse, elder abuse and neglect, gang violence and hate crimes. Case studies, analysis of existing laws and policy debate will provide a realistic picture of how the criminal justice system deals with these issues. Prerequisite: CJ101 Introduction to Criminal Justice. Major requirement.

### **CJ299 CRIMINAL JUSTICE FIELD EXPERIENCE: 3.0 Credits**

This course is especially recommended for those students who wish to work in the criminal justice field immediately following graduation. Students will be given the opportunity to observe and gain practical experience through a 100 hour supervised placement in a community criminal justice agency or on a criminal justice research project. Prerequisite: CJ101 Introduction to Criminal Justice and CJ102 Criminology and completion of at least 30 Manor credits or permission of the Program Director.

### **CJ301 RIOT, PROTESTS, AND THE FIRST AMENDMENT: 3.0 Credits**

This course explores the historical, legal, and sociopolitical dimensions of riots, protests, and the First Amendment in the United States. Students will examine the role of dissent in American society, the legal framework surrounding protest rights, and the impact of protests on social change using historical examples and case studies.

### **CJ302 RACE, GENDER, AND THE LAW: 3.0 Credits**

This course will examine how the issue of race has been treated within the American Legal System throughout history and in contemporary times. Using case law to examine the historical and present day context of race and the law will allow

students to compare the two and to analyze facts and apply the law where there is an intersection of race and justice. How the system has treated issues or race will be examined and possible solutions to the present day situations will be discussed.

### **CJ304 INTRODUCTION TO HOMELAND SECURITY: 3.0 Credits**

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

### **CJ306 CRIMINAL JUSTICE ORGANIZATIONS: 3.0 Credits**

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

### **CJ308 ENVIRONMENTAL CRIMES: 3.0 Credits**

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

### **CJ309 CRIMINAL JUSTICE ETHICS: 3.0 Credits**

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

### **CJ311 INTERNATIONAL AND DOMESTIC TERRORISM: 3.0 Credits**

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

### **CJ312 POLICE ORGANIZATION & ADMINISTRATION: 3.0 Credits**

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

### **CJ313 COURT ADMINISTRATION: 3.0 Credits**

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

### **CJ315 CAUSES AND PREVENTION OF DELINQUENCY: 3.0 Credits**

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

### **CJ316 JUVENILE COURTS AND JUVENILE LAW: 3.0 Credits**

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

### **CJ317 JUVENILE CORRECTIONS: 3.0 Credits**

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

### **CJ319 CRIMINAL INVESTIGATIONS: 3.0 Credits**

This course will cover the criminal investigation process at the local, state and federal level. Topics will include crime scene and incident processing, information gathering techniques, collection and preservation of evidence, preparation of applicable reports, and other related topics. This will also include computer forensics. At the end of this course, students will be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation of the evidence. Prerequisite: LE216 Evidence Law.

### **CJ320 CORRECTIONAL OPERATIONS: 3.0 Credits**

This course will provide students with an understanding of the basic organization and objectives of a department of corrections. Specific administrative principles



required for the effective conduct and operation of a correctional organization will also be examined. Privatization in corrections and alternative correctional solutions such as day-reporting centers, parole and probation will also be covered.

### **CJ321 ADVANCED EVIDENCE AND THE JUSTICE SYSTEM: 3.0 Credits**

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

### **CJ322 CYBER CRIME: 3.0 Credits**

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

### **CJ325 UNDERSTANDING SCHOOL VIOLENCE: 3.0 Credits**

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

### **CJ401 CASE MANAGEMENT AND ASSESSMENT: 3.0 Credits**

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

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

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

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

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

### **CJ404 FINANCIAL CRIME: 3.0 Credits**

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

### **CJ405 ADVANCED CRIMINAL PRACTICE AND PROCEDURE: 3.0 Credits**

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

### **CJ408 CRISIS INTERVENTION AND MANAGEMENT: 3.0 Credits**

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

### **CJ410 REPORT WRITING IN CRIMINAL JUSTICE: 3.0 Credits**

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

### **CJ412 RESEARCH METHODS: 3.0 Credits**

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

### **CJ420 WRITING FOR LEGAL AND PUBLIC ADMINISTRATION: 3.0 Credits**

This course will provide students with the advanced writing skills required for careers in law, civil service, or public administration, including various forms of correspondence, inter-office memos, informal reports, meeting minutes,

summaries, briefings and presentations. Because these fields require a strong understanding of information systems in private, public and non-profit sectors and the management of information gathering, evaluation, and presentation, the course will also teach students how to evaluate online and other sources. Particular attention will be given to the application of these skills in academic research.

### **CJ421 JUSTICE ADMINISTRATION AND PLANNING: 3.0 Credits**

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

### **CJ498 CRIMINAL JUSTICE INTERNSHIP I: 3.0 Credits**

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

### **CJ499 CRIMINAL JUSTICE INTERNSHIP II: 3.0 Credits**

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

## **Dental Hygiene**

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

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

### **DH101 PREVENTIVE ORAL HEALTH CARE I: 4.0 Credits**

This course introduces the student to the dental hygiene process. Fundamental concepts, assessment skills and preventive techniques are emphasized. Principles of communication, education and motivation provide a firm foundation for patient education. The laboratory component of this course provides the student with

hands-on experience in learning and applying instrumentation techniques utilizing manikins and student partners. Related skills including dental unit operation and patient and operator positioning strategies are also addressed. (3 hour lecture/7 hour laboratory). Prerequisites: CH101; this course is open to students enrolled in the Dental Hygiene program. Major requirement.

### **DH102 PREVENTIVE ORAL HEALTH CARE II: 5.0 Credits**

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

### **DH103 ORAL RADIOGRAPHY: 3.0 Credits**

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

### **DH104 ORAL HISTOLOGY AND EMBRYOLOGY: 2.0 Credits**

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

### **DH106 DENTAL ANATOMY: 2.0 Credits**

This course will provide the student with a comprehensive study of the form, function, and characteristics of the human dentition and supporting structures. Eruption sequence of the primary and permanent dentitions, as well as the

occlusion and position of individual teeth will be reviewed. Students will learn pertinent terminology as it relates to dental anatomy. Various activities and exercises will be utilized in the course to enhance the student's knowledge. (2 hour lecture). Prerequisites: CH101. This course is open to students enrolled in the Dental Hygiene Program. Major requirement.

### **DH107 DENTAL MATERIALS: 2.0 Credits**

This course introduces the student to materials used in dental practice. Lectures, demonstrations, readings and laboratory activities will assist the student in developing an understanding of the properties, uses and manipulation of amalgam, composite resins, cements, impression materials, gypsum products, waxes, whitening bleaching materials, porcelain and acrylics. Introduction to digital procedures such as digital scanning, 3D printing and digital shade selection techniques are covered through demonstration and discussion. Physical and biological properties will be emphasized and clinical applications will be shown in the laboratory portion of the course. (1 hour lecture/2 hour laboratory). Prerequisite: CH101. This course is open to all students enrolled in the Dental Hygiene Program. Major requirement.

### **DH108 ORAL PATHOLOGY: 2.0 Credits**

This course presents a study of the disease process occurring in the Oral Cavity and Maxillofacial area. General pathology and its effect on the oral cavity are emphasized as it relates to clinical practice. The diagnosis and treatment of common lesions associated with inflammation, repair and the immune response will be studied in depth. Neoplastic lesions will also be examined, as well as the distinction between benign and malignant tumors. Developmental and genetic abnormalities will be explored, along with systemic diseases that present significant oral changes and complications. (2 hour lecture). Prerequisite: This course is open to students who have attained a grade of "C" or better in all attempted dental hygiene courses.

### **DH109 PERIODONTICS I: 2.0 Credits**

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

### **DH 110 MEDICAL EMERGENCIES: 1.0 Credit**

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

### **DH201 PREVENTIVE ORAL HEALTH CARE III: 5.0 Credits**

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

### **DH202 PREVENTIVE ORAL HEALTH CARE IV: 5.0 Credits**

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

### **DH204 HEAD AND NECK ANATOMY: 1.0 Credit**

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

### **DH205 LOCAL ANESTHESIA: 2.0 Credits**

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

### **DH209 PERIODONTICS II: 2.0 Credits**

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

**DH212 PHARMACOLOGY: 3.0 Credits**

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

**DH215 COMMUNITY DENTISTRY: 2.0 Credits**

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

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

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

**ED104 CHILD DEVELOPMENT 0 – 9: 3.0 Credits**

This course will provide an overview of the development of the typical child in the early childhood years, including birth to age 9. Students will gain an understanding of typical development in the early childhood years in the four developmental domains: physical, cognitive, communication and social/ emotional. The work of theorists including Piaget, Vygotsky, Erikson, Gardner and Montessori, as well as recent research on brain growth and development, will be used to establish a theoretical framework for the understanding of the basis of early childhood practice. Students will learn how to apply the theories of early childhood development in the classroom setting to facilitate developmentally appropriate practices. Fieldwork required. Major requirement.

### **ED105 FAMILY PARTNERSHIPS IN EARLY CHILDHOOD: 3.0 Credits**

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

### **ED110 THE EARLY CHILDHOOD PROFESSIONAL: 3.0 Credits**

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

### **ED112 EARLY ADOLESCENT DEVELOPMENT: 3.0 Credits**

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

### **ED113 INTRODUCTION TO EDUCATIONAL TECHNOLOGY: 3.0 Credits**

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

### **ED119 OBSERVATION/FIELD EXPERIENCE: 3.0 Credits**

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



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

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

### **ED208 THE INCLUSIVE CLASSROOM: 3.0 Credits**

An introductory course which focuses on children with special needs from birth through early childhood and early adolescence. Students will learn basic terminology and characteristics of common special needs, be introduced to the diagnostic and assessment process and learn about laws governing the inclusion of children with special needs in public schools in the United States. This course is a required course in the Early Childhood and Middle Level Education programs. Fieldwork required Prerequisites: Completion of all required 100-level coursework. Major requirement.

### **ED209 TEACHING MATH IN EARLY CHILDHOOD: 3.0 Credits**

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

### **ED210 INTEGRATED ARTS IN EARLY CHILDHOOD: 3.0 Credits**

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

**ED212 EARLY LITERACY FOUNDATIONS: 3.0 Credits**

Students will gain an understanding of research-based best practices in language and literacy development of young children, PK- 4th grade. Knowledge of integrating reading, writing, speaking and listening across the curriculum through developmentally appropriate methods, materials and assessments will be emphasized. Pennsylvania's learning standards for Pre-K through 4th grade, as well as national standards from the National Association for Education of Young Children (NAEYC) will be used as a basis for establishing best practices. Fieldwork required. Prerequisites: ED102 Intro to ECE and ED104 Child Development and placement into EN 101. Major requirement.

**ED214 TEACHING SCIENCE IN EARLY CHILDHOOD: 3.0 Credits**

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

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

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

**ED301 INTRODUCTION TO CHILD CARE ADMINISTRATION AND MANAGEMENT: 3.0 Credits**

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

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

This course is a required course in the Child Care Administration Program and

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

### **ED302 LEADERSHIP IN PRACTICE: 3.0 Credits**

This course will provide early childhood practitioners a strong foundation in leadership theory and best practice in the field of early childhood administration. Several types of leadership models will be explored, and practitioners will develop a leadership plan for making systematic changes within an early childhood program that supports children, families, and employees within an early childhood program.

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

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

### **ED303 TEACHER LEADERSHIP: 3.0 Credits**

This course will provide early childhood practitioners an opportunity to delve into what is needed to support teacher leadership with an early childhood program. Practitioners will explore the work of Danielson, 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 culturally relevant pedagogy as well.

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

### **ED307 LIABILITY, ETHICS, AND ADVOCACY: 3.0 Credits**

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

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

### **ED309 CHILDREN'S LITERATURE: 3.0 Credits**

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

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

## **Economics**

### **EC101 MACROECONOMICS: 3.0 Credits**

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

### **EC102 MICROECONOMICS: 3.0 Credits**

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

## English

### **EN100 FOUNDATIONS OF LITERACY: 3.0 Credits**

Foundations of literacy is a three credit 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.

### **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.

### **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.

### **EN103 EFFECTIVE ORAL COMMUNICATION: 3.0 Credits**

Introduction to oral communication, including interpersonal speaking, interview techniques, small group discussion, and speech preparation and delivery.

### **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.

### **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.

## Expanded Functions Dental Assisting

### **DA101 CHAIRSIDE PROCEDURES: 4.0 Credits**

This course is designed to orient the dental assisting student to a new profession. An overview of its history, structure, professional organization, ethics and jurisprudence, areas of services, certification, and Pennsylvania State Dental Practice acts are included. Emphasis in this course will be placed upon preparing the student to assist the dentist in all operative procedures. Proper patient positioning, selection of instruments and materials for all operative procedures, as well as proficiency in four-handed dentistry, and proper asepsis and sterilization techniques according to blood borne pathogen and OSHA standards will be required for completion of this course. Students are required to purchase required uniforms for the program. The student must complete the course with a final grade of 75% or better. (3 hour lecture/2 hour laboratory). Major requirement. No prerequisites.

### **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. Various image receptors and factors which influence the density, contrast, definition, and distortion of the radiographic image will be studied. Recognizing and understanding landmarks, interpretation, infection control procedures, mounting techniques and processing procedures will also be studied. The student must complete the course with a final grade of 75% or better. (2 hour lecture). Major requirement.

### **DA104 RADIOGRAPHIC TECHNIQUES: 1.0 Credit**

In order for dental auxiliaries to produce diagnostically useful radio-graphs with minimal patient radiation exposure, it is essential that they possess a thorough understanding of extra oral and intra-oral techniques. This course will provide students with instruction and hands on experience utilizing the recommended intraoral techniques for bitewing, paralleling, bisecting and occlusal exposures, as well as the extraoral technique for panoramic and cephalometric exposures. The student must demonstrate proficiency in all techniques by passing required competencies at 75% proficiency or better as well as earn a course average of 75% or better to complete this course. Additional Fee: Radiation Badge. Prerequisite: A satisfactory grade of 75% or better in all attempted DA coded courses.

### **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. (3 hour lecture/2 hour laboratory). The student must complete the course with a final grade of 75% or better. Prerequisites: A satisfactory grade of 75% or better in all attempted DA coded courses.

### **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. Introduction to digital procedures such as digital scanning, 3D printing and digital shade selection techniques will be covered through demonstration or discussion. The student must demonstrate proficiency in all techniques by passing required competencies at 75% proficiency or better as well as earn a course average of 75% or better to complete this course. Major requirement. No prerequisites.

### **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 at the Healthcare Provider level

as required by the PA State Board of Dentistry is required to complete this course. The student must complete the course with a final grade of 75% or better. Major requirement. 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. The student must complete the course with a final grade of 75% or better. (1 hour lecture). Major requirement. No prerequisites.

### **DA112 CLINICAL EXPERIENCE I: 3.0 Credits**

This clinical experience is to orient the student to working chair-side with staff, dentists and sophomore EFDA students providing dental care to patients within Manor's Dental Health Center located at the college. This course incorporates all aspects of dental assisting learned in the DA101 Chair-side Procedures, DA111 Infection Prevention and Control in Dentistry and DA107 Dental Materials and allows application of skills learned through hands-on experience. The student must demonstrate proficiency in all techniques by passing required competencies at the proficiency level stated for each competency as well as earn a course average of 75% or better to complete this course. Required number of clinical hours must also be completed. . (12 clinical hours per week). Additional fee: Dosimetry Badge. Major requirement. 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 communication systems and dental software are also highlighted. Included in the didactic portion are the application of skills learned within our on-campus dental facility. The student must complete the course with a final grade of 75% or better. (1 lecture hour). No prerequisites. Major requirement.

### **DA118 DENTAL SPECIALTIES: 1.0 Credit**

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

### **DA119 DENTAL ASSISTING INTERNSHIP: 1.0 Credit**

Students will be required to participate in a total of 90 hours in a private practitioner's office. The purpose of this experience is to build confidence in a student's ability to perform dental assisting duties and assume the responsibility of a dental assistant. (90 hours – off campus externship). Prerequisites: A satisfactory grade of 75% or better in all DA coded courses, BI105 Basic Human Function and Structure, BI106 Nutrition.

### **DA120 ORAL HEALTH ISSUES: 2.0 Credits**

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

### **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. (45 hour lecture). Major requirement.

### **DA202 EXPANDED FUNCTIONS LABORATORY: 4.0 Credits**

This course includes practical procedures for performing reversible intraoral expanded functions as delegated to Certified EFDA Auxiliaries by the Pennsylvania State Dental Practice Act. It includes, but is not limited to, practical procedures in placement, condensing, carving, and finishing of amalgam, resins and other restorative materials, placement and removal of rubber dental dams and matrices, and the fabrication of crowns, bridges, preliminary impressions, coronal polishing, fluoride application 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). The student must demonstrate proficiency in all techniques by passing required competencies at 80% proficiency or better as well as earn a course average of 80% or better to complete this course as required by the PA State Board of Dentistry. Additional fees: Materials and Optical Loops. Prerequisite: A satisfactory grade of 75% or better in all attempted DA courses. Major requirement.

### **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. (3 hour lecture). The student must earn a final grade average of 75% or



better to pass the course. Prerequisites: Satisfactory completion of BI105 Basic Human Function and Structure or BI201 Biology I Major requirement.

### **DA206 EXTERNSHIP EXPERIENCE: 2.0 Credits**

Students will be required to participate in a total of 90 hours in a private practitioner's office. The purpose of such an experience is to build confidence in a student's ability to perform expanded functions and assume the responsibility of an EFDA. (90 hour clinic — off campus). Prerequisite: A grade of 75% or better in DA213 Clinical Experience III. Major requirement.

### **DA210 EFDA INDEPENDENT STUDY: 1.0 Credit**

For students in need of additional direct patient care experience.

### **DA212 CLINICAL EXPERIENCE II: 3.0 Credits**

This experience is a continuation of Clinical Experience I. Students will provide the dentist with chair-side assistance as well as begin preliminary patient care services. The student must demonstrate proficiency in all techniques by passing required competencies at the proficiency level stated for each competency as well as earn a course average of 75% or better to complete the course. Required clinical hours must also be completed. (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. The student must demonstrate proficiency in all techniques by passing required competencies at the proficiency level stated for each competency as well as earn a course average of 75% or better to complete the course. Required number of clinical hours must also be completed. (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. The student must demonstrate proficiency in all techniques by passing required competencies at the proficiency level stated for each competency as well as earn a course average of 75% or better to complete the course. Required number of clinical hours must also be completed. (9 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.

### **DA250 EXPANDED FUNCTIONS OF DENTAL ASSISTING I: 5.0 Credits**

This module provides classroom and laboratory instruction for advanced operative procedures, including but not limited to, practical procedures in placement, condensing, carving, and finishing of amalgam, resins and other restorative materials, placement and removal of dental dams and matrices, and the fabrication of crowns, bridges, preliminary impressions, coronal polishing, fluoride application sealants, and impressions for athletic appliances. The student must demonstrate proficiency in all techniques by passing required competencies at 80% proficiency or better as well as earn a course average of 80% or better to complete this course as required by the PA State Board of Dentistry. Prerequisite: Must be in the EFDA Certificate program. Major requirement.

### **DA265 EXPANDED FUNCTIONS OF DENTAL ASSISTING II: 1.0 Credit**

This course follows the completion of DA250 EFDA I. Students are required to complete a total of 90 hours performing expanded duties. All of these required hours will be fulfilled spent at Manor's Dental Health Center under the direct supervision of faculty dentist and clinical instructors. The student will be responsible for two clinic rotations (6 hours) per week for 15 weeks. The purpose of this experience is to strengthen and perfect the skills that were taught in DA250 and allow the student to apply their skills to direct patient care. Any student wishing to take additional hours for the purpose of additional experience should speak to the instructor. The student must demonstrate proficiency in all techniques by passing required competencies at 80% proficiency or better as well as earn a course average of 80% or better to complete this course as required by the PA State Board of Dentistry. Required clinical hours must also be completed. Additional fees: Materials. Prerequisite: Successful completion of DA250. 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. The student must also demonstrate proficiency in all techniques by passing required competencies at the proficiency level stated for each competency as well as earn a course average of 75% or better to complete the course. Prerequisite: DA265 EFDA II at 75% or better. Major requirement.

## **Health Care Administration**

### **HC101 FOUNDATIONS OF HEALTH CARE ADMINISTRATION: 3.0 Credits**

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

Responsibilities and Structures; and Function and Roles of Professional and Non-Professional Staff. Major requirement.

### **HC218 HEALTH CARE LAW AND ETHICS: 3.0 Credits**

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

### **HC301 FINANCIAL MANAGEMENT IN THE HEALTHCARE INDUSTRY: 3.0 Credits**

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

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

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

### **HC401 OCCUPATIONAL HEALTH AND SAFETY: 3.0 Credits**

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

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

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

### **Health Services**

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

### **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.

### 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.

#### **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.

#### **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.

## Human Services

### **HSR101 INTRODUCTION TO HUMAN SERVICES: 3.0 Credits**

This introductory course provides a comprehensive overview of the theory, knowledge, attitudes, values and skills necessary for one to become an effective human service professional. Topics include, but are not limited to, human services in the United States, including discussion on populations served, and needs addressed in human services. Students will review social policy and learn how various human services emerged, focusing on factors that influenced their development. Human service careers, self-development, and caring for oneself as a professional will also be addressed.

### **HSR102 FOUNDATIONS OF CASE MANAGEMENT: 3.0 Credits**

This course explores various human needs and identifies resources available to assist families and individuals in need. Topics include the function of social work services in residential treatments, psychiatric services, correctional services, medical services, services for the aged, and community services. Prerequisite: HSR101.

### **HSR201 FOUNDATIONS OF INTERVENTION & SERVICE DELIVERY: 3.0 Credits**

Human services professionals facilitate positive change in their clients' lives. By developing relationships that are culturally sensitive, grounded in equality, and focused on facilitating independence, human services professionals help clients develop autonomy. In this course, emphasis is placed on applying evidence-based approaches to service delivery and promotion of autonomy. The human services professionals assume clients are capable. Topics focus on person-centered and strength-based approaches to service delivery, creating learning opportunities that support clients in building skills, gaining knowledge, and using tools to independently identify and implement solutions. Prerequisite: HSR101.

### **HSR202 DISABILITY, SOCIETY, & THE INDIVIDUAL: 3.0 Credits**

This course provides students with a life-span perspective of disability. Students will examine the broad similarities and differences across a wide range of disabilities. Topics include personal, historical, political, economic, and societal perspectives of individuals with disabilities in our society. Various social resources available to support individuals with disabilities will be explored. Prerequisite: HSR101.

## Law

### **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.

### **LE301 (PLS301) CONSTITUTIONAL LAW: 3.0 Credits**

This course will cover the main general themes of the United States Constitution with an emphasis on: Constitutional Articles, Federalism, Separation of Powers, the Amendments to the Constitution, Rights of the Accused, and the individual rights to liberty and equal protection. It will also include a history of the U.S. Constitution.

### **LE302 RACE AND THE LAW: 3.0 Credits**

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

### **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.

### **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**

### **CAP499 CAPSTONE: 6.0 Credits**

The capstone course is a method of summative evaluation in which the student is given an opportunity to demonstrate integrated knowledge and growth in the major. The course will assess a student's cognitive and intellectual growth in their major and the overall academic learning experience. The capstone provides an opportunity for students to integrate and apply knowledge from their academic studies; through the comprehensive evaluation of core curriculum of finance and accounting, economics, marketing, management, human resource, and all learned fields. In this course, students apply the knowledge and skills used in previous courses to solve a real life business problem. Students will be required to work on a complex and real-life problem related to Business studies. In doing so, the Capstone makes the link between the academic discourse and the world thereafter. Students, in teams, will work on an extended business project with a local business, while gathering very practical experience. This involves analyzing business plans and using practical research tools and appropriate analytical approaches to work through components of plans of their own. Throughout the semester, student teams present ideas to both peers and the business owner.

## **Mathematics**

### **MH106 FOUNDATIONS OF MATHEMATICS: 3.0 Credits**

This course concentrates on a review of operations with whole numbers, integers, fractions, decimals, ratio, proportion and percentages. The focus is on application. The student is expected to know how to do the material without a calculator. There is a lab component built into the course.

**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.

**MH115 ALGEBRA & TRIGONOMETRY I: 3.0 Credits**

This course covers the real number system, imaginary and complex numbers. It explores polynomial, rational, exponential and logarithmic functions, their characteristics, graphs and applications. It develops the unit circle and the trigonometric functions with their applications. Students will use a graphing calculator. Prerequisite: Placement into College Level Math or successful completion of all developmental courses and a "C" in MH110.

**MH201 CALCULUS I: 4.0 Credits**

This is a course in differential and integral calculus of functions in one variable. Specific topics covered are: graphs of functions, limits, differentiation and differentiation rules, chain rule, implicit differentiation, extrema on an interval, and the Mean Value Theorem, limits at infinity, area under a curve, antiderivatives, definite integrals, and the fundamental theorem of calculus. Every topic is presented geometrically, numerically and algebraically. Work in the computer lab is included in this course. Prerequisite: Placement into College Level Math, and high school level algebra and trigonometry.

**MH203 STATISTICS I: 3.0 Credits**

This is a basic course in the principles and techniques of statistics. The course will explore descriptive and inferential statistics. Sampling techniques, classification of data, probability theory, measures of central tendency, measures of dispersion, normal distribution, population parameters, testing hypotheses, and the law of large numbers are among the topics to be covered. The purpose of the course is to provide the fundamental concepts of applied statistics. Emphasis will be placed on understanding of the basic concepts. The course will balance methodology with contemporary application. Prerequisite: Placement into College Level Math. Major requirement.

**MH204 STATISTICS II: 3.0 Credits**

This second course in statistics will broaden the student's experience and understanding of principles, techniques and methods in statistical analysis. This course will extend the treatment of inferential statistics. The main thrust of the course is interpretation and analysis of data. Estimation of parameters, hypothesis

testing, inferences from two samples, simple and multiple regression, multinomial experiments, analysis of variance, process control and non-parametric methods are among the topics to be covered. Prerequisite: MH203 with a grade of C or better, or permission of coordinator.

### Philosophy

#### **PL100 PHILOSOPHY AND THE HUMAN CONDITION: 3.0 Credits**

An introduction to the study of philosophy through an examination of primary works in philosophy. The focus is on the historical development of major concepts (e.g., theories of human nature, freedom, war, etc.). Prerequisite: Placement into EN101 Fundamentals of Composition I. Major requirement.

#### **PL216 ETHICAL ISSUES IN HEALTHCARE: 3.0 Credits**

A study of general ethical principles and their application to individual decision making in the healthcare field. Includes such topics as the rights and responsibilities of the patient and health care team, truth-telling, informed consent, allocation of scarce medical resources, genetic engineering, death and dying. Prerequisite: PL100 or Permission from the Instructor.

### 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.

### Practical Nursing

#### **PN101 OVERVIEW OF NURSING: 3.0 Credits**

This course covers two areas; The Nature of Nursing and Nursing in a Variety of Settings. The first will familiarize students with some important people and developments in the history of nursing and remind students that they are becoming part of nursing's ongoing history. The second describes the continuum of healthcare from acute care to independent living, providing various options and discussing the resources available in each setting.

#### **PN102 BASIC NURSING SKILLS: 4.0 Credits**

This course is intended to provide basic nursing and therapeutic nutrition knowledge and skills to allow students to safely complete their first clinical rotation consisting of 84 hours in a setting with older and/or differently abled adults during the second half of Semester 1. Skills are presented in the first 7 weeks so they may be practiced prior to field clinical experience. This course also provides an overview of future didactic and hands-on experiences to prepare the student for upcoming coursework and to allow redundancy in the presentation of key information to ensure understanding. For future use, this course could be offered to family caregivers or others who wish to develop basic caregiving skills. Students who have been working as paid caregivers for at least one year within the past two years may test out of the skills lab portion of this course by



having their skills evaluated by PNP faculty. If approved by faculty, they will be considered ready to complete the 140 hour field experience. They will be required to complete the didactic portion of this course.

### **PN103 CLINICAL I: LONG TERM CARE: 2.0 Credits**

This course is intended to provide experience performing basic nursing skills during a clinical rotation consisting of 84 hours in a setting with older &/or differently abled adults during the second half of Semester 1. Skills will have been practiced in the skills lab during the first 7 weeks and are performed during a field clinical experience. Students who have been working as paid caregivers for at least one year within the past 2 years may test out of the skills lab portion of this course by having an in-lab skills evaluation by PNP faculty. If approved by faculty, they will be considered ready to complete the 84 hour field experience and will complete the didactic classwork.

### **PN104 SAFETY IN THE HEALTHCARE FACILITY: 3.0 Credits**

This course will familiarize students with specialized equipment found in various healthcare settings and the required safety precautions. Various departments and support services will be identified. Students will be prepared to obtain appropriate services for clients and to explain the functions of various healthcare personnel. Knowledge of Emergency Preparedness, Microbiology, Medical Asepsis, and Infection Control will prepare students to work safely and react appropriately to emergency situations. All students will be certified in Healthcare Worker CPR. This is a 7-week course.

### **PN105 DEVELOPMENT THROUGHOUT THE LIFE CYCLE: 2.0 Credits**

The family is the most basic unit in society and profoundly influences its members. When giving care, nurses must consider the patient and the family's needs. This course informs students of the characteristics of families and individuals including the sequence and characteristics of development. To be addressed will be infancy and childhood, adolescence, early and middle adulthood; older adulthood, and end of life.

### **PN106 THE NURSING PROCESS: 2.0 Credits**

This course will provide knowledge and skills leading to a problem-solving process that shows the differences in roles between licensed and unlicensed personnel. Students will be familiar with the Nursing Process which integrates critical thinking with tasks. In addition to knowing how to perform tasks, students will recognize why the tasks are important and the relationship between actions and the condition of the patient. This course includes physical assessment and corresponding documentation, care plan completion, and discharge planning.

### **PN107 PERSONAL AND ENVIRONMENTAL REASONING: 2.0 Credits**

In this course, Maslow's hierarchy of needs will be described, as will the role the nurse plays in helping people satisfy these needs. This course will make the student aware that the basic survival needs are the primary nursing priorities because when these needs are met, people can progress to more complex needs. Individual, family, and community needs will be identified and examined. Key aspects of health and wellness will be reviewed, as will community health and transcultural healthcare.

### **PN110 MENTAL HEALTH NURSING: 2.0 Credits**

This course covers nursing for people with psychiatric and substance use disorders. It is a 2-credit, 7-week course which runs in conjunction with a 70-hour clinical experience. Most clients with alterations in mental health are treated in the community. Some clients, however, with severe problems or sudden exacerbations of mental illness, receive inpatient care in acute or long-term facilities. Basic principles of mental health apply to all nursing care, no matter what the setting. Students will learn mental health skills that may be applied in various setting and they will be aware that everyone experiences stress and worries, but when things spin out of control, intervention is needed. Students will practice interaction techniques that can help prevent further stress and abnormal use of defense mechanisms. Substance use disorders know no racial, religious, gender, age, or socioeconomic barriers. Recognizing and caring for these clients requires high-level data gathering, nursing skills, patience, and compassion. This chapter is primarily devoted to misuse of chemicals, but many concepts apply to other situations as well.

### **PN111 CLINICAL II: MENTAL HEALTH NURSING: 2.0 Credits**

This course is intended to provide experience performing basic mental health nursing skills including data collection during a clinical rotation consisting of 84 hours in a mental health setting.

### **PN112 GERONTOLOGIC NURSING: 2.0 Credits**

Module I of this course introduces students to the study of gerontology. Students will learn about the effects of normal aging and age-related processes, including diseases and disorders. This will include a look at the physical, psychological, economic, sociologic, and spiritual dimensions of the aging process. Module II examines and distinguishes between various forms of cognitive impairment. Factors to reduce cognitive impairment will be addressed, as will relevant terminology, diagnostic methods, and impairment progression. This will be a full semester course intended to prepare students for their clinical experience in a long-term care or other senior focused setting.

### **PN113 PN CLINICAL III: GERONTOLOGIC NURSING: 2.0 Credits**

This is an on-site, 7-week clinical experience which takes place in settings where the focus is care of older adults. Students will see the processes and effects of normal aging, including diseases and disorders. In caring for their clients, students will assess the physical, psychological, economic, sociological, and spiritual dimensions of the aging process. Students will examine and distinguish between various forms of cognitive impairment. Factors to reduce cognitive impairment will be considered, as will relevant terminology, diagnostic methods, and impairment progression.

### **PN114 PHARMACOLOGY AND ADMINISTRATION OF MED/INJECTABLES: 4.0 Credits**

This chapter discusses the basics of pharmacology; the study of chemical substances, and their effects on the body. Basic math principles are introduced, including the metric system. Dosage calculation methods and medication classifications are introduced. Administration of non-injectable, injectable and

IV medication are described and will be practiced in the lab. (Certification for IV medication administration may not be possible during this program as 3 successful IV insertions are necessary).

**PN115 TRANSITION TO PRACTICE: 1.0 Credit**

On completing a basic practical nursing program, the graduate nurse is eligible to sit for the licensing examination to obtain a nursing license. This chapter introduces you to the licensure examination, the general procedure for obtaining the initial nursing license, and the responsibilities involved in maintaining this license. In addition, this chapter describes changes in the role and functions from nursing student to graduate nurse, as an entry-level nurse within the healthcare team. Professional activities, continuing education, and ways to balance work and personal responsibilities are also included. This course is completed in 7 weeks.

**PN116 MEDICAL/SURGICAL NURSING I: 4.0 Credits**

This course is intended to provide advancement in nursing knowledge and skills to allow students to safely complete a clinical rotation in an acute care setting in conjunction with Medical/Surgical Nursing II.

**PN120 MEDICAL/SURGICAL NURSING II: 4.0 Credits**

This course covers nursing implications of major conditions of all key body systems. It includes didactic and skills lab experience which prepare the student for extensive field experience during the last 7 weeks of coursework.

**PN121 PN CLINICAL IV: MEDICAL/SURGICAL NURSING: 4.0 Credits**

This course involves extensive field experience providing opportunities to perform advanced practical nursing skills. In providing care, students will show awareness of the implications of major conditions and treatments on body systems. Knowledge will be demonstrated regarding medications including names, mechanisms of action, nursing implications, and side effects.

**PN122 PREGNANCY AND CHILDBIRTH: 3.0 Credits**

In this course, students will learn about normal pregnancy, labor, and delivery; the bodily changes that occur, and the process of human development. Students will learn ways to help clients experience the healthiest pregnancy possible, and prepare them for the life and family changes that are to come. Also covered is care of a normal newborn, high-risk pregnancy and childbirth, and the high-risk newborn. Sexuality, fertility, and sexually transmitted infections will be reviewed.

**PN123 PN CLINICAL V: PREGNANCY AND CHILDBIRTH: 1.0 Credit**

In this course, students will observe normal pregnancy, labor, and delivery; the bodily changes that occur, and the process of human development. Students will practice ways to help clients experience the healthiest pregnancy possible, and prepare them for the life and family changes that are to come. Students will observe and assist with care of a normal newborn, high-risk pregnancy and childbirth, and the high-risk newborn. Sexuality, fertility, and sexually transmitted infections care will be observed with assistance provided when feasible.

**PN124 PEDIATRIC NURSING: 3.0 Credits**

Pediatrics is the area of care that deals with children and adolescents. Generally, the healthcare provider in this field is a pediatrician, although family practitioners, nurse practitioners (NP) or advanced practice nurses (APRN), and physician assistants (PA) also provide pediatric care. Changes in healthcare delivery have greatly decreased the number of children cared for in a standard acute care hospital. The primary emphasis in current pediatric healthcare is on prevention of diseases and accidents, maintenance of good health, safety awareness, and positive lifestyle promotion. As a nurse, you will encounter children in various healthcare settings. You may care for well, ill, physically challenged, and mentally challenged children. Possible settings for healthcare delivery include the home, school, community healthcare facility, day-surgery center, healthcare provider's office, summer camp, residential setting, or hospital. The fundamentals of pediatric nursing discussed in this chapter apply regardless of where you provide care. Note that the nursing procedures in this chapter can be used or adapted for children of all ages. Many skills in Unit 8 also are applicable to and adaptable for pediatric nursing.

**PN125 PN CLINICAL VI: PEDIATRIC NURSING: 1.0 Credit**

The primary emphasis in current pediatric healthcare is on prevention of diseases and accidents, maintenance of good health, safety awareness, and positive lifestyle promotion. As a nurse, you will encounter children in various healthcare settings. You may care for well, ill, physically challenged, and mentally challenged children. Possible settings for healthcare delivery include the home, school, community healthcare facility, day-surgery center, healthcare provider's office, summer camp, residential setting, or hospital. The fundamentals of pediatric nursing discussed in this chapter apply regardless of where you provide care. Note that the nursing procedures in this chapter can be used or adapted for children of all ages.

**Psychology****PS101 INTRODUCTION TO PSYCHOLOGY: 3.0 Credits**

This course is an overview of the diverse field of psychology, and examines methods and concepts necessary for a basic understanding of human behavior and functioning. Topics include biology of behavior, perception, learning, memory, stress, psychological disorders, and social influence. Major requirement.

**PS102 DEVELOPMENTAL PSYCHOLOGY: 3.0 Credits**

This course examines human development across the life span from conception to death. Emphasis is on physical, social, moral and cognitive development. Topics include theories of human development, nature vs. nurture issues, genetic influences, and psycho-social issues in childhood, adolescence, adulthood and old age. Prerequisite: PS101 Introduction to Psychology. Major requirement.

**PS105 SOCIAL PSYCHOLOGY: 3.0 Credits**

In this course, the history and nature of social psychology, small group processes, attitudes and attitude change, conformity, cooperation, authority, research situations and applications are examined in depth. Prerequisite: PS101 Introduction to Psychology. Major requirement.

**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.

**PS201 ABNORMAL PSYCHOLOGY: 3.0 Credits**

This course is an introduction to the study of maladaptive behavior and psychopathology. Emphasis is on the etiology, symptoms, and treatment of various psychological disorders in children, adolescents and adults. Biological, psychodynamic, 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.

**PS301 MULTICULTURAL PSYCHOLOGY: 3.0 Credits**

This course explores the interplay between culture and psychology, emphasizing the central role of culture, race, and ethnicity in the human condition. Students will examine how cultural factors shape individual and group experiences, influence psychological processes, and contribute to the understanding of human diversity. Prerequisite: PS105.

**PS302 PSYCHOLOGY OF PERSONALITY: 3.0 Credits**

This course examines the major theorists and theories related to the development and dynamics of personality. Students will gain an understanding of the complexity of personality and its impact on the various aspects of human life, including relationships, work, and mental health. Prerequisites: PS102 and PS201.

**PS303 HISTORY OF PSYCHOLOGY: 3.0 Credits**

This course explores the historical development of psychology as a discipline. Students will examine the theories, key figures, and major milestones from psychology's philosophical roots to its contemporary status as a scientific field.

### **PS304 RESEARCH METHODS FOR THE BEHAVIORAL SCIENCES: 3.0 Credits**

This course provides a comprehensive exploration of research methods used in the behavioral sciences including psychology, sociology, and related disciplines. Students will gain the skills and knowledge necessary for designing, conducting, and critically analyzing research in academic, professional, and real-world settings. Prerequisite: PS101.

### **PS305 BIOPSYCHOLOGY: 3.0 Credits**

This course explores the relationship between biology and behavior, emphasizing the biological foundations of psychological processes. Students will gain an understanding of how the brain, including neural mechanisms, physiological processes, and genetic factors contribute to the various aspects of human behavior. Prerequisite: PS101.

### **PS307 PSYCHOPATHOLOGY IN CHILDREN & ADOLESCENTS: 3.0 Credits**

This course provides an in-depth examination of psychological disorders affecting children and adolescents. Students will explore the etiology, assessment, and treatment of various psychopathological conditions within the context of developmental considerations. Prerequisites: PS102 and PS201.

### **PS401 PSYCHOLOGICAL IMPACT OF TRAUMA: 3.0 Credits**

This course will explore the multifaceted psychological impact of trauma on individuals, including the risk factors associated with trauma and psychological disorders. Students will gain an understanding of the various forms of trauma and the effect on mental health, cognition, and behavior. Prerequisite: PS201.

### **PS402 CONTEMPORARY TOPICS IN PSYCHOLOGY: 3.0 Credits**

This course provides an in-depth exploration of cutting-edge and dynamic issues within the field of psychology. Designed for students with a foundational understanding of psychological principles, this course explores current research, theories, and applications shaping the ever-evolving landscape of psychology. The course employs a multidimensional approach to examine diverse perspectives and integrate various subfields, providing a comprehensive understanding of contemporary psychological issues. Prerequisite: PS304.

### **PS403 INTERPERSONAL COMMUNICATION SKILLS: 3.0 Credits**

This course aims to empower students with a deeper understanding of human communication and foster the development of effective communication strategies applicable in both personal and professional arenas. Students will develop an understanding of the importance of communication competence by focusing on verbal and nonverbal communication, interpersonal dynamics, and the impact of culture on communicative interactions. Prerequisites: EN101 and PS101.

## **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.

### **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 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 INTERNATIONAL LAW: 3.0 Credits**

International Law is the foundational course in public law, treaties, systems, and policies that bind nations into a world community of law. The class places special emphasis on the origins of international law; statehood; international responsibility and claims; investment, criminal law, use of force; and human rights.

### **PP318 ENERGY LAW AND POLICY: 3.0 Credits**

This course introduces students to the legal, economic, regulatory, and structural issues that both shape our energy practices and regulation. Traditional monopoly models of regulation will be compared and contrasted to evolving competitive regulatory alternatives. Students will be introduced to issues and practices such as energy resource planning, pollution management, rate design, green markets, energy efficiency, demand side management, renewable energy portfolios, climate change, and carbon management.

### **PP398 PUBLIC POLICY INTERNSHIP I: 3.0 Credits**

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

### **PP401 NON-PROFIT ORGANIZATIONS AND NGOS: 3.0 Credits**

This course deals with the issues related to non-profit organizations, from start up to termination, and everything in between. Students will explore the different regulations and operations of a non-profit entity. The course will also include the nonprofit sector, many nonprofit organizations, and will focus on the ways that they are led and governed in today's society. Non-Government Organizations will also be covered in this course with attention to national and international organizations that have assisted the government in the role of helping citizens of this country and the world.

### **PP499 PUBLIC POLICY INTERNSHIP II: 3.0 Credits**

This culminating course prepares students for the real challenges of working in Public Policy Administration. An internship experience will provide an opportunity to combine actual field experience with classroom knowledge in an area of special interest. The course also provides the opportunity to re-examine learning objectives at the program level. Prerequisite: PP398 (Instructor permission required).

## **Religion**

### **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.

**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.

**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 hour lecture/1.5 hour laboratory). Prerequisite: VT197 and have submitted the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

#### **VT103 INTRODUCTION TO VETERINARY TECHNOLOGY & PRACTICE MANAGEMENT: 2.0 Credits**

This course includes an overview of the laws, ethics and rules of professional conduct that define the profession of veterinary technology. Areas of discussion include the role of the veterinary technician in veterinary medicine, research, regulatory agencies, industry and private practice. Topics in professional development include law, ethics, resume writing, professional conduct and grief management. An overview of office procedures and business practices relevant to private veterinary hospitals will also be covered. (2 hour lecture).

#### **VT105 LARGE ANIMAL CLINICAL AND EMERGENCY PROCEDURES: 3.0 Credits**

This course provides an introduction to the medical management of domestic farm animal species. Topics of the lecture include an overview of the livestock industry, as well as farm-animal reproduction, common diseases and surgeries. Emphasis in the laboratory is placed on basic nursing skills, such as venipuncture, IV catheterization, the administration of medication by various routes and fluid therapy. Emergency clinical procedures, the care of neonates and recumbent patients are also emphasized. Laboratories are held at the Motherhouse Barn and offsite farms or hospitals. This course requires animal-care shifts outside of classroom time. (2 hour lecture/2 hour laboratory). Prerequisites: MH110 College Algebra and VT197 Animal Handling and Husbandry

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

### **VT110 ANIMAL ANATOMY AND PHYSIOLOGY I: 4.0 Credits**

This course offers a comparative study of the anatomy and physiology of domestic animals. Cell biology, including a discussion of basic organic molecules, and cellular reproduction is covered in the early part of the course. Tissues, integument, skeletal and muscular systems are subsequently covered. Laboratories include microscopic examination of cells and tissues, gross examination of mammalian skeletons and dissection of preserved cats. Radiographs are employed to further illustrate anatomical parts. (3 hour lecture/2 hour laboratory). Prerequisite: Successful placement into college level English and math.

### **VT111 ANIMAL ANATOMY AND PHYSIOLOGY II: 4.0 Credits**

A continuation of Animal Anatomy and Physiology I. This course examines the remainder of the anatomical systems in the mammal and discusses comparative anatomical and physiological differences. Laboratory includes examination of gross tissues from various species including: cat, dog, sheep, pig, and ox. (3 hour lecture/2 hour laboratory). Prerequisite: VT110.

### **VT119 VETERINARY PHARMACOLOGY: 2.0 Credits**

This course provides an introduction to the theory and application of pharmacology. Topics include drug classifications, pharmacokinetics (the process by which drugs are absorbed, distributed, metabolized and eliminated by the body) and pharmacodynamics (the interaction of a drug and the receptors responsible for its action in the body). Clinical case presentations will be used to illustrate specific drug use, dosing, contraindications, side effects and the potential for interactions with other drugs. Prerequisites: VT214 (Veterinary Anesthesiology and Pain Management), VT227.

### **VT197 ANIMAL HANDLING AND HUSBANDRY: 3.0 Credits**

This course provides an introduction to the care and handling of common domestic species. For each of the species covered, topics will include: common breed identification, associated normal behaviors, methods of handling and restraint, basic nutritional care and husbandry. The course also explores how diet and environmental factors relate to the health status of animals. Emphasis in the laboratory is placed on handling, restraint and animal care. This course requires animal care shifts outside of classroom time. Laboratories are held at the Motherhouse Barn and offsite farms or hospitals. This course requires animal-care shifts outside of classroom time. (2 hour lecture/2 hour laboratory). Prerequisite: Major in the VT program.

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
- Manor College Agreement and Release of Liability
- Manor College Aggressive Animal/Bite Protocol and Aggressive Animal Policy

### **VT201 SMALL ANIMAL CLINIC & EMERGENCY PROCEDURES: 3.0 Credits**

This course provides an introduction to the medical management of domestic small animal species. Emphasis in the laboratory is placed on basic nursing skills, such as venipuncture, IV catheterization, and the administration of medication and fluid therapy. Routine and emergency clinical procedures are also emphasized. This course requires animal care shifts outside of classroom time. (2 hour lecture/2 hour laboratory). Prerequisite: VT105, VT111, VT103, CH101.

Submission of the following forms:

- Immunization and Health Insurance Requirements
- Manor College Veterinary Technology Program Health Risk Acknowledgement and Release of Claims
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### **VT 204 SMALL ANIMAL DENTISTRY: 1.0 Credit**

This course offers students a hands-on laboratory in small-animal dentistry. Oral examination, dental charting, dental radiography and prophylactic care will be addressed. (2 hour laboratory). Prerequisite: VT110.

### **VT212 ANIMAL RADIOLOGY: 2.0 Credits**

This course provides an overview of the basic principles of radiology. Topics include: theory of x-ray production; parts and use of radiographic equipment; radiation control and safety; restraint and positioning of animals; radiographic quality; film development. (1 hour lecture/2 hour laboratory). Prerequisites: VT111.

Submission of the following forms:

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**VT214 VETERINARY PHARMACOLOGY AND PAIN MANAGEMENT: 2.0 Credits**

This course will cover the principles of anesthesia and pain-management in animals. Topics will include inhalant anesthetic agents, injectable anesthetic agents, pain management techniques and pharmaceutical agents. This course will cover all aspects of the anesthesia machine, patient anesthesia records and anesthetic-monitoring equipment. Patient assessment of the pre-anesthetic, intraoperative and post-operative period will be emphasized. Principles of drug calculation will also be introduced. (2 hour lecture) Prerequisites: VT103, VT105, VT111.

**VT220 CLINICAL PATHOLOGY FOR VETERINARY TECHNICIANS: 3.0 Credits**

This course is a survey of the causes of infectious disease affecting domestic animal species. Clinically significant microbes and parasites will be covered. Topics will include virology, bacteriology, mycology, and parasitology. Disease prevention and issues of public health will be discussed. Laboratory exercises will provide comprehension of and experience in aseptic techniques, sterilization, biosafety, sample collection and cultures, antimicrobial sensitivity testing, diagnostic testing and identification of organisms. (2 hour lecture/two hour laboratory) Co-requisite: VT110 Animal Anatomy & Physiology I; Prerequisite: EN101.

**VT221 CLINICAL PATHOLOGY FOR VETERINARY TECHNICIANS II: 3.0 Credits**

A continuation of Clinical Laboratory Procedures I, this course covers the remaining topics and procedures encountered in the veterinary clinical pathology laboratory including: hematology, clinical chemistry, urinalysis, immunology, and cytology. Students will gain the necessary didactic and remaining hands on skills required to run and evaluate clinical pathological specimens on common veterinary species. An overview of clinical pathological procedures on exotic species will be included, if time permits. (2 hour lecture/2 hour laboratory) Prerequisite: CH101 Fundamentals of Chemistry I, VT111, and VT220 Clinical Pathology I.

**VT227 ANIMAL MEDICINE I: 2.0 Credits**

This course offers an introduction to the principles of small-animal disease as it relates to the veterinary technician. The students will be introduced to the nursing process: assessment, nursing diagnoses/ technician evaluation, development of nursing- care plans (nursing interventions), and evaluations of interventions and outcomes. Diseases are discussed in terms of pathophysiology, clinical presentation, nursing considerations, and client education topics. Diagnostics and treatments will be discussed in terms of relevancy to the nursing process. This course focuses on the following body systems: sensory (eyes and ears), dermatology, cardiology, respiratory, orthopedic, neurology. Additional topics covered include: shock and emergency medicine; pediatric care; and geriatric care. (2 hour lecture). Prerequisites: CH101, EN103, VT103, VT105, VT111.

**VT229 SOPHOMORE CLINICAL EXTERNSHIP: 12.0 Credits**

This one-semester clinical experience provides the sophomore student with the opportunity to refine clinical skills in off-campus veterinary facilities. Students choose from a list of College-approved externship sites and are trained under the supervision of certified veterinary technicians or veterinarians. Approved sites include specialty, emergency and critical-care animal hospitals, USDA-registered

research facilities, and veterinary practices that specialize in equine, feline and exotic animals. Excellent general small-animal practices are also available. This course includes 12 weeks of full-time training and requires one semester of full-time tuition. Sites may not be easily accessible via public transportation and students will be expected to provide their own transportation to and from externship locations. Prerequisites: Successful completion of all other degree requirements. Students may not be on academic probation and must have a GPA > 2.2 in all program, math and science courses.

Submission of the following forms:

- Immunization and Health Insurance Requirements
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### **VT230 ANIMAL SURGICAL ASSIST & ADV. CLINICAL: 4.0 Credits**

This course provides an introduction to surgical principles and advanced clinical procedures. Topics include: aseptic and sterile protocols, instrumentation, suture materials and techniques, wound management, surgical assistance, and pre and postoperative care of animals. An accompanying laboratory will include hands-on practice of surgical and anesthesia-related skills, as well as performance of advanced clinical procedures requiring anesthesia. This course requires animal-care shifts outside of classroom time. (2 hour lecture/3 hour laboratory). Prerequisites: VT201, VT204, VT214, VT212.

Submission of the following forms:

- Immunization and Health Insurance Requirements
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### **VT231 ANIMAL MEDICINE II: 3.0 Credits**

This course is a continuation of VT227 Animal Medicine I. We will continue to emphasize the veterinary nursing process in large and small animal species. Diseases affecting the hepatobiliary, gastrointestinal, urinary, reproductive and endocrine systems will be covered, as well as introduction to oncology. Epidemiology, etiology, pathophysiology, clinical presentation, clinical pathology, nursing interventions, and client education topics will be addressed during discussion of each disease. (3 hour lecture) Prerequisites: VT227 and VT221.

**The College reserves the right to make changes as necessary.**

## ACCREDITATION AND MEMBERSHIP

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Manor College is accredited by the Middle States Association of Colleges and Secondary Schools. The Expanded Functions Dental Assisting (EFDA) and Dental Hygiene programs are accredited by the ADA Commission on Dental Accreditation (CODA). The Veterinary Technology program is accredited by the Committee on Veterinary Technician Education & Activities (CVTEA) of the American Veterinary Medical Association. Manor College is approved for Veterans Education by the Commonwealth of Pennsylvania.

### Manor College Holds Memberships in:

Accreditation Council for Business Schools and Programs  
 American Association of College Registrars and Officers of Admissions (AACRAO)  
 American Dental Assisting Association  
 American Dental Education Association (ADEA)  
 American Dental Hygienists' Association  
 American Library Association  
 American Veterinary Medical Association  
 Association of Independent Colleges and Universities (ACUP)  
 Association of Veterinary Technician Educators (AVTE)  
 College and University Public Relations Association of Pennsylvania (CUPRAP)  
 Dental Assisting National Board (DANB)  
 Mid-Atlantic Association of College Biologists  
 National Association of Campus Activities  
 National Association of Student Financial Aid Administrators (NASFAA)  
 National Science Teachers Association  
 Pennsylvania Dental Assistants Association  
 Pennsylvania Dental Hygienists Association  
 Pennsylvania EFDA Association  
 Pennsylvania Veterinary Medical Association (PVMA)  
 Phi Theta Kappa  
 Southeast Component of Pennsylvania Dental Hygienists Association  
 Teacher Education and Compensation Helps (T.E.A.C.H.)  
 United States Collegiate Athletic Association (USCAA)

EXECUTIVE LEADERSHIP 2025-2026

**Dr. Jonathan Peri**

PRESIDENT

**Dr. Joseph Gillespie**

PROVOST

**Chris Hartman**

EXECUTIVE DIRECTOR OF FINANCIAL AID

**John Krebs**

DIRECTOR OF INSTITUTIONAL RESEARCH AND ASSESSMENT

**Allison Mootz**

VICE PRESIDENT AND DEAN OF STUDENT AFFAIRS

**Kelly Peiffer**

VICE PRESIDENT OF MARKETING COMMUNICATIONS

**Tom Sims**

VICE PRESIDENT OF ADVANCEMENT

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BOARD OF TRUSTEE MEMBERSHIP 2025-2026

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Robert Orsher, VMD

Jonathan Peri, President (Ex-Officio)

Joseph E. Toner, III, Trustee Emeritus

Paula Riley

Leslie Turner

Jane Zegestowsky



## FACULTY INFORMATION

NAME	TITLE	DEGREE/INSTITUTION
ALVARO, MIKE	Adjunct Professor	MS in Environmental Science / Drexel University
BALESTRUCCI, LUANNE	Adjunct Professor	MS in Biomedical Science / Thomas Jefferson University
BARREN, KELLY	Assistant Professor of Biological Sciences and Program Director of Health Sciences Programs	MS / Western Kentucky University
BAUM, SARAH	Head Librarian	MLIS / Drexel University
BEJEL, BRITTANY	Adjunct Instructor	DMD / Temple University School of Dentistry
BELLARY, VIBHA	Adjunct Instructor	DDS / Temple University Kornberg School of Dentistry
BLAKE, STEPHANIE	Adjunct Instructor	EdD in Educational Leadership with a Concentration in Early Childhood Education / Gratz College
BLYWEISS, DAVID	Adjunct Instructor	MEd / Arcadia University
BOND, JAMES	Adjunct Instructor	DDS / Harvard University
BROOKS, CHRISTOPHER	Adjunct Instructor	MA in Multicultural Education / Eastern University
BRYANT, MARCUS	Adjunct Instructor	MSS in Exercise Science / United States Sports Academy
BUECHEL, JENNIFER	Assistant Professor & Program Director of Psychology & Human Services	MS in Science Counseling & Human Relations / Villanova University
CALDWELL, VICTORIA	Adjunct Instructor	DMD, Specialty Certificate (Periodontics) / Temple University School of Dentistry
CARACAPPA, GINA	Adjunct Instructor	MBA, BS, AS in Dental Hygiene / Rosemont College, Pennsylvania College of Technology
CARBONI, EUGENE	Adjunct Instructor	BS in Secondary Education in Business / St. Joseph's University Evening College
CHEN, NICOLAS	Adjunct Instructor	PhD in Chemistry / Saint Joseph's University
CHUA, EMMA	Adjunct Instructor	DVM / Cummings School of Veterinary Medicine at Tufts University
CLAYPOLE WHITE, ZACHARIAH	Adjunct Instructor	MA / Sarah Lawrence College
CIANCI, MICHAEL	Adjunct Instructor	JD / Widener University School of Law
CRAMER-SHEAFF, CHRISTINE	Adjunct Instructor	BS in Education / Temple University
CROSBY-WEEKS, CHERIE	Professor, Program Director for Early Childhood Program, Child Development & Child Care Administration	PhD in Education / Capella University
CURRY, JOSEPH	Adjunct Instructor	MBA / Holy Family University
DAILY, KATHLEEN	Adjunct Instructor	BS in Dental Hygiene / Pennsylvania College of Technology
DeLULLO, CHRISTINA	Adjunct Instructor	MA / La Salle University
EDELBERG, ANDREW	Adjunct Instructor	JD / Thomas M. Cooley Law School
ELIZIER, ROSE	Practical Nursing Program Clinical Coordinator	MS in Nursing / Chamberlain College of Nursing
FARMER, KIMBERLY	Adjunct Instructor	MEd in Elementary Education / Arcadia University

FACULTY INFORMATION

NAME	TITLE	DEGREE/INSTITUTION
GALLAGHER, ERIN	Adjunct Instructor	Doctorate in Clinical Psychology/ La Salle University
GLADSTONE, MICHELE	Adjunct Instructor	Doctor of Dental Surgery / Virginia Commonwealth University
GLENN, ROBERT	Adjunct Instructor	MS in Public Safety & Environmental Protection / Saint Joseph's University
GOLDSTEIN, HARRIET	Adjunct Instructor	MEd / Temple University
HANNIGAN, JENNIFER	Adjunct Instructor	MEd in Education Leadership / Holy Family Unversity
HATHCOCK, DOMINICA	Instructor & Veterinary Technology Education Coordinator	BS / University of Findaly, OH
HAWE, SAMANTHA	Adjunct Instructor	MEd / American College of Education
HICKEY, STEPHANIE	Adjunct Instructor	MA in Wellness & Lifestyle Management / Rowan University
KILGORE, ANN MARIE	Adjunct Instructor	MEd / Cabrini College
LANDIS, MICHAEL	Professor, Program Director for Liberal Arts & Liberal Studies, Chair of General Education	MDiv / Yale University
LARI, BRIAN	Adjunct Instructor	MBA & MEd / Eastern University & Saint Joseph's University
LEONI, SUSAN	Adjunct Instructor	DMD / Temple University School of Dentistry
LIVINGSTON, TRACEY	Adjunct Instructor	MBA & MEd / Eastern University
LOGAN, CHRISTOHER	Adjunct Instructor	MA / Immaculata University
MALONE, KATHY	Associate Professor & EFDA Clinical Coordinator	MA in Gerontology / Webster University
MARKS, STEPHANIE	Professor & Program Director for Veterinary Technology	DVM / Ross University School of Veterinary Medicine
MAXWELL, LESLIE	Adjunct Instructor	BA in Criminal Justice / Temple University
MAZZA, NICHOLAS	Adjunct Instructor	MS in Nutrition and Diabetics / Rowan University
McCLAY, MAGGIE	Adjunct Instructor	MS in Teaching, Learning & Curriculum / Drexel University
McCLEARY, MIRIAM	Adjunct Instructor	MS in Gerontology / Saint Joseph's University
McLAUGHLIN, SEAN	Adjunct Instructor	MTS / Boston College
MEDIO, KIMBERLY	Assistant Professor of English & Writing Center Coordinator	MAE / Arcadia University
MEJIA-MADRID, GINA	Professor & Program Director of Computer Science Programs	PhD in Computer Science / Alicante University (Spain)
MURPHY, JEAN	Adjunct Instructor	DMD / University of Pennsylvania School of Medicine
NAVARRO, HALEY	Adjunct Instructor	BS in Applied Management / Pennsylvania College of Technology
O'NEILL, JOSHUA	Adjunct Instructor	MBA / Temple University
OFLAZIAN, PATYL	Adjunct Instructor	JD / Nova Southeastern University

NAME	TITLE	DEGREE/INSTITUTION
PARKER, STEPHANIE	Program Director of Dental Hygiene	MS in Healthcare Administration / King's College
PAYTON, PARISNICOLE	Adjunct Instructor and Part-Time Transfer Coordinator	DBA / Walden University
PEIFFER, KELLY	Vice President of Marketing Communications, Adjunct Instructor	MA / La Salle University
PRICE, TODD	Adjunct Instructor	PhD in Information Systems Management / Walden University
PUGLIESE, JACQUELINE	Adjunct Instructor	MS in Public Health / Temple University
RATKO, CAROL	Adjunct Instructor	BS / West Chester University
REYNOLDS, STEPHANIE	Adjunct Instructor	MEd in Career and Technical Education / Temple University
ROCHE, CECELIA	Adjunct Instructor	MS in Healthcare Administration / Saint Joseph's University
RUDNYTZKY, NICHOLAS	Dean of Academic Services	ABD, MA in History of Eastern & East Central Europe / Georgetown University
SCHOLNICK, ALAN	Adjunct Instructor	MA in Organizational Leadership / Gonzaga University
SCHURR, SOPHIA	Adjunct Instructor	MA in English / The College of New Jersey
SCORPIO, JOANNE	Professor & Clinic Coordinator, Dental Hygiene Program	DMD / University of Pennsylvania
SERENI, AYISHA	Adjunct Instructor	PhD in Organizational Leadership in Education / Eastern University
SIMPSON, JAIME	Associate Professor, Dean of Allied Health, Program Director for EFDA, Dental Health Center Director	MEd in Allied Health Education / Widener University
SIMS, JACQUELINE	Adjunct Instructor	MS in Organizational Leadership / Southern New Hampshire University
SIMS, THOMAS	Vice President of Institutional Advancement, Adjunct Instructor	MBA / Purdue University
SWEENEY, CAROL	Adjunct Instructor	MA in Education, Emphasis on Computer Science / Arcadia University
TREVASKIS, DAVID	Adjunct Instructor	JD / Temple University
UKELLA-RUKIQI, DORUNTINA	Associate Professor & Program Director for Criminal Justice and Public Policy	MA in Criminology / Saint Joseph's University
VILLANTE, JOANNE	Adjunct Instructor	AS in Dental Assisting / Manor College
VIOLA, THOMAS	Adjunct Instructor	BS in Pharmacology / St. John's University
WASHINGTON, BRANDON	Adjunct Instructor	MA in Teaching Secondary Education / The College of New Jersey
WEINFELD, LESLIE	Assistant Professor & Developmental Math Coordinator	MEd / Arcadia University
WHITE-PEAY, TRACEY	Adjunct Professor	MEd / Lincoln University
WIVEL, JACQUELINE	Adjunct Instructor	BA, AS / Chestnut Hill College & Manor College
YANCY, TIMOTHY	Assistant Professor & Program Director for Business Programs	EdD in Higher Education Leadership / Delaware State University
YETTER, CRYSTAL	Adjunct Instructor	DDM / Temple University
ZAGAR, SANDRA	Adjunct Instructor	RDH, BSEd, MSA / Temple University, Central Michigan University

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## CONTACT

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**MANOR**  
COLLEGE