



**SouthHills**  
School of Business & Technology

CATALOG 2018-2019

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This catalog contains descriptions of the current programs, course offerings, educational plans, requirements, administrative policies, tuition, and fees of South Hills School of Business & Technology.

In order to meet the changing needs of the business community and the student body, South Hills School of Business & Technology reserves the right to make changes in the tuition, courses, faculty or schedules at any time.

South Hills School is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools. The school is accredited by Accrediting Commission of Career Schools and Colleges (ACCSC) to award diplomas, associate in specialized business, and associate in specialized technology degrees.

South Hills School of Business & Technology also reserves the right to require a student to withdraw, for cause, at any time.

## Notice of Nondiscrimination

South Hills School of Business & Technology is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, religion, color, age, gender, sexual orientation, national origin, disability, marital status, creed, genetic information, status as a veteran of war, or any other protected status, in employment, in admissions, and in educational programs and activities. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

South Hills' nondiscrimination policy is in accordance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Questions regarding Title IX may be referred to the Title IX Coordinator:

Natalie Lombardo-Beaver  
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 480 Waupelani Drive  
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# GENERAL INFORMATION

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## Location . . .

### State College (Main Campus)

The main campus of South Hills School of Business & Technology is located at 480 Waupelani Drive, State College, on a six-and-a-half acre lot overlooking the mountains on one side and State College on the other. The school is easily reachable from Lewistown, Bellefonte, Philipsburg, and Huntingdon areas.

South Hills School shares recreational and athletic facilities with the YMCA, which is on the adjoining lot. The combination creates a campus environment where students can remain physically fit while they are preparing for new careers.

South Hills School is close to housing, shopping, transportation, and activities. State College offers many cultural and sporting events throughout the area. Some of those activities that have offered the most in the past are: the Artists Series, in which touring professional acting, dancing and musical shows are produced at Penn State; the Central Pennsylvania Festival of the Arts, which includes exhibitors from all over the United States; university and community theater productions; championship-quality Penn State sports such as football, basketball, wrestling, gymnastics, hockey, and more; and the Bryce Jordan Center, a state-of-the-art events center for concerts, family shows, trade shows, and inter-collegiate athletics.

The region offers a variety of historical and tourist-oriented spots as well. There's the Boal Mansion and Christopher Columbus Family Chapel in Boalsburg, historic Curtin Mansion and Curtin Village near Bellefonte, Penn's Cave (the world's largest underwater cavern), the 18<sup>th</sup> Division Pennsylvania Military Museum in Boalsburg, Indian Caverns, and Penn State's many attractions.

Recreational areas within easy driving distance include Whipple's Dam, Black Moshannon, Greenwood Furnace and Sayer Dam State Parks. State College has two community pools. Bike paths line the edge of town, and the Tussey Mountain Ski area provides a vertical drop of 500 feet.

For those who enjoy diverse social, recreational, and educational opportunities, "Happy Valley" is the place to be!

### Altoona

The Altoona campus is located at 508 58<sup>th</sup> Street, Altoona, 48 miles from State College. It is close to the Altoona Mall and other eating and retail establishments. The school was established in 2001 when it was purchased from the Altoona School of Commerce. Additional space has been added at 541 58<sup>th</sup> Street.

### Lewistown

The Lewistown location is in the heart of downtown Lewistown at 124 East Market Street, 30 miles from State College. This location is within walking distance of several parking lots and numerous eateries. This exciting educational venture was founded to help better serve the educational needs of the Mifflin, Juniata, Perry and Snyder county areas.

The Mifflin County Industrial Development Corporation (MCIDC) and the MC-2000 Educational Board have agreed to work with South Hills School of Business & Technology by providing input as to the educational needs of the local communities. South Hills brings its own high-quality computer, office, business, and allied health training closer to home for Lewistown and the surrounding areas.

## History . . .

South Hills School of Business & Technology is a co-educational, post-secondary institution serving the Central Pennsylvania area.

South Hills School of Business & Technology is the product of necessity, creativity, economics, dreams, and hard work. S. Paul and Maralyn Mazza founded the school in 1970. Starting with only seven students in the first class, it is now training hundreds of students each year. This strong growth is attributed to the founders' philosophy that all decisions are made on the basis of what's best for the students.

From 1970 to 1982, South Hills School found its home in State College. In August 1982, South Hills moved to larger quarters, a former elementary school building, in Boalsburg. In January 1989, South Hills returned to State College—its original home.

From 1976 - 2017, South Hills School of Business & Technology received national accreditation as a business school through the Accrediting Council of Independent Colleges and Schools (ACICS). In 2017, South Hills School received national accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC).

In 1980, South Hills was granted approval to award the Associate in Specialized Business (ASB) degree in five program areas. In 1997, approval was granted to award the Associate in Specialized Technology (AST) degree. The school currently offers six ASB degrees (Administrative Professional, Business Administration – Accounting, Business Administration – Management & Marketing, Criminal Justice, Medical Assistant, and Administrative Medical Assistant) and five AST degrees (Health Information Technology, Diagnostic Medical Sonography, Information Technology, Graphic Arts, and Engineering Technology).

In 1996, the school expanded its State College facilities. The expansion allowed for a larger library as well as additional classrooms and a student commons area.

The Diagnostic Medical Sonography program was added in 1996. Two additional sonography diploma programs were added in 1998 for those students entering with advanced standing.

In 1997, the Engineering Technology program was added to the program offerings and granted AST degree status in 1999. In 2006, the Graphic Arts AST degree program was added to the program offerings and in 2007, the ASB degree program Criminal Justice. The Medical Assistant ASB degree program was added in 2010.

The Lewistown location was added in 1999 at the request of the Mifflin County Industrial Development Corporation (MDIDC). Lewistown was granted approval to offer ASB degrees in the Administrative Professional, Business Administration – Management & Marketing, Medical Assistant, and Criminal Justice programs and the Information Technology AST degree.

In 2001, the Altoona campus was opened when South Hills purchased the former Altoona School of Commerce. Altoona was granted approval to offer the ASB degree in the Administrative Medical Assistant, Administrative Professional, Business Administration – Accounting, Business Administration – Management & Marketing, Criminal Justice, and Medical Assistant programs and the AST degree in the Information Technology and Health Information Technology programs.

Under the direction of S. Paul Mazza III, South Hills School is serving a diverse population of recent high school graduates and returning adults. Diploma as well as ASB/AST degree programs are offered. The faculty and staff at the Main Campus now number 74; the student/faculty ratio is 7 to 1. The Lewistown faculty and staff number 18. The student/faculty

ratio is 5 to 1. The faculty and staff at the Altoona Campus number 19; the student-faculty ratio is 7 to 1.

Students do come first at South Hills School of Business & Technology. We try to help the "whole" person with his/her many needs. In addition to the high-quality education, fine faculty and state-of-the-art equipment, recreation, and health are essentials at South Hills School.

## **Facilities and Equipment . . .**

### **State College**

The Main Campus building has 33,000 square feet of classroom and office space. The 19 classrooms (including a large lecture room), the library, the cafeteria, and the faculty and staff offices are all air-conditioned. Free parking is available.

School equipment has been selected to provide effective training on all types of machines that are recommended for today's office operations. Students are given instruction on office equipment such as various dictation/transcription equipment, computers, and copiers.

Our computer rooms are equipped with over 190 networked computers with Internet access.

The typical classroom accommodates up to 20 students and the typical lab classroom accommodates up to 15 students.

Specialized equipment is used in the Diagnostic Medical Sonography, Medical Assistant, and Engineering Technology programs.

South Hills School of Business & Technology added additional space in the fall of 2000. In 2007, the additional space was moved to 3081 Enterprise Drive in State College, approximately two miles from the main campus.

The additional space is utilized by the Diagnostic Medical Sonography program for specialized equipment application courses and by the Medical Assistant program and for various other classes.

### **Altoona**

The Altoona campus is approximately 15,000 square feet, containing thirteen classrooms, two break-room areas for students, a library-study room for student use, and administrative and faculty offices. There is a school parking lot that provides adequate free parking.

In 2011, additional classroom space was added. This additional space, located at 541 58<sup>th</sup> Street, is within easy walking distance of the main building.

Over 125 computers with Internet access have been installed for student use at the Altoona campus.

The typical classroom accommodates up to 15 students and the typical lab classroom accommodates up to 10 students.

### **Lewistown**

The Lewistown location currently occupies approximately 10,500 square feet of classroom and office space that includes a front office area, classrooms, a student and faculty lounge, and a study area.

Over 80 computers with Internet access have been installed for student use.

The typical classroom accommodates up to 15 students and the typical lab classroom accommodates up to 10 students.

## **Program Integration . . .**

Students have the opportunity to complete the following specialized associate degree programs at the Altoona campus: Administrative

Medical Assistant, Administrative Professional, Business Administration – Accounting, Business Administration – Management & Marketing, Criminal Justice, Health Information Technology, Information Technology, and Medical Assistant.

Students have the opportunity to complete the following specialized associate degree programs at the Lewistown location: Administrative Professional, Business Administration - Management & Marketing, Criminal Justice, Information Technology, and Medical Assistant.

South Hills School of Business & Technology provides the same course work within identical programs at all three campuses.

Students who are off-track or part-time may be required to complete their program at another campus if the program does not have a subsequent start.

## **Mission . . .**

The mission of South Hills School of Business & Technology is to prepare students for jobs in the community; jobs that do, in fact, exist. In addition, we offer qualified individuals the means to start and the encouragement to continue the lifelong growth process through higher education. South Hills School of Business & Technology has the obligation to create an educational atmosphere that will not only foster the highest standard of excellence in all students but also help those students to develop an awareness of social responsibility and ethical behavior.

In order to accomplish this goal, South Hills School of Business & Technology established the following objectives: (1) the recruitment of secondary school graduates who are basically qualified to meet the educational standards of the school; (2) the training of students in the vocational skills required for an entry-level job; (3) the instilling of attitudes which will be helpful in obtaining and retaining a job; (4) the placement of students in jobs that fit their talents, skills, maturity and experience by screening each graduate and giving specific aid in techniques for interviewing and applying for a job; and (5) the continuing evaluation and assessment of employers in the area which the school serves.

Our faculty and staff members are aware of these objectives and they conscientiously strive to help each student accomplish them. In furtherance of these objectives, the educational standards at South Hills School of Business & Technology are maintained at a consistently high level in order to challenge the student and produce a graduate that is dependable and well prepared.

Through a continuous evaluation of the school by the faculty, staff and students, South Hills School of Business & Technology prides itself in being a flexible educational institution, constantly striving to meet the changing needs of business and industry.

South Hills School also takes great pride in the caring attitude of the faculty and staff members. This attitude is imparted to the students with encouragement, dedication and a real interest in each student's well-being and academic progress.

Students at South Hills School are not just names or numbers. They are individuals with needs, talents and skills.

## **Philosophy . . .**

South Hills School of Business & Technology was founded in 1970 based on the philosophy that each student, regardless of race, color, sex, age, religion, national origin, marital status, sexual orientation, ancestry, political belief, status as a veteran, or economic background is entitled to develop to his or her fullest potential. Based on this philosophy, the school accepts students from all walks of life.

## Advising . . .

Personal attention and advising are an important part of your South Hills experience. We care about you and your concerns when you join our school. Your time at South Hills School should be fruitful—time dedicated to the acquisition and sharpening of skills and knowledge. The problems which come up should not be yours alone. For this reason, the faculty and staff make themselves available to you.

Advising and/or referral are available in the following areas:

Career Services. South Hills School has a Career Services staff who will assist you in finding your first job as well as with any changes you may wish to make later in your employment career.

Financial. Financing your education is another crucial area that makes your education possible. Our Financial Aid staff is available to assist you with your application for grants and loans, and the Bursar can answer any questions you have about your finances at South Hills School.

Academic. Students should see the program advisor or Academic Affairs Officer at the main campus; the program advisor, Academic Affairs Officer or the Director in Altoona; or the program advisor, Academic Affairs Coordinator or the Director in Lewistown. Students having concerns about their major (program) may also see their advisors.

Personal. Staff members are available for you to talk to about personal concerns or problems and to provide referral information. Students should see an Academic Affairs Officer at the main campus and the Campus Director or Academic Affairs Officer/Coordinator at the Altoona and Lewistown locations.

## Career Services . . .

South Hills School offers career assistance to all South Hills School of Business & Technology graduates without cost to the graduate or the employer.

Our Career Services staff makes every effort to identify the qualities and skills of each graduate and to recommend graduates for positions requiring such attributes. South Hills School of Business & Technology cannot guarantee employment to graduates, but every attempt is made to help the graduate find a position that will offer both personal satisfaction and the greatest opportunity for growth.

The Career Services staff provides job search assistance to students seeking full-time, part-time, and temporary employment. Job openings and employer relations are developed through on-campus career and internship fairs, outreach efforts by the Career Services staff, and by the employers' ability to place job postings on the school website.

The State College Career Services staff also provides/shares job referrals and internship requests with the Altoona and Lewistown locations. In addition, each location utilizes a community advisory board for advice on issues such as curriculum development and how that relates to addressing the current employment needs of the business community.

## Application . . .

If you are interested in South Hills School of Business & Technology, you should apply for admission as early as possible. You may start the application process by submitting a pre-application online or by calling the Admissions office.

The first step in the application process begins with a Career Planning Session (personal interview) with an Admissions Representative. During the personal interview, the Admissions Representative will discuss your career interests to help you choose a program of interest. You will also receive a tour of the school, complete the entrance assessment and meet with a Financial Aid representative.

Admissions requirements are as follows:

- Interview
- High school diploma or equivalent or GED (high school attestation will be accepted for an applicant's "conditional acceptance" only pending South Hills receipt of the high school transcript or diploma)
- Successful completion of entrance assessment
- Application
- Completion of additional admissions requirements for Diagnostic Medical Sonography, Business Administration – Accounting, Graphic Arts, Criminal Justice, and Medical programs

South Hills does not charge an application fee. Completed applications are reviewed by the Director of Admissions or School Director upon receipt. Acceptance is based on the requirements listed above

Upon acceptance, you will then complete an enrollment agreement.

Students who are not enrolled in a specialized degree or diploma program and take classes are considered certificate students. They do not need to have any proof of academic qualifications to be enrolled in the school. Certificate students take courses to satisfy personal enrichment goals rather than completing a diploma or specialized degree.

## Additional Admissions Requirements Diagnostic Medical Sonography Programs

Acceptance into the DMS program is competitive and is not on a first-come, first-serve basis. Completed applications are reviewed by a selection committee at intervals throughout the school year and successful applicants are chosen based on the criteria listed below. Applicants of the DMS program should have a high school or post-secondary educational background that is strong in academic math and science. Biology, algebra, trigonometry and physics are preferred.

Prospective students are evaluated based on the following:

- High school program of study (specific courses completed, overall GPA, and class rank)
- Three references OR two letters of recommendation (guidelines provided by Admissions Representative)
- Entrance exam results
- Writing sample
- Post-secondary education program (if applicable)
- SAT scores\*
- Prior experience in healthcare, paid or volunteer
- Resume
- Criminal background check\*\*

Based on the above criteria, qualified applicants will be selected for a personal interview with the DMS faculty. Upon completion of the faculty interview, the selection committee will make a decision based on an evaluation of the application and interview.

\*SAT scores are strongly recommended for all applicants to the Diagnostic Medical Sonography A.S.T. degree program.

\*\*Documentation of criminal history from the Pennsylvania State Police Access to Criminal History is required for final acceptance into the program, as well as a child abuse clearance. The cost of these background checks are included in the program fees. An FBI background check is required for applicants who have resided in the state of Pennsylvania for less than 2 years. Cost of the FBI background check is variable and is the responsibility of the student. Additional criminal record and child abuse checks will be performed as a condition for internship placement.

Applicants are asked to declare previous arrests and/or convictions for any offense other than traffic violations. Conviction of certain offenses will result in ineligibility for this program and for credentialing examinations.

If a positive record is obtained for one felony or two misdemeanors, other than DUI convictions, the student/applicant will be disqualified from the program. If a positive record is obtained for DUI convictions or any other criminal report other than traffic violations, the applicant must apply for the ARDMS predetermination of eligibility. If the applicant is declared eligible through the ARDMS predetermination process, prior to the start of the program, the applicant will be eligible to enroll in the program if accepted.

Students in the DMS, DPP, and DMP programs are required to report any arrest and/or conviction of a non-summary offense that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

#### **Applicants with Previous Degree or Diploma**

Two diploma programs exist for the purpose of accommodating applicants with specific educational backgrounds. Interested applicants should consult with one of our Admissions Representatives to determine which program best meets their needs and educational objectives.

**DMS Professional Program (DMP)** This diploma program is designed for applicants with a previous degree or diploma or equivalent in a medical imaging specialty such as Radiologic Technology or Nuclear Medicine Technology. Admission to the DMP program assumes a strong background in college level anatomy, physiology, medical terminology, patient care, and imaging sciences. Applicants must have the following college level courses prior to admission:

- Algebra, Statistics, or higher mathematics courses
- Communication Skills
- General Physics or Radiographic Physics
- Human Anatomy and Physiology
- Medical Terminology

A grade of at least a "C" in each of the above courses is required, unless our articulation agreement with your university lists a higher grade requirement. Applicants for the DMP program will be considered when their admissions requirements are completed.

Students may be eligible to enter the DMP program when it is a component of a Bachelor's Degree program at another institution. This is subject to a formal agreement between South Hills School and the articulating institution, and must be approved on an individual basis. Such students must complete their B.S. degree in order to be eligible to sit for the ARDMS® registry examinations.

**DMS Professional Plus Program (DPP)** This diploma program is designed for applicants with a previous Bachelor's degree\* in a field other than Medical Imaging. The program includes courses in anatomy, physiology, medical terminology, patient care, and medical imaging sciences. Applicants must have completed the following college level courses prior to admission with a grade of "C" or higher:

- Algebra, Statistics, or higher mathematics courses
- Communication Skills

\*The Bachelor of Science or Bachelor of Arts degree must have been completed within 15 years of the DPP program start date in order for the applicant to be eligible for this program.

**South Hills School Student Transfer** If a current South Hills student wishes to transfer into the DMS program, provided there are seats available, the student must speak with an Admissions Representative to initiate the DMS application process. Additional terms will most likely be required. Each applicant is reviewed on an individual basis and not guaranteed a seat in the program. See application process above.

#### **Reapplication policy**

Students in the DMS program must earn a "B-" or better in Applied Algebra and a "C+" or better in all other classes. Failure to meet the minimum grade requirement results in the following:

- **Terms 1-3** - Students who receive one grade below the minimum grade requirement in any course will be withdrawn from the program but may reapply the following year.

Readmission will be granted based on an interview with the DMS team and only if seats are available.

- **Terms 1-3** - Students who receive more than one grade below the minimum grade requirement will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.
- **Terms 4-9** - Students who receive one or more grades below "C+" in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.

See the DMS Student Handbook for more information on the reapplication policy.

## **Additional Admissions Requirements** **Graphic Arts Program**

In addition to the general admissions requirements for the school, the following requirements specifically apply to the Graphic Arts program.

During the interview, applicants to the Graphic Arts program will discuss their past and present interest in art and design and why they feel they would be an appropriate candidate for the program. Our goal is to see that the students entering this program are artistically inclined and have a natural, ongoing interest in art and design.

**Guidelines for Art Work Submissions.** All applicants will also be required to submit their works of art for review by our Graphic Arts Review Panel. No more than five examples of each of the following types of artwork are to be submitted: drawings, paintings, graphic designs, communication design, photography, 3-D fine art pieces, printed and/or published pieces or other forms of fine art. Each applicant is also required to produce a self-portrait piece for submission. The self-portrait may be done in the art medium of the applicant's choice.

Ultimately, select your best work and include examples that you have done on your own beyond your art class assignments. Applicants may also submit sketchbooks. In doing so, this allows the Review Panel to gain a better understanding of the applicant's art background and varied skill set(s) achieved. Artwork can be submitted as hard copy entries or CD-ROM entries (PDF or JPG format only). For all 3-D pieces, please provide the Review Panel with quality photographs of the work instead of the actual piece.

## **Additional Admissions Requirements** **Criminal Justice Program**

In addition to the general admissions requirements, the following requirements specifically apply to the Criminal Justice program.

Documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH) is required for final acceptance into the program, as well as a child abuse clearance. The cost of these background checks are included in the program fees. An FBI background check is required for applicants who have resided in the state of Pennsylvania for less than 2 years. Cost of the FBI background check is variable and is the responsibility of the student.

Applicants are asked to declare ALL previous arrests and/or convictions for any offense other than traffic violations.

Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following WILL bar admission to and WILL be grounds for dismissal from the Criminal Justice Program:

- Any and all felonies;
- Two separate incidents that resulted in misdemeanor convictions;
- Crimes involving violence against the person, including, but not limited to, child abuse and domestic violence;
- Crimes involving possession with intent to deliver or sell illegal drugs;

- Crimes involving illegal use or possession of weapons, including, but not limited to: guns, knives, explosives or other dangerous objects.
- Crimes involving dishonesty including: perjury, fraud, deception, or embezzlement.
- Any other crime(s) or pattern of recurrent criminal or illegal behavior(s) will be reviewed on an individual basis.

If applicant is currently on probation or parole, he/she will not be considered for admission to the program until such time as their sentence had been completed.

Students in the CJ program are required to report any arrest and/or conviction that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

### **Additional Admissions Requirements Business Administration-Accounting Program**

In addition to the general admissions requirements, the following requirements specifically apply to the students starting in the Business Administration – Accounting program for fall term 2019.

Documentation of criminal history from the Pennsylvania State Police Access to Criminal History (PATCH) is required for final acceptance into the program. The cost of the background check is the responsibility of the student. An FBI background check is required for applicants who have resided in the state of Pennsylvania for less than 2 years. Cost of the FBI background check is variable and is the responsibility of the student.

If a positive record is obtained, the student/applicant will be advised as to the course of action to be taken by the school/internship site, which may result in disqualification from the program, depending on the nature and severity of the offense(s).

Students in the BAA program are required to report any arrest and/or conviction of non-summary offense that occurs while they are enrolled at South Hills to their program coordinator/advisor.

Applicants are asked to declare ALL previous arrests and/or convictions for any offense other than traffic violations prior to enrollment and during their time at South Hills. Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following could disqualify the student/applicant from the program as it severely impedes the opportunity for internship and employment opportunities.

- Any and all felonies;
- Two separate incidents that resulted in misdemeanor convictions;
- Crimes involving violence against the person, including, but not limited to, child abuse and domestic violence;
- Crimes involving possession with intent to deliver or sell illegal drugs;
- Crimes involving illegal use or possession of weapons, including, but not limited to: guns, knives, explosives or other dangerous objects.
- Crimes involving dishonesty including: perjury, fraud, deception, or embezzlement.
- Crimes involving theft.

### **Additional Admissions Requirements Administrative Medical Assistant Program Health Information Technology Program Medical Assistant Program**

In addition to the general admissions requirements, the following requirements specifically apply to the medical programs.

Documentation of criminal history from the Pennsylvania State Police Access to Criminal History is required for final acceptance into the program, as well as a child abuse clearance. The cost of these

background checks are included in the program fees. An FBI background check is required for applicants who have resided in the state of Pennsylvania for less than 2 years. Cost of the FBI background check is variable and is the responsibility of the student. Additional criminal record and child abuse checks will be performed as a condition for internship placement.

If a positive record is obtained, the student/applicant will be advised as to the course of action to be taken by the school/internship site, which may result in disqualification from the program, depending on the nature and severity of the offense(s). Two misdemeanors or one felony, will disqualify the student/applicant from the program as it severely impedes the opportunity for internship, employment, and credentialing opportunities. Under the Older Adult Protective Services Act, a student may be prohibited by law from employment in certain medical occupations.

Students in the AMA, HIT, and MA programs are required to report any arrest and/or conviction of a non-summary offense that occurs while they are enrolled at South Hills to their program coordinator (See Code of Conduct for the Criminal Justice and Medical Programs).

### **Completion Rates . . .**

Program completion rates may be obtained by contacting the Academic Affairs Office or by checking the Disclosures section of the school's web site. The rates are available to all students.

### **Enrollment . . .**

The three types of enrollment at South Hills School of Business & Technology are:

Specialized Degree students take and complete a two- or three-year course of study and receive an associate in specialized business (ASB) or an associate in specialized technology (AST) degree upon successful completion of the program and achievement of the school standards.

Diploma students take and complete a 19-month to 22-month course of study and receive a diploma upon successful completion of the courses and achievement of school standards.

Certificate students take one or more of the listed classes and receive, when school standards are achieved, a "certificate of achievement" stating that proficiency has been attained.

### **Entrance Dates . . .**

State College. All programs may be entered in the fall term of each year. Students may enter during the winter or spring terms with the understanding that they may be out of sequence for courses that are offered only once a year. Consequently, they may take longer to complete their program of study.

Altoona. Entrance dates for the Altoona school are the same as those described above for the main campus.

Lewistown. Entrance dates for the Lewistown location are the same as those described for the main campus.

Note: A student may begin his/her initial term of training up to two weeks after the term begins. This exception (requesting enrollment after the first week of a term) is at the discretion of the Director. This applies to enrollment at the main campus, the Lewistown campus, and the Altoona campus.

Seven-Day Grace Period Policy. Students enrolling for the **first time** in a program of study at South Hills School of Business & Technology (SHSBT) may attend classes up to and including the seventh day of classes in the first term of studies without incurring a tuition fee if the student decides to no longer attend SHSBT. Students enrolled and/or returning students not defined as first time in a program of study at South

Hills School of Business & Technology may be extended the same "grace policy" for extenuating circumstances (such as illness, death in family or other) at the discretion of the Director. Under this seven-day grace policy, the institution will credit any tuition fees the student may have incurred during the seven-day grace period and will rescind all of the student's financial aid that may have become earned by the institution in this seven-day grace period. Students who withdraw at any other time in the term or beyond the seven-day grace period will not be extended this seven-day grace period; tuition fees and financial aid will be prorated accordingly (please see "Refund Policy" in the Tuition & Fees/Refund Policy section).

**Three-day cancellation policy.** All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid.

## Terms . . .

Fall, winter and spring terms are 12 weeks in length.

Students enrolled in seven-term programs use the summer term in their second year for internship.

Summer term may also be used to offer courses for students who started classes in the winter term. The summer term in this instance may expand class hours in order to complete classes in a shorter period of time (10 weeks).

## Hours . . .

Classes are scheduled Monday through Friday between 8:00 a.m. and 5:45 p.m. Individual schedules will vary from term to term.

The school's business hours are as follows:

**State College.** Monday, Tuesday and Friday from 8:00 a.m. to 4:30 p.m. and Wednesday and Thursday from 8:00 a.m. to 7:00 p.m.

**Altoona.** Monday, Tuesday, Thursday from 7:30 a.m. to 5:00 p.m., Wednesday from 7:30 a.m. to 7:00 p.m. & Friday from 7:00 a.m. to 3:00 p.m.

**Lewistown.** Monday from 7:30 a.m. to 7:00 p.m., Tuesday through Thursday from 7:30 a.m. to 5:00 p.m. & Friday from 7:00 a.m. to 4:00 p.m.

## Common Hour . . .

Common hour was established to allow a time when all students would have the same hour off so that they may take part in student activities and so that outside speakers could be invited to speak to the entire student body. Students may also use common hour to meet with advisors, get help from teachers, or to attend club meetings. Common hour occurs every day and also serves as the lunch hour.

## Financial Aid . . .

So you want to go to school, but how do you pay for it? Meeting the cost of education can be a burden on any student or family. For this reason, many students wish to obtain financial assistance to further their education.

The following information describes the types of financial aid available to those who qualify. Please call our Financial Aid office so that we may answer your questions and make an appointment to assist you with your financial aid package.

All questions regarding financial aid should be directed to the Financial Aid office at South Hills School.

**Academic Year.** For financial aid purposes an academic year consists of three quarter terms (10-12 weeks in length). A full-time student must complete at least 12 quarter credits per term or at least 36 quarter credits per year.

**Please keep in mind dropping/adding courses and changing programs during enrollment may affect financial aid eligibility.**

**Applying for Financial Aid.** Students may be eligible for grants and loans provided he/she file a Free Application for Federal Student Aid (FAFSA). Complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Filing Dates.** For the fall term 2018-2019, the application may be filed as early as October 1, 2017.

**FSA ID (Federal Student Aid ID).** The FSA ID is created at <https://fsaid.ed.gov>. The FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as the Free Application for Federal Student Aid (FAFSA®).

The security of the FSA ID is important. It can be used to:

- Electronically sign Federal Student Aid documents,
- Access personal records, and
- Make binding legal obligations.

Dependent students will need a parent to obtain an FSA ID to sign the student's FAFSA. The parent can use the same FSA ID for multiple children.

**General Correspondence.** The Financial Aid office will correspond with students via his/her email account. It is important that each student access his/her school e-mail account to stay informed on the latest financial aid information.

### AID AVAILABLE

#### Title IV Aid

**Federal Pell Grant.** Pell grants are awarded to students who demonstrate exceptional financial need as defined by the Federal government. Grant amounts are determined by the student's "Expected Family Contribution" (EFC), which is indicated on his/her Student Aid Report (SAR).

Eligibility requirements include:

- Having earned less than a Bachelor's degree.
- Having graduated from high school or earned a GED.
- Enroll at least half-time in a program of study.
- EFC is within eligible ranges.
- Maintaining satisfactory academic progress.

**William D. Ford Federal Direct Loans.** The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education (USDE). The lender is the USDE and will be throughout the life of the loan.

**Direct Subsidized Loans.** These loans are awarded on the basis of financial need. No interest is charged while a student is enrolled at least half-time.

Effective July 1, 2013, first-time student loan borrowers (no outstanding student loan balance) may borrow up to 150% in Direct Subsidized Loans measured by the published length of his/her current program. For example, if the student is enrolled in a two-year specialized associate degree program, the maximum period for which a Direct Subsidized Loan is potentially available is three years (150% of 2 years = 3 years). Changing programs of study does not restart the clock. Time already used is subtracted from the maximum time allowed.



For additional information on the 150% Direct Subsidized Loan Limit, please refer to the following website: <http://studentaid.ed.gov/types/loans>.

**Direct Unsubsidized Loans.** These loans are not based on financial need. Interest is charged during all periods, including while the student is in school and during grace and deferment periods. The student may choose to defer interest payments while in school and the interest will be added to the unpaid principal amount of his/her loan. This is called "capitalization" and this could substantially increase the total amount of repayment. Making interest payments while in school are advantageous and will save the student money overall.

Direct Subsidized and Direct Unsubsidized Loans are made to eligible students attending school at least half-time in a program of study that are making satisfactory academic progress. Repayment begins six months after graduation or six months after the student ceases to be enrolled at least half-time in a program of study.

Before a loan will be certified by the Financial Aid office, the student must sign and return an enrollment agreement indicating his/her intention to attend school, complete a disclosure statement, entrance counseling and a master promissory note (MPN). Also, the student cannot be in default and must not have reached his/her aggregate loan limits (see Loan Limits Table).

Entrance counseling and MPN completions should be done by going to [www.studentloans.gov](http://www.studentloans.gov) and should be signed using the same FSA ID as used to sign the FAFSA.

The actual loan amounts and types of loans (Subsidized, Unsubsidized or a combination of both) that students are eligible to receive each year are determined by the Financial Aid office, based on such factors as the cost of attendance, EFC, 150% Subsidized Loan Limit, other financial aid and the length of a program. The actual amounts that a student is eligible to borrow may be less than the maximum amounts shown (see Loan Limits Table).

Loan Limits Table

| Annual Loan Limits for Direct Subsidized and Direct Unsubsidized Loans |                   |                                      |                                       |
|--|-------------------|--------------------------------------|---------------------------------------|
| Level  | Completed Credits | Dependent Undergraduate Students     | Independent Undergraduate Students*   |
| 1 <sup>st</sup> Year   | 0-35              | \$5,500 (maximum \$3,500 subsidized) | \$9,500 (maximum \$3,500 subsidized)  |
| 2 <sup>nd</sup> Year   | 36-71             | \$6,500 (maximum \$4,500 subsidized) | \$10,500 (maximum \$4,500 subsidized) |
| 3 <sup>rd</sup> Year   | 72-134            | \$7,500 (maximum \$5,500 subsidized) | \$12,500 (maximum \$5,500 subsidized) |

\*Dependent students whose parents are denied a PLUS Loan may be eligible to receive the independent undergraduate loan limits.

| Aggregate Loan Limits: Maximum Total Outstanding Loan Debt |  |
|--|--|
| Dependent Undergraduate Students                           | Independent Undergraduate Students     |
| \$31,000 (maximum \$23,000 subsidized)                     | \$57,500 (maximum \$23,000 subsidized) |

Direct Subsidized and Unsubsidized Loans have a fixed interest rate. Fixed rates are a set rate for the life of the loan. Please refer to [www.studentloans.gov](http://www.studentloans.gov) for current rate information.

The student receives a disclosure statement that gives specific information about any loan that the school plans to disburse under his/her MPN, including the loan amount and loan fees. The disclosure statement also explains how to cancel the loan if the student doesn't want it or chooses to cancel a portion of it.

Loan monies are to be used only to pay for educational expenses at the school that is certifying the loan. Education expenses include such school charges as tuition, fees and such indirect expenses as books, supplies, equipment, living expenses, dependent child care expenses, transportation, and rental or purchase of a personal computer.

**PLUS Loans.** These loans are also administered through the USDE and are available to parents of dependent undergraduate students to meet educational costs. Parents may borrow up to the cost of attendance minus all other financial assistance that the student is awarded. Eligibility for a PLUS Loan is based on credit worthiness of the parent borrower.

Interest is charged during all periods. For current interest rate and origination fee information, refer to [www.studentloans.gov](http://www.studentloans.gov). Repayment begins 60 days after the funds are fully disbursed, and the repayment term is set to 10 years. Parents have the option of deferring repayment on Parent PLUS Loans while the undergraduate student on whose behalf they borrowed the PLUS Loan is in-school and for a six-month grace period after the student graduates or drops below full-time enrollment.

PLUS applications should be completed online at [www.studentloans.gov](http://www.studentloans.gov) and should be signed with the FSA ID the parent used to sign the FAFSA. As well, parents must complete the PLUS Loan Estimation Worksheet (signed and dated) and return to the Financial Aid office as this is an additional requirement of PLUS loan processing. This form may be requested directly through the Financial Aid office.

**Loan Disbursements.** Loan proceeds are sent directly to the Bursar's office at South Hills School and are credited to the student's account. Generally, two or three disbursements will be made for each approved loan. Proceeds cannot be credited to the student's account without the student's/parent's signed authorization and until the loan funds are received by the school. Students will be notified when the funds have arrived or the loan has been disbursed to his/her account.

The amount of loan proceeds retained by the school will depend on the amount of the loan, the amount owed by the student minus grant (s), if applicable, and the number of disbursements. If a student account is overpaid, the excess will be given to the student/parent within the time period mandated by Federal law.

The student or parent borrower has the right to cancel or reject all or part of the loan within 30 days from the date the loan proceeds were credited to the student's account.

If a student withdraws from school and a Direct Subsidized, Unsubsidized, or PLUS Loan has been disbursed on behalf of the student, a Federally mandated calculation must be done to determine how much of the loan proceeds may be retained by the student and how much must be returned to the lender (USDE) by the school (See Refund Policy).

Sources for Title IV Aid:

1. Entrance Counseling Guide for Direct Loan Borrowers produced by USDE
2. [www.studentloans.gov](http://www.studentloans.gov)
3. [www.finaid.org](http://www.finaid.org)
4. [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

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

To be considered for a PHEAA State Grant you must meet the following criteria:

- Have earned less than a Bachelor's degree.
- File the FAFSA before the state deadline (see below for filing dates).
- Complete a PHEAA State Grant Application ([www.pheaa.org](http://www.pheaa.org))
- Demonstrate exceptional financial need.

- High school graduate as stipulated in the PA State Grant Law.
- Be enrolled in a two- or three-year program.
- Be a resident of Pennsylvania as defined by PHEAA.
- Be attending at least half-time.
- Maintain satisfactory academic progress as defined by PHEAA.
- Not be in default or pending default on an educational loan.
- Not received the maximum number of PA State Grants permitted.
- Are of satisfactory character (for example, not be incarcerated)

For further eligibility information, refer to [www.pheaa.org](http://www.pheaa.org).

**Filing Dates.** For incoming students, present students, and transfer students who have not previously applied for or received a PHEAA State Grant, the deadline to file the FAFSA for state grant award consideration for the fall term is August 1. The FAFSA may be filed as early as October 1. For example, a student attending 2018-2019 academic year may file their FAFSA as early as October 1, 2017.

For students who are present recipients of a PHEAA State Grant or those transfer students that have previously received a PHEAA State Grant, the deadline to file the FAFSA for state grant award consideration for the next academic year beginning the fall term or summer internship is May 1.

**State Grant Eligibility for a Transfer Student.** If a PHEAA State Grant was awarded at a prior institution, requirements for meeting academic progress standards must be met before a grant can be awarded.

- Student must submit an official academic transcript from the prior college(s) attended.
- Semester and quarter credits will be evaluated by the Financial Aid office to determine academic progress.

### Scholarships

**South Hills School of Business & Technology Scholarship.** SHSBT will offer a maximum of eight new scholarships each school year. There are five scholarships awarded at State College, two at Altoona, and one at Lewistown. The scholarship is valued at 25 percent of the cost of tuition. It is given to those students who demonstrate economic hardship and would benefit from this scholarship. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability or national origin.

A student meeting the following qualifications for the scholarship must submit a letter of application to the Scholarship Committee for review. The application deadline is December 20. Applicants will be notified of the committee's decision within thirty (30) days of the application deadline.

Qualifications for the SHSBT Scholarship are as follows:

1. At the time of application, students must be enrolled full-time in a diploma or specialized degree program of study.
2. Students must have completed a minimum of one full term of study at the time of application.
3. Students must have a minimum 3.0 cumulative grade-point average in each term.
4. The student's financial records must prove financial need which is determined by the Scholarship Committee.
5. Students must have completed a FAFSA in a timely fashion and submitted forms for any applicable state and federal grants.
6. Submit a formally typed letter of application (1-2 pages) that indicates the applicant's name, program and year of study, educational and career goals. The applicant should state how receiving the school scholarship would benefit him/her in his/her pursuit of the stated goals. Other information pertinent for review by the committee is additionally welcome in the application letter.

The scholarship is valued at 25 percent of tuition. If the balance of tuition due after applying grants, agency sponsorship, and/or other scholarships is less than 25 percent of the total tuition, the SHSBT scholarship will be limited to that amount.

The scholarship will be credited retroactively to the first term of the school year in which the scholarship is granted. It will be credited to the recipient's account on a term-by-term basis through graduation when eligibility is maintained. The school scholarship will be permanently forfeited when eligibility is lost.

### Maintaining the SHSBT Scholarship:

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain full-time enrollment status.
  - (a) In the event a scholarship recipient must temporarily withdraw from school, he/she must promptly report this withdrawal to the Academic Affairs and the Business offices.
  - (b) After a leave of absence for a maximum of one term, he/she must personally arrange for reinstatement of the scholarship with the Business office.
  - (c) If withdrawn for more than one term, he/she must reapply for the scholarship.
3. Maintain acceptable behavior and attendance records while a student at SHSBT.

### Rudy J. & Annae Labor Memorial Scholarship Fund.

Ten \$7,000 scholarships are available each new school year for newly-enrolled, full-time students of South Hills School of Business & Technology. Funds awarded may be applied to the cost of tuition and books. The amount will be evenly distributed over six terms. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability, or national origin. This fund is held through the Centre Foundation.

For more information visit [www.southhills.edu/financial-aid/scholarships/](http://www.southhills.edu/financial-aid/scholarships/)

### Other information

**Agency Funding** Agencies such as Veterans Administration (VA), Trade Assistance Act (TAA), Workforce Innovation and Opportunity Act (WIOA), Office of Vocational Rehabilitation (OVR), and Department of Public Welfare (DPW) have provided assistance to students attending South Hills School. For more information contact the Financial Aid office.

**Yellow Ribbon Program** The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. SHSBT has entered into a voluntary agreement with the VA to fund tuition and fee expenses that exceed the tuition and fees payable through the Post-9/11 GI Bill (i.e. annual national cap.) SHSBT will annually contribute \$500 to five VA students and the VA will match the contribution, not to exceed 50% of the difference. To be eligible for the Yellow Ribbon Program the veteran must meet the following criteria:

- a) Be enrolled in an approved specialized degree program;
- b) Served an aggregate period of active duty after September 10, 2001, of at least 36 months and were honorably discharged;
- c) Discharged from active duty for a service-connected disability and served 30 continuous days after September 10, 2001; or
- d) Are a dependent who received benefits transferred from an eligible service member;
- e) Be a VA student attending the State College campus.

Only Veterans receiving the maximum benefit rate, as determined by the service requirements, or their designated transferees may receive this funding. Active duty service members and their spouses are not eligible for this program. Child transferees of active duty service members may be eligible if the service member is qualified at the 100 percent rate.

SHSBT School Certifying Official (SCO) will notify potential eligible VA student. The VA student must respond to the SCO to apply for Yellow Ribbon Program benefits. The funds will be awarded on a first-come first-served basis, regardless of the rate at which the individual is pursuing training.

For payout examples and more information visit:  
[www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)  
[https://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](https://www.benefits.va.gov/gibill/yellow_ribbon.asp)  
<https://finaid.williams.edu/yellow-ribbon-program>

**Financial Aid Award Letter** The financial aid award letter lists the aid programs offered to the student, amounts by term, and the total amount offered for the academic year. Students may choose to opt-out of receiving the award letters through email by contacting the Financial Aid office.

A student may accept all or part of the package being offered. If a student is declining part of the aid offered, he/she must identify which type of award is being rejected and return the amended award letter to the Financial Aid office. This will in no way affect his/her eligibility for other awards. Refer to Loan Disbursements under Title IV Aid for the timeline to cancel or reject all or part of any Federal Loans.

**Verification** This is the process used to check the accuracy of the information provided when the FAFSA was filed. The U.S. Department of Education selects applicants for the verification process. Should a student be selected for this process, he/she will be asked to submit specific information to the Financial Aid office. The Financial Aid office will submit any changes that need to be made as a result of verification. If the verification results in an over award to the student, the school will make the adjustment with the U.S. Department of Education. All over-payment cases will be reported to the U.S. Department of Education whether occurring at SHSBT or a prior school. The student will be sent an updated award letter if there's a change in the award.

**Satisfactory Academic Progress for PHEAA State Grant** A full-time student must complete at least 12 quarter credits per term or at least 36 quarter credits per academic year to maintain eligibility for the state grant. If a student does not meet the required credits for progress, no state grant will be awarded until progress is made. Notification is provided to those students that haven't made progress via a new award letter along with a letter explaining how many credits must be earned in order to regain his/her eligibility.

**Satisfactory Academic Progress (SAP) for Title IV Aid (Federal Pell Grant, Direct Loans)** The satisfactory academic progress (SAP) policy has two standards of measure. Both standards of measure must be met to achieve progress for Title IV Aid. Progress checks are performed at the end of each term.

**Qualitative (grade-based)** – At the time of a progress check the student must maintain at least a 2.0 GPA for the term as well as a 2.0 cumulative GPA.

**Quantitative (time-based)** – At the time of a progress check the student has to complete 67 percent of credits attempted for the term as well as 67% of credits attempted overall in his/her program. The maximum allowable time frame for a student to complete a program is 1.5 times the normal length of the program (see Table 1 in the "Satisfactory Academic Progress" section).

The pace of earning credits must be such that by the 50 percent point of the student's program the student must have earned 67 percent of credits attempted at the progress check. Withdrawals, repeated and incomplete courses will have a negative impact on the student's pace. If SAP or the pace is not achieved, a student's financial aid may be compromised.

**Alert** – Students receive this notation on his/her transcript corresponding to the first term he/she does not achieve SAP. Students will be notified of the minimum requirement(s) in order to make SAP and consequences of not making SAP. The student may continue to attend an additional term and continue to receive applicable financial aid. This subsequent term is known as Warning.

**Warning** – Students receive this notation on his/her transcript following the term noted as Alert. **While on Warning, the student may receive one payment period (term) of financial aid.** At the end of the term on Warning, a progress check will be conducted. If the student achieves SAP, he/she will be considered in good standing and the student will

continue to receive any applicable financial aid in the subsequent term. If the student does not achieve SAP, he/she must formally appeal in writing to the school's Director of Education. Academic Affairs will determine the minimum amount of credits and GPA needed for the student to achieve SAP. The student must meet with the Director of Education, Academic Affairs and Financial Aid regarding the appeal process/status.

**If it is determined that a student will be unable to achieve SAP, as well as the graduation requirements (outlined in the "Satisfactory Academic Progress" section) by the end of the following quarter (term), then the student will be dismissed from his/her program. He/she will lose all financial aid.** At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

**Appeal Process** – If a student does not meet SAP standards by the end of the payment period (term) on Warning, he/she must formally appeal in writing to the school's Director of Education in order to be considered for eligibility of financial aid and to continue under his/her current program of study. The student must explain what type of circumstances contributed to the unsatisfactory academic progress, as well as what has changed in the student's situation that would result in the achievement of progress. This explanation must be documented and will be considered in the appeal.

**Probation** - If the appeal is successful, the student will be placed on Probation for one quarter (term) and he/she will receive this notation on his/her transcript corresponding to the term on Probation. **Students may not be placed on Probation for more than one quarter.** Eligible students may continue to receive financial aid while on Probation.

During Probation, the student must earn a 2.0 for the quarter GPA and 2.0 cumulative GPA and earn 67 percent of credits attempted in that quarter as well as 67% of credits attempted overall towards his/her program in order to maintain diploma or associate in specialized business or technology degree status. In addition, the student must meet the requirements of the 50 percent evaluation point (see Table 1 in the "Satisfactory Academic Progress" section).

At the end of the term on Probation, a progress check will be conducted. If the student achieves SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term. **If the student is unable to achieve SAP, he/she will be dismissed from his/her program. He/she will lose all financial aid.** At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

**Certificate Status** - If a student loses his/her diploma or ASB/AST degree status because of not meeting satisfactory academic progress, he/she may continue training as a certificate student. **Certificate students are ineligible for any financial aid because he/she is not enrolled in a program of study.**

**Regaining Eligibility** – The student will not be able to enroll in any program or be eligible for financial aid until the term and cumulative GPA reaches a 2.0 and the student has earned 67 percent of the credits attempted in that term as well as 67% of credits earned overall towards his/her new (intended) program. The student *may* then be eligible for federal, state or other student financial aid. However, in no circumstances may the student exceed the quantitative (time-based) SAP standard as outlined above and graduate in a diploma or specialized degree program. For further details and explanation see "Reinstatement Procedure" in the "Satisfactory Academic Progress" section.

**Incompletes** Progress is not evaluated until a student receives a grade for the incomplete. See "Incompletes" in the "Satisfactory Academic Progress" section.

**Withdrawals** When a student drops a course and receives a withdrawal on his/her transcript (for whatever reason), the withdrawn course is counted as credits attempted but not earned. For additional information, see "Withdrawals" in the "Satisfactory Academic Progress" section.

**Repeat Classes** Repeat classes count when measuring credits attempted. The credits can only be considered as earned once. When calculating the cumulative GPA the best grade is used.

**Transfer Credits** Transfer credits that apply to the program count toward the actual time frame (quantitative standard) of a student's program. For financial aid purposes, transfer credits will count as credits completed when determining what year (first, second, or third) loan monies are certified for the student.

**Exemption Credits** Exemption credits will not be used in calculating the student's GPA or in calculating SAP.

**Change Program** When a student changes programs, only the credits attempted and the grades earned for those courses which are applicable to the new program will be used to determine SAP. SAP will be evaluated at the end of the term for the new program. Loan level is also recalculated for the student based on how many previously earned credits count towards the new program.

**Additional Credits** If a student wishes to take credits outside his/her enrolled program, he/she will not receive financial aid for those credits. Nor will these "additional credits" be counted towards SAP.

**Return to School After a Withdrawal** If a student withdraws from school and wishes to return, he/she must first complete a re-application to school (available from the Academic Affairs office). If his/her prior account at South Hills is paid in full, the Admissions department will then send the student a new enrollment agreement given he/she meets all the Admission requirements for that program. If a balance remains on the account, the balance must be paid in full before the school will consider the re-application.

Once the Financial Aid office receives the student's file containing his/her re-application, enrollment agreement and an up-to-date transcript, financial aid will be processed for the student if he/she has applied for aid and has met SAP.

**Completion Rates** Program completion rates may be obtained by contacting the Academic Affairs office or by checking the disclosures section of the school's website. The rates are available to all students.

**Financial Aid Consumer Information.** At South Hills School of Business & Technology (SHSBT), our Financial Aid office is here to help you finance a great education. A large percentage of our students receive financial aid assistance of some type from: scholarships, federal grants, state grants, student loans, parent PLUS loans and/or agency funding. We are sure you will find SHSBT affordable.

Your student aid package is based on SHSBT analysis of your student need, as determined by the processing of your Free Application for Federal Student Aid (FAFSA). Typically, student aid packages are a combination of scholarships, state and federal grants, student loans and parent PLUS loans -- all designed to help you easily manage your education expenses.

The Financial Aid office at SHSBT offers full service financial aid appointments to all our enrolling students to assist with your FAFSA completion and help you apply for grants, scholarships, and student loans. Please contact one of our financial aid office administrators to schedule an appointment or if you have any questions or concerns regarding financial aid. Our financial aid staff is listed below:

**Altoona**  
Dana Stoy, Financial Aid Administrator  
[dstoy@southhills.edu](mailto:dstoy@southhills.edu)

**Lewistown**  
Steve Russell, Financial Aid Administrator  
[srussell@southhills.edu](mailto:srussell@southhills.edu)

**State College**  
Anne Falk, Financial Aid Director & Title IV Coordinator  
[afalk@southhills.edu](mailto:afalk@southhills.edu)

LeRoy Spicer, Financial Aid Administrator  
[lspicer@southhills.edu](mailto:lspicer@southhills.edu)

Jenn Palmer, Financial Aid Administrator  
[jpalmers@southhills.edu](mailto:jpalmers@southhills.edu)

For questions related to student invoicing, please contact Trudy Musser (Assistant to the Bursar) at [tmusser@southhills.edu](mailto:tmusser@southhills.edu) or Robin Weikel (Bursar and Office Manager) at [rweikel@southhills.edu](mailto:rweikel@southhills.edu) at SHSBT Business office. Our toll free phone number is 888-282-7427.

We encourage you to reference information about SHSBT on our website and in our School Catalog. Our Website contains the consumer information required by the U.S. Federal Department of Education.

## Tuition & Fees/Refund Policy . . .

**Interest Charges.** Interest at the rate of one percent per month will be assessed and added to an outstanding balance more than 30 days old.

**Returned (NSF) Checks.** It is understood that if student's (parent's or guardian's) check is returned to the school for insufficient funds, it will be reprocessed once and a service charge equal to the fee charged by the bank will be added. If said check is returned a second time, student (parent or guardian) must pay in cash or with a money order.

**Tuition.** To avoid interest charges, tuition must be paid within 15 days of receiving an invoice from the school. If the current unpaid balance is not paid before the last day of the term, a \$25 late charge will be added. After 30 days, interest at one percent of the current unpaid balance will be added each month until the entire amount is paid in full. All costs for a term must be paid prior to the student beginning a subsequent term.

Payments for all charges may be made via any of the following methods:

- Cash
- Check or money order payable to South Hills School
- Credit or debit card (VISA, MasterCard, Discover, American Express, or PayPal)

The total tuition for the 2018-2019 school year will be \$16,992 (three full-time terms).

### Cost Per Term

| Student Status     | Credits Carried | Tuition          |
|--------------------|-----------------|------------------|
| Full-time          | 12.0-24.0       | \$5,664          |
| Three-Quarter Time | 9.0-11.5        | \$4,248          |
| Half-Time          | 6.0-8.5         | \$2,832          |
| Certificate        | Varies          | \$472 per credit |

It is understood that if a student takes more than 24 credits, or less than 6.0 credits per term, he/she will pay for those credits at the rate of \$472 per credit.

**Associate in Specialized Technology Degree Diagnostic Medical Sonography (DMS)** students will be charged the above rates for terms one through five. For terms six through nine, they will be charged as shown below. Diploma students in the DMS Professional program will pay the rates above for term one and the rates below for terms two through five. Diploma students in the DMS Professional Plus program will pay the above rates for terms one and two and the rates below for terms three through six.

| Student Status     | DMS Tuition |
|--------------------|-------------|
| Full-time          | \$6,768     |
| Three-Quarter Time | \$5,076     |
| Half-Time          | \$3,384     |

It is understood that if a student takes more than 24 credits, or less than 6.0 credits in any term, he/she will pay for those credits at the rate of \$472 per credit in terms 1-5 and \$564 per credit for terms 6-9 (DMS AST

degree program); \$472 per credit in term 1 and \$564 in terms 2-5 (DMS Professional diploma program); and \$472 in terms 1-2 and \$564 in terms 3-6 (DMS Professional Plus diploma program).

**Associate in Specialized Technology Degree Engineering Technology (ET)** students will be charged the rates below for all terms:

| Student Status     | ET Tuition |
|--------------------|------------|
| Full-time          | \$5,904    |
| Three-Quarter Time | \$4,428    |
| Half-Time          | \$2,952    |

It is understood that if a student takes more than 24 credits or less than 6.0 credits in any term, he/she will pay for those credits at the rate of \$492 per credit.

The school will not (1) award a diploma or ASB or AST degree, or a certificate of achievement, (2) issue a transcript, or (3) assist in placement until all current tuition, fees, and other costs have been paid in full.

**Program Fees.** The following are the program fees per credit, applicable to students beginning school fall term 2018. A full disclosure of itemized fees is available upon request at the Business office. These fees will be adjusted if a student withdraws based on the Refund policy below. Also, the per-credit rate will be adjusted if the credit load carried is reduced due to a student dropping a class or classes.

| Program | Fee Per Credit | Program | Fee Per Credit |
|---------|----------------|---------|----------------|
| AMA     | \$1.50         | DPP     | \$2.60         |
| AP      | \$ .10         | ET      | \$0.00         |
| BAA     | \$ 1.00        | GA      | \$ .50         |
| BAM     | \$ .30         | HIT     | \$2.60         |
| CJ      | \$ .90         | IT      | \$0.00         |
| DMS     | \$2.30         | MA      | \$3.00         |
| DMP     | \$2.40         |         |                |

**Refund Policy.** For students withdrawing from school after classes begin, the tuition and fee charges retained for each term will be based on the last date of attendance and determined as follows:

| Portion of the Term                                  | Percent of Tuition Retained |
|--|-----------------------------|
| Prior to the First Calendar Day                      | 0%                          |
| First Seven Calendar Days*                           | 25%                         |
| After the First Seven Calendar Days in the First 25% | 45%                         |
| After the First 25% in the First 50%                 | 70%                         |
| After the First 50%                                  | 100%                        |

\*See Seven-Day Grace Period Policy.

Tuition and fee refunds will be made within 45 days of the last date of attendance.

**Seven-Day Grace Period Policy.** Beginning with the 2015-2016 academic year, students enrolling for the **first time** in a program of study at South Hills School of Business & Technology may attend classes up to and including the seventh day of classes in the first term of studies without incurring a tuition fee **if** the student decides to no longer attend South Hills School. Students enrolled and/or returning students not defined as first time in a program of study at South Hills School of Business & Technology may be extended the same "grace policy" for extenuating circumstances (such as illness, death in family or other) at the discretion of the Director. Under this seven-day grace policy, the institution will credit any tuition fees the student may have incurred during the seven-day grace period and will rescind all of the student's financial aid that may have become earned by the institution in this seven-day grace period. A student who withdraws at any other time in

the term or beyond the seven-day grace period will not be extended this seven-day grace period; tuition fees and financial aid will be prorated accordingly. See "Refund Policy" above.

**Three-day Cancellation Policy.** All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid.

**Title IV Refund Policy.** The Financial Aid office is required by Federal statute to recalculate Federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing 60 percent of a payment period or term. The Federal Title IV financial aid funding must be recalculated in these situations.

If a student leaves South Hills prior to completing 60 percent of a payment period or term, the Financial Aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula: Percentage of payment period or term equals the number of days completed up to the last day of attendance divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of aid earned. Calendar days for each term during the enrollment period are as follows: Fall 2018, 86; Winter 2018-2019, 94; Spring 2019, 89; Summer 2019, 10 weeks, 71; Summer 2019, 12 weeks, 86.

Funds are returned to the appropriate Federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the school is required to return a portion of the funds. Based on the withdrawal date, the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the school.

If a student earned more aid than was disbursed to him/her, the school owes the student a post-withdrawal disbursement which must be paid within 180 days of the date the school determines that the student withdrew.

South Hills School must return the amount of Title IV funds for which it is responsible no later than 45 days after the determination date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required

**Federal DL, and PELL Grant Refund Policy.** Funds are returned based on the percent of unearned aid. The following agencies determine whether a refund is necessary: TRA, WIA, OVR and the Veterans Administration.

**PHEAA State Grant Refund Policy.** Funds will be returned using the school Tuition refund policy.

**Refunds for Courses Dropped After the Term Has Commenced.** If credits dropped do not change the student status, i.e. full-time, three-quarter time, half-time, or less than half-time, there are no refunds.

If a change of student status does occur or a student drops to less than half-time, he/she will pay the remainder of the term on a per-credit basis and will be refunded the difference between the original cost and the new cost times the applicable refund percentage.

All students who wish to drop a course or withdraw from school are asked to complete an official drop or withdrawal form. This assures that any refund due is processed accordingly and that the change becomes a matter of record.

**Books, Supplies and Fees.** Books, supplies and fees are not part of the total tuition cost. South Hills does not sell books. The school has an agreement with The Student Book Store to be a textbook/supplies provider. South Hills will provide the information on how to purchase books/supplies. Students may choose another vendor if they desire.

A student who has excess financial aid above the cost of tuition will have a book voucher created. Book vouchers are generally a maximum of \$600.00. Larger or smaller voucher amounts may apply based on available funds and as needed. If you choose not to use the book voucher, those funds will remain in your account and be disbursed accordingly.

## Services Available to Students With Disabilities . . .

South Hills will make reasonable accommodations for students with disabilities. A reasonable accommodation is a modification or adjustment to a program, service, or activity that provides a qualified student with a disability an equal opportunity to participate in the school's programs. These services include, but are not limited to additional time to complete exams, taking exams in a quiet non-distracting room, tutoring services, etc.

Students requesting accommodations must meet with the campus 504 Coordinator. Appropriate documentation from a licensed professional is required to certify that he/she has a disability and to determine reasonable accommodations. Physical disabilities should be verified by a medical doctor or licensed rehabilitation counselor. Learning, cognitive, and psychological disabilities should be verified by a psychological assessment from a licensed psychiatrist or psychologist.

Reasonable accommodations are individualized and determined on a case-by-case basis. It is a student's responsibility to ask for and make use of the accommodations. Each student is ultimately responsible for his or her academic success. Each student must take the initiative to use time, facilities, and support services in a productive manner.

The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. The school's ADA/Section 504 Coordinator is responsible for the school's overall efforts to comply with the ADA and Section 504 of the Rehabilitation Act. Duties include, but are not limited to:

- Administering the school's ADA regulations.
- Reviewing documentation for requests for reasonable accommodations.
- Reviewing concerns and appeals of eligibility determinations and reasonable accommodation determinations for students in accordance with this regulation.
- Evaluating the school's decisions in accordance with applicable guidelines under the ADA and Section 504.

### The ADA/Section 504 Coordinator is:

- State College Campus: David Schaitkin, Director of Education
- Altoona Campus: Patty Helbig, Altoona Director of Education
- Lewistown Campus: Reana Donaldson, Lewistown Director of Education

## Drug/Alcohol Abuse Prevention Program . . .

South Hills School of Business & Technology has an obligation to do whatever we can to make sure our students are aware of the dangers of drugs and do not use drugs. We not only have an obligation to you, our students, but also an obligation to the employers who hire our graduates.

We have made a commitment to help you receive the best education possible for your chosen career. Employers of our graduates trust us to provide the best employees in the field with top-notch skills. We cannot help you with your education or provide employers with good employees, if our students are using drugs or drinking.

The school will provide a program related to drug use and abuse, including dissemination of information materials, educational programs, and counseling services at orientation each year.

As a condition of enrollment, students must abide by the terms of the policy or South Hills School of Business & Technology will take one or more of the following actions within 30 days with respect to any student who violates this policy by:

Reporting the violation to law enforcement officials.

Taking appropriate disciplinary action against such student, up to and including expulsion.

Requiring each student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

In conformance with the law, South Hills School will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy. South Hills School has established and maintains a drug and alcohol free awareness program.

In accordance with Pennsylvania law:

The legal drinking age in Pennsylvania is 21; persons under the age of 21 may not consume, purchase or possess alcohol.

It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.

It is unlawful for persons under the age of 21 to misrepresent one's age for the purposes of purchasing alcoholic beverages.

It is illegal to possess, consume, or sell illicit drugs including marijuana, narcotics, hallucinogens, amphetamines, and barbiturates.

Individuals who have questions about how drug or alcohol use can affect the mind, body or career or if the individual needs information to get off drugs or alcohol, South Hills School is willing to assist. Our Drug Abuse Prevention Coordinator has the information and resources you need.

**Financial Aid Implications.** If a student is convicted of a drug offense during a period of enrollment for which the student was receiving federal student aid (convictions do not count if the offense was not during such a period), he/she will lose eligibility for FSA funds. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile unless he/she was tried as an adult.

The following illustrates the period of ineligibility for FSA funds depending on whether the conviction was for sale or possession, and whether the student had previous offenses:

|                | Possession of Illegal Drugs     | Sale of Illegal Drugs           |
|----------------|---------------------------------|---------------------------------|
| First Offense  | 1 year from date of conviction  | 2 years from date of conviction |
| Second Offense | 2 years from date of conviction | Indefinite period               |
| Third Offense  | Indefinite period               |                                 |

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. SHSBT will provide each student who becomes

ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his/her loss of eligibility and the methods whereby he/she can become eligible again.

The student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug test given by such a program. Further drug convictions will make the student ineligible again. It is the student's responsibility to certify to the Financial Aid office that he/she has successfully completed the rehabilitation program.

When the student regains eligibility during the award year, the Pell Grant may be awarded for the current payment period and Direct Loans for the period of enrollment.

## **South Hills Learning Solutions Center For Professional Development . . .**

The South Hills Learning Solutions Center in State College offers a wide range of professional certificate and continuing education classes designed for beginners and professionals alike. Custom corporate training classes, seminars and on-site sessions are also available. South Hills has learning solutions in these areas for you.

### PROFESSIONAL DEVELOPMENT

Microsoft Office 365, 2016  
Adobe Graphic Arts (InDesign, Photoshop, Illustrator) CS6  
Web Design  
AutoCAD  
QuickBooks

### COMPUTER TECHNICIAN/HELP DESK SUPPORTA+ PC Tech Certification

### CONTINUING EDUCATION

You can enroll as a certificate student in many daytime classes offered at South Hills. Build out your skill sets with this affordable option.

### SOFT SKILLS FOR THE 21<sup>ST</sup> CENTURY WORKFORCE

Our latest training capabilities include seminar coursework including classes like:

- Understanding the World of Work
- Civility in the Workplace
- Interpersonal Communications
- Written Communications
- Working in Teams
- Team Building
- Leadership
- Project Management
- Conflict Management
- Problem Solving Techniques

### NEW DRONE INITIATIVE COURSEWORK

These course offerings include:  
Drone Pro-Pilot FAA Part 107 Certification Course  
Discover Drones Workshop for Teens  
Learn to Fly  
Other classes coming soon

For more information, call Jeff Stachowski at 814-234-7755 or Peggy Reams at 814-278-1990. Additional information is available on our website at [www.southhills.edu/lifelong-learning/](http://www.southhills.edu/lifelong-learning/).

# Programs

## Administrative Medical Assistant

The health care industry is continually undergoing change. New technology and a more competitive environment for both hospitals and physicians have made it necessary for the administrative medical assistant to be skilled in many areas.

Through a comprehensive educational training program including attention to theory, practice, and application, students in the Administrative Medical Assistant program will develop the knowledge, skills, and competency in many different areas of the medical office.

The Administrative Medical Assistant program prepares students to:

- Utilize the electronic health record, encoders, and practice management software to perform medical office functions, such as patient scheduling/check-in, billing, coding, and documenting patient information.
- Apply diagnosis/procedure codes to inpatient records using ICD-10-CM and ICD-10-PCS.
- Apply diagnosis/procedure codes to outpatient records using ICD-10-CM and CPT-4.
- Apply billing and coding procedures and guidelines to submit claims for reimbursement and apply medical necessity standards.
- Demonstrate the ability to process a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.
- Apply HIPAA and other regulations regarding confidentiality of patient information to workplace scenarios.
- Create a medical office procedures manual.

Upon completion of the Administrative Medical Assistant program, the graduate will be awarded an occupational Associate in Specialized Business Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Administrative Medical Assistant, Medical Assistant/Receptionist, Patient Access Representative, Medical Administrative Assistant, Front Office Medical Assistant, Medical Secretary, Medical Records Assistant, Medical Records Field Technician, Medical Billing Assistant, Medical Biller, Medical Coder, Medical Office Assistant, Medical Transcriptionist, and Unit Secretary.

Certification as a certified professional coder, registered medical transcriptionist, or certified medical reimbursement specialist is also available. Increasingly sophisticated computer technology for the medical office makes continuing education a must for the successful administrative medical assistant.

***The Administrative Medical Assistant program is offered at the Altoona and State College locations.***

### **ADMINISTRATIVE MEDICAL ASSISTANT ASB Degree Program 128.0 credits/1923 clock hours/22 months**

| Code              | Course                                    | Credits    | Clock Hours |
|-------------------|---|------------|-------------|
| <u>First Term</u> |   |            |             |
| MD102             | Anatomy & Physiology I                    | 5.5        | 60          |
| MD103             | Anatomy & Physiology I Lab                | 0.5        | 10          |
| GE207             | Applied Psychology in Health Care         | 3.0        | 36          |
| GE183             | Business English I                        | 4.0        | 60          |
| OS103             | Keyboarding                               | 1.0        | 20          |
| GE179             | Mathematics for Health Care Professionals | 4.0        | 60          |
| MD108             | Medical Terminology I                     | 3.0        | 36          |
| PD110             | Professional Development                  | <u>2.0</u> | <u>24</u>   |

|                    |                                       |            |           |
|--------------------|---------------------------------------|------------|-----------|
| <u>Second Term</u> |                                       |            |           |
| MD106              | Anatomy & Physiology II               | 5.5        | 60        |
| MD107              | Anatomy & Physiology II Lab           | 0.5        | 10        |
| GE184              | Business English II                   | 4.0        | 60        |
| HI228              | Introduction to the Health Care Field | 4.0        | 60        |
| MD109              | Medical Terminology II                | 3.0        | 36        |
| CP284              | Microsoft Word                        | 4.5        | 60        |
| GE213              | Oral Business Communications          | <u>2.0</u> | <u>24</u> |
|                    |                                       | 23.5       | 310       |

|                   |                                       |            |           |
|-------------------|---------------------------------------|------------|-----------|
| <u>Third Term</u> |                                       |            |           |
| GE210             | Business English III                  | 3.5        | 60        |
| MG107             | Customer Relations                    | 3.0        | 36        |
| MD111             | Fundamentals of Medical Documentation | 2.0        | 30        |
| HI103             | Health Data Content and Reimbursement | 4.5        | 60        |
| DS103             | First Aid & CPR-AHA                   | 0.5        | 10        |
| HI226             | ICD Coding I                          | 4.5        | 60        |
| HI102             | Pathophysiology                       | <u>5.5</u> | <u>60</u> |
|                   |                                       | 23.5       | 316       |

|                    |                                    |            |           |
|--------------------|------------------------------------|------------|-----------|
| <u>Fourth Term</u> |                                    |            |           |
| HI225              | CPT-4                              | 4.0        | 48        |
| HI227              | ICD Coding II                      | 4.5        | 60        |
| MD240              | Medical Administrative Skills I    | 4.5        | 60        |
| MD205              | Medical Documentation Applications | 3.5        | 60        |
| CP287              | Microsoft Excel                    | 4.5        | 60        |
| MD242              | Pharmacology                       | <u>3.0</u> | <u>36</u> |
|                    |                                    | 24.0       | 324       |

|                   |                                  |            |           |
|-------------------|----------------------------------|------------|-----------|
| <u>Fifth Term</u> |                                  |            |           |
| MD244             | AMA Capstone Project             | 1.5        | 30        |
| GE178             | Human Relations in the Workplace | 2.5        | 36        |
| CD207             | Job Search Skills                | 2.0        | 24        |
| MD243             | Medical Administrative Skills II | 3.5        | 60        |
| HI229             | Medical Legal Aspects            | 3.0        | 36        |
| MD211             | Practice Management & EHR        | 3.5        | 60        |
| MD212             | Principles of Medical Insurance  | <u>4.5</u> | <u>60</u> |
|                   |                                  | 20.5       | 306       |

|                   |  |            |           |
|-------------------|--|------------|-----------|
| <u>Sixth Term</u> |  |            |           |
| MD245             | Administrative Medical Assistant Internship                        | 11.0       | 330       |
| CD200             | Career Preparation   | 0.5        | 10        |
| CD203             | Certification Preparation for the Administrative Medical Assistant | <u>2.0</u> | <u>21</u> |
|                   |  | 13.5       | 361       |

When students are scheduled for internship, they may be required by the internship site to have a physical examination and evidence of updated immunizations. They may also be required to have a criminal background check or to submit to random drug screenings and fingerprinting.

Various health care facilities in the area will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants will be screened for nicotine as part of the pre-employment process. Nicotine will be part of the urine drug screen. Applicants who test positive for nicotine will not be offered employment.

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:*  
<http://www.southhills.edu/gainfulemploymentdisclosures/ama.html>.

## Administrative Professional

The Administrative Professional program prepares individuals to be proficient office administrators and managers. Students in this program learn the most extensively used software packages, office procedures, and management techniques.



Through a comprehensive educational training program including attention to theory, practice, and application, students in the Administrative Professional program will develop the knowledge, skills, and attributes in many diverse areas of office administration.

The Administrative Professional program prepares students to:

- Develop organizational systems using software productivity tools.
- Arrange, coordinate, and schedule meetings.
- Demonstrate ability to network office computers and troubleshoot basic computer issues
- Design and maintain social media sites
- Arrange travel
- Prepare research findings for reports
- Perform Human Resources function such as hiring, benefit administration, and payroll
- Arrange and coordinate events

Upon completion of the Administrative Professional program, the graduate will be awarded an occupational Associate in Specialized Business Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Administrative Assistant, Administrative Professional, Computer Applications Specialist, Executive Administrative Assistant, Office Assistant, Office Manager, Project Manager, and Support or Software Specialist.

If you would like to be part of a very diverse, ever-changing work environment, consider becoming an administrative professional.

**The Administrative Professional program is offered at the Altoona, Lewistown, and State College locations.**

**ADMINISTRATIVE PROFESSIONAL  
ASB Degree Program  
125.5 credits/1915 clock hours/22 months**

| Code               | Course                               | Credits    | Clock Hours |
|--------------------|--------------------------------------|------------|-------------|
| <u>First Term</u>  |                                      |            |             |
| GE183              | Business English I                   | 4.0        | 60          |
| AC124              | Introduction to Accounting & Payroll | 4.0        | 60          |
| OS104              | Introduction to Document Processing  | 4.5        | 60          |
| MG111              | Introduction to Management           | 3.0        | 36          |
| PD110              | Professional Development             | 2.0        | 24          |
| AP109              | Records Management                   | <u>2.0</u> | <u>30</u>   |
|                    |                                      | 19.5       | 270         |
| <u>Second Term</u> |                                      |            |             |
| GE180              | Applied Psychology                   | 3.0        | 36          |
| GE184              | Business English II                  | 4.0        | 60          |
| GE118              | Business Mathematics                 | 4.0        | 60          |
| GE178              | Human Relations in the Workplace     | 2.5        | 36          |
| CP287              | Microsoft Excel                      | 4.5        | 60          |
| CP284              | Microsoft Word                       | <u>4.5</u> | <u>60</u>   |
|                    |                                      | 22.5       | 312         |
| <u>Third Term</u>  |                                      |            |             |
| IT223              | Advanced Microsoft Excel             | 2.0        | 30          |
| IT224              | Advanced Microsoft Word              | 4.5        | 60          |
| GE210              | Business English III                 | 3.5        | 60          |
| MG107              | Customer Relations                   | 3.0        | 36          |
| CP288              | Office Computer Networking           | 5.0        | 60          |
| MK110              | Social Media for Business            | 2.0        | 36          |
| OS200              | The Virtual Office Environment       | <u>3.5</u> | <u>48</u>   |
|                    |                                      | 23.5       | 330         |
| <u>Fourth Term</u> |                                      |            |             |
| OS202              | Communication & Event Planning       | 4.5        | 60          |
| WP210              | Desktop Publishing I                 | 4.5        | 60          |
| AP205              | Document Processing                  | 2.5        | 36          |
| GE263              | Editing & Proofreading               | 2.0        | 30          |
| GE256              | English Composition for the Office   | 2.0        | 30          |
| CD207              | Job Search Skills                    | 2.0        | 24          |
| CP286              | Microsoft Access                     | 4.5        | 60          |
| GE213              | Oral Business Communication          | <u>2.0</u> | <u>24</u>   |
|                    |                                      | 24.0       | 324         |
| <u>Fifth Term</u>  |                                      |            |             |

|                   |   |            |           |
|-------------------|---|------------|-----------|
| IT222             | Advanced Microsoft Access                     | 2.0        | 30        |
| AC116             | Computerized Accounting                       | 4.0        | 60        |
|                   | Elective*                                     | 2.5        | 36        |
| CP124             | Fundamental of Web Site Design                | 4.5        | 60        |
| MG214             | Human Resource Management                     | 2.5        | 36        |
| OS203             | Integrated Microsoft Office                   | 4.0        | 60        |
| OS105             | Online Business Communication                 | <u>3.0</u> | <u>36</u> |
|                   |   | 22.5       | 318       |
|                   | *Elective:                                    |            |           |
| GA124             | Introduction to Computer Graphics (Photoshop) | 4.0        | 60        |
|                   | or  |            |           |
| MG215             | Personal Financial Management                 | 2.5        | 36        |
| <u>Sixth Term</u> |   |            |           |
| OS204             | Administrative Professional Internship        | 11.0       | 330       |
| OS201             | Administrative Professional Seminar           | 2.0        | 21        |
| CD200             | Career Preparation                            | <u>0.5</u> | <u>10</u> |
|                   |   | 13.5       | 361       |

**Program requirements: Beginning Fall 2019, students in the Administrative Professional program will be required to purchase a laptop computer prior to the start of school. Specification requirements are furnished to the students when they enroll in the program.**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:  
<http://www.southhills.edu/gainfulemploymentdisclosures/ap.html>.

**Business Administration—Accounting**

Accounting, bookkeeping and financial skills are needed in every business, non-profit organization, and governmental sector of our economy.

Through a comprehensive education training program including attention to theory, practice, and application, students in the Business Administration - Accounting program will develop the appropriate technical knowledge across five major areas of accounting and exhibit an understanding of ethical conduct.

The Business Administration - Accounting program prepares students to:

- Evaluate and audit internal accounting procedures/policies
- Prepare individual tax returns
- Prepare payroll and payroll-related tax forms
- Prepare and analyze financial statements
- Demonstrate compliance with business and tax laws
- Utilize accounting software to prepare financial statements and bank reconciliations, pay vendors, depreciate assets, track inventory, and bill customers

Upon completion of the Business Administration - Accounting program, the graduate will be awarded an occupational Associate in Specialized Business Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Staff Accountant, Accounting Clerk, Accounts Payable Clerk, Accounts Receivable Clerk – Collections/Billings, Bookkeeper, Payroll Clerk, Internal Auditor, Freight Operations Analyst, Accounting Specialist, Credit Analyst, Budgeting, or Tax Specialist. The program also prepares the students for the QuickBooks Certification Exam and the FPC Payroll Exam.

If you have high standards of integrity, the ability to work with numbers, and are willing to work hard to achieve your goals, this program may be the first step on your pathway to professional success.

**The Business Administration—Accounting program is offered at the Altoona and State College locations.**

**BUSINESS ADMINISTRATION—ACCOUNTING**  
**ASB Degree Program**  
**119.5 credits/1815 clock hours/22 months**

| <u>Code</u>        | <u>Course</u>                                 | <u>Credits</u> | <u>Clock Hours</u> |
|--------------------|---|----------------|--------------------|
| <b>First Term</b>  |   |                |                    |
| AC125              | Accounting I                                  | 4.5            | 60                 |
| GE117              | Applied Algebra                               | 4.0            | 60                 |
| GE183              | Business English I                            | 4.0            | 60                 |
| MG116              | Introduction to Business                      | 4.5            | 60                 |
| OS103              | Keyboarding                                   | 1.0            | 20                 |
| PD110              | Professional Development                      | <u>2.0</u>     | <u>24</u>          |
|                    |   | 20.0           | 284                |
| <b>Second Term</b> |   |                |                    |
| AC223              | Accounting II                                 | 4.5            | 60                 |
| GE184              | Business English II                           | 4.0            | 60                 |
| GE118              | Business Mathematics                          | 4.0            | 60                 |
| MG117              | Management I                                  | 4.0            | 60                 |
| CP287              | Microsoft Excel                               | <u>4.5</u>     | <u>60</u>          |
|                    |   | 21.0           | 300                |
| <b>Third Term</b>  |   |                |                    |
| AC224              | Accounting III                                | 4.5            | 60                 |
| GE210              | Business English III                          | 3.5            | 60                 |
| AC126              | Fundamentals of Income Tax                    | 4.5            | 60                 |
| CP284              | Microsoft Word                                | 4.5            | 60                 |
| AC121              | Payroll Accounting                            | 4.5            | 60                 |
| MG215              | Personal Financial Management                 | <u>2.5</u>     | <u>36</u>          |
|                    |   | 24.0           | 336                |
| <b>Fourth Term</b> |   |                |                    |
| IT223              | Advanced Microsoft Excel                      | 2.0            | 30                 |
| GE232              | Business Economics                            | 3.0            | 36                 |
| LE100              | Business Law                                  | 3.0            | 36                 |
| AC217              | Cost/Managerial Accounting                    | 4.5            | 60                 |
| AC225              | Intermediate Accounting I                     | 4.5            | 60                 |
| CD207              | Job Search Skills                             | <u>2.0</u>     | <u>24</u>          |
|                    |   | 19.0           | 246                |
| <b>Fifth Term</b>  |   |                |                    |
| AC214              | Auditing                                      | 5.0            | 60                 |
| AC116              | Computerized Accounting                       | 4.0            | 60                 |
| AC226              | Intermediate Accounting II                    | 4.5            | 60                 |
| CP286              | Microsoft Access                              | 4.5            | 60                 |
| GE213              | Oral Business Communications                  | 2.0            | 24                 |
| AC227              | Topics in Accounting                          | <u>2.0</u>     | <u>24</u>          |
|                    |   | 22.0           | 288                |
| <b>Sixth Term</b>  |   |                |                    |
| AC222              | Business Administration—Accounting Internship | 11.0           | 330                |
| CD200              | Career Preparation                            | 0.5            | 10                 |
| CD202              | Certification Preparation for Accounting      | <u>2.0</u>     | <u>21</u>          |
|                    |   | 13.5           | 361                |

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:  
<http://www.southhills.edu/gainfulemploymentdisclosures/baa.html>.

**Business Administration—Management & Marketing**

Today's manager is formally educated in the separate profession of management. A manager must learn to plan, organize, direct and control in a manner which best combines the resources of the business in an efficient and effective manner. An essential aspect of management is marketing. Marketing encompasses almost every aspect of a business from product or service development, to developing strategies for promoting, pricing, selling, and distributing that product or service.

Through a comprehensive educational training program including attention to theory, practice, and application, students in the Business Administration- Management and Marketing Program will develop the knowledge, skills, and attributes to perform marketing and management functions within an organization.

The Business Administration - Management & Marketing program prepares students to:

- Create management plans to support strategic, tactical, and operational goals
- Collect marketing data using surveys and focus groups and analyze cross tabulations to find non-obvious patterns
- Create advertising and promotional materials and prepare media plans
- Demonstrate basic selling techniques through role plays and the utilization of sales proposal materials
- Create marketing plans by use of the 4 P's – product, place, price, and promotion – to reach a target market
- Create a website (blog), use social media platforms to promote/market internationally and apply SEO, SEM, and analytics to understand reach and engagement principles
- Create a business plan for a fictitious business
- Prepare income statements and balance sheets

Upon completion of the Business Administration - Management & Marketing program, the graduate will be awarded an occupational Associate in Specialized Business Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Marketing Associate, Office Manager, Human Resources Assistant, Financial Sales Consultant, Purchasing Coordinator, Property Management Assistant, Admissions Rep, Front-end Manager, Leasing Agent, Mortgage Specialist, Inside Sales Associate, Career Counselor, Customer Service Rep, Management Trainee, Operations Generalist, Recruiter, or Administrative Assistant.

**The Business Administration—Management & Marketing program is offered at the Altoona, Lewistown, and State College locations.**

**BUSINESS ADMINISTRATION—MANAGEMENT & MARKETING**  
**ASB Degree Program**  
**133.0 credits/2081 clock hours/24 months**

| <u>Code</u>        | <u>Course</u>                  | <u>Credits</u> | <u>Clock Hours</u> |
|--------------------|--------------------------------|----------------|--------------------|
| <b>First Term</b>  |                                |                |                    |
| AC125              | Accounting I                   | 4.5            | 60                 |
| GE117              | Applied Algebra                | 4.0            | 60                 |
| GE183              | Business English I             | 4.0            | 60                 |
| MG116              | Introduction to Business       | 4.5            | 60                 |
| OS103              | Keyboarding                    | 1.0            | 20                 |
| PD110              | Professional Development       | <u>2.0</u>     | <u>24</u>          |
|                    |                                | 20.0           | 284                |
| <b>Second Term</b> |                                |                |                    |
| AC223              | Accounting II                  | 4.5            | 60                 |
| GE184              | Business English II            | 4.0            | 60                 |
| GE118              | Business Mathematics           | 4.0            | 60                 |
| MG117              | Management I                   | 4.0            | 60                 |
| CP287              | Microsoft Excel                | <u>4.5</u>     | <u>60</u>          |
|                    |                                | 21.0           | 300                |
| <b>Third Term</b>  |                                |                |                    |
| GE210              | Business English III           | 3.5            | 60                 |
| CP285              | Computer Presentations         | 3.0            | 36                 |
| MG118              | Management II                  | 4.0            | 60                 |
| MK112              | Marketing                      | 4.0            | 60                 |
| CP284              | Microsoft Word                 | 4.5            | 60                 |
| MK110              | Social Media for Business      | <u>2.0</u>     | <u>36</u>          |
|                    |                                | 21.0           | 312                |
| <b>Fourth Term</b> |                                |                |                    |
| MK206              | Advertising & Public Relations | 3.5            | 60                 |
| LE100              | Business Law                   | 3.0            | 36                 |
| WP210              | Desktop Publishing I           | 4.5            | 60                 |
| CD207              | Job Search Skills              | 2.0            | 24                 |
| MG218              | Small Business Management      | 4.0            | 48                 |
| MG219              | Supply Chain Management        | <u>2.5</u>     | <u>36</u>          |
|                    |                                | 19.5           | 264                |

Optional Electives:

|       |                             |    |     |    |
|-------|-----------------------------|----|-----|----|
| MG120 | Introduction to Hospitality | or | 3.5 | 60 |
| MK111 | Retailing                   |    | 3.5 | 60 |

Fifth Term

|       |   |    |            |           |
|-------|---|----|------------|-----------|
|       | Elective*                                     |    | 2.5        | 36        |
| CP124 | Fundamentals of Web Site Design               |    | 4.5        | 60        |
| GE133 | Introduction to Business Statistics           |    | 3.5        | 48        |
| AC219 | Managerial Accounting with QuickBooks         |    | 4.5        | 60        |
| MK208 | Market Research & Statistics                  |    | 3.5        | 60        |
| MK113 | Selling                                       |    | <u>3.0</u> | <u>48</u> |
|       |   |    | 21.5       | 312       |
|       | *Elective:                                    |    |            |           |
| MG214 | Human Resource Management                     | or | 2.5        | 36        |
| GA124 | Introduction to Computer Graphics (Photoshop) |    | 4.0        | 60        |

Sixth Term

|       |                                  |  |            |           |
|-------|----------------------------------|--|------------|-----------|
| GE232 | Business Economics               |  | 3.0        | 36        |
| MG220 | Business Plan                    |  | 4.0        | 80        |
| GE178 | Human Relations in the Workplace |  | 2.5        | 36        |
| CP286 | Microsoft Access                 |  | 4.5        | 60        |
| GE262 | Oral Presentation Skills         |  | <u>2.5</u> | <u>36</u> |
|       |                                  |  | 16.5       | 248       |

Seventh Term

|       |   |  |            |           |
|-------|---|--|------------|-----------|
| MG222 | Business Administration—Management & Marketing Internship |  | 11.0       | 330       |
| MG221 | Basic Personal Finance                                    |  | 2.0        | 21        |
| CD200 | Career Preparation  |  | <u>0.5</u> | <u>10</u> |
|       |   |  | 13.5       | 361       |

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:

<http://www.southhills.edu/gainfulemploymentdisclosures/bamm.html>.

## Criminal Justice

The Criminal Justice program is designed to provide students with an understanding of the criminal justice system and the varied sociological, psychological, political and economic factors which play a role in this challenging and rapidly growing field. The curriculum emphasizes the need for students to be exposed to the most significant areas of study in the criminal justice system—law enforcement, corrections, probation and parole, juvenile justice, criminal law and procedures, ethics, homeland security and criminology. In each of these areas, course offerings stress both theoretical concepts and practical applications.

As a complement to the classroom experiences, the program requires students to engage in experiential learning through field visits, certification trainings, and internships. These allow the student to observe, prepare for, and/or participate in the day-to-day operations of specific agencies. Upon completion of the program, graduates will also have developed strong critical thinking and writing skills.

Through a comprehensive educational training program including attention to theory, practice, and application, students in the Criminal Justice program will develop the knowledge, skills, and attributes to work within the many diverse areas of the criminal justice system.

The Criminal Justice program prepares students to:

- Evaluate the nature, extent, causation, and prevention of crime, including the ability to apply and critique the major theories relevant to those causes
- Apply an understanding of the constitutional concepts of due process, equal protection, and fundamental fairness in policing, courts, and corrections to case study scenarios
- Assess and apply Pennsylvania law- which includes the PA Crimes Code and the PA Rules of Criminal Procedures—to criminal cases
- Process crime scenes by utilizing various investigative techniques

- Apply crime scene investigation skills, PA Crimes Code, legal issues and courtroom processes, sentencing, and probation/parole to mock crime scenarios

Upon completion of the Criminal Justice program, the graduate will be awarded an occupational Associate in Specialized Business Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Airport Security Officers, Corrections Officers, Security Enforcement Officers, Sheriffs, local and state Police Officers or Victim Advocates.

**The Criminal Justice program is offered at the Altoona, Lewistown, and State College locations.**

## **CRIMINAL JUSTICE**

### **ASB Degree Program**

**132.5 credits/1864 clock hours/22 months**

| <u>Code</u>        | <u>Course</u>                                       | <u>Credits</u> | <u>Clock Hours</u> |    |
|--------------------|---|----------------|--------------------|----|
| <u>First Term</u>  |   |                |                    |    |
| GE183              | Business English I                                  | 4.0            | 60                 |    |
| LE119              | Family Law for Criminal Justice                     | 2.5            | 36                 |    |
| CJ123              | Introduction to Criminal Justice                    | 5.0            | 60                 |    |
| CJ125              | Introduction to Law Enforcement                     | 4.5            | 48                 |    |
| GE213              | Oral Business Communications                        | 2.0            | 24                 |    |
| PD110              | Professional Development                            | 2.0            | 24                 |    |
| CJ128              | Sociology for Criminal Justice                      | <u>4.0</u>     | <u>48</u>          |    |
|                    |   | 24.0           | 300                |    |
| <u>Second Term</u> |   |                |                    |    |
| LE118              | American Constitutional Law                         | 4.5            | 48                 |    |
| GE180              | Applied Psychology                                  | 3.0            | 36                 |    |
| GE184              | Business English II                                 | 4.0            | 60                 |    |
| LE120              | Introduction to the Law of Torts                    | 3.0            | 36                 |    |
| CJ122              | Introduction to Corrections                         | 5.0            | 60                 |    |
| CP283              | Microsoft Office                                    | <u>4.0</u>     | <u>60</u>          |    |
|                    |   | 23.5           | 300                |    |
| <u>Third Term</u>  |   |                |                    |    |
| CJ225              | Criminal Investigations                             | 3.0            | 36                 |    |
| CJ227              | Criminology   | 5.0            | 60                 |    |
| CJ124              | Introduction to Criminal Law                        | 5.0            | 60                 |    |
| GE181              | Introduction to Statistics for Criminal Justice     | 3.0            | 36                 |    |
| CJ126              | Introduction to Victimology                         | 4.5            | 60                 |    |
| CJ232              | Terrorism & Homeland Security                       | <u>3.0</u>     | <u>36</u>          |    |
|                    |   | 23.5           | 288                |    |
| <u>Fourth Term</u> |   |                |                    |    |
| CJ119              | An Introduction to the PA Criminal Justice Handbook | 3.0            | 36                 |    |
| CD104              | Career Development I                                | 2.0            | 24                 |    |
| CJ224              | Criminal Evidence                                   | 3.0            | 36                 |    |
| CJ226              | Criminal Procedures                                 | 5.0            | 60                 |    |
| CJ120              | Forensic Science                                    | 3.0            | 36                 |    |
| CJ127              | Rehabilitation of the Offender                      | 3.0            | 36                 |    |
| GE182              | Writing for Criminal Justice                        | <u>4.5</u>     | <u>60</u>          |    |
|                    |   | 23.5           | 288                |    |
| <u>Fifth Term</u>  |   |                |                    |    |
| CD105              | Career Development II                               | 2.0            | 24                 |    |
| CJ233              | Criminal Justice Capstone Project                   | 4.0            | 60                 |    |
| CJ234              | Criminal Procedures II                              | 3.0            | 36                 |    |
|                    | *Elective   | 3.0            | 36                 |    |
| CJ229              | Emergency Procedures                                | 2.0            | 24                 |    |
| GE178              | Human Relations in the Workplace                    | 2.5            | 36                 |    |
| CJ121              | Human Rights Issues in Criminal Justice             | 3.0            | 36                 |    |
| CJ230              | Juvenile Delinquency                                | <u>4.5</u>     | <u>60</u>          |    |
|                    |   | 24.0           | 312                |    |
|                    | *Elective:  |                |                    |    |
| CJ228              | Drugs, Crime and Criminal Justice                   | or             | 3.0                | 36 |
| CJ231              | Media and Criminal Justice                          |                | 3.0                | 36 |
| <u>Sixth Term</u>  |   |                |                    |    |
| CD200              | Career Preparation                                  | 0.5            | 10                 |    |
| CJ236              | Criminal Justice Internship                         | 11.0           | 330                |    |
| CJ235              | Specialized Certifications for Criminal Justice     | <u>2.5</u>     | <u>36</u>          |    |
|                    |   | 14.0           | 376                |    |

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:  
<http://www.southhills.edu/gainfulemploymentdisclosures/cj.html>.

## **Diagnostic Medical Sonography**

Sonography is a multi-specialty profession that uses ultrasound as its primary technology to evaluate and record images of various parts of the body. The sonographer/ultrasound technologist performs each exam methodically while treating the patient with care and compassion. The images help physicians assess and diagnose medical conditions. Many sonographers/ultrasound technologists assist physicians and surgeons during minimally invasive procedures such as biopsies and injections as well as surgical procedures.

The field of sonography requires a commitment to patient care and self-improvement by participating in life-long learning, expanding knowledge and technical skill. Ethical judgment and critical thinking are crucial in performing each exam safely and effectively.

Upon completion of the Diagnostic Medical Sonography program, the graduate will be awarded an occupational Associate in Specialized Technology Degree. The graduate may find employment in several different environments including, hospitals, clinics, or physician's offices as an entry level Cardiac Sonographer, Vascular Sonographer, General/Abdominal Sonographer or OB/Gyn Sonographer. More information about the sonography profession is available at [www.sdms.org](http://www.sdms.org), [www.asecho.org](http://www.asecho.org) and [www.svunet.org](http://www.svunet.org).

The Diagnostic Medical Sonography program prepares students to:

1. Demonstrate and perform proper patient care and interaction during sonography exams.
2. Interpret anatomy and pathology as demonstrated on ultrasound images.
3. Perform the exam protocol for each type of exam required by specialty.
4. Prepare students with the skills necessary to manipulate transducer and equipment options that will optimize the images required for the physician to make an accurate diagnosis.

Minimum Expectations:

General Track:

"To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

Adult Cardiac Track:

"To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

Vascular Track:

"To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

List provided by CAAHEP/ JRC-DMS, Standards and Guidelines 2011

South Hills offers three separate tracks for the Sonography student to prepare for specialized careers in the field of diagnostic ultrasound. Each of these tracks represents a dedicated emphasis in the particular area of specialization. Students in each track follow elective groupings for that track.

**General Sonography:** The General Sonography track prepares the student for specialization in obstetrics/gynecology, abdominal, and small parts Sonography. This program prepares the student for the RDMS® (Registered Diagnostic Medical Sonographer) credential\*.

**Cardiac Sonography:** The Cardiac Sonography track prepares the student for specialization in Echocardiography of the adult (ultrasound of the heart). This program prepares the student for the RDCS® (Registered Diagnostic Cardiac Sonographer) or RCS (Registered Cardiac Sonographer) credentials\*.

**Vascular Sonography:** The Vascular track prepares the student for specialization in the field of Vascular Sonography (ultrasound of the arteries in the heart, neck, abdomen and extremities). This program prepares the student for the RVT® (Registered Vascular Technologist) or RVS (Registered Vascular Technologist) credentials\*.

Available slots in each of the three tracks are limited. Every effort will be made to grant a student's first specialty choice; however South Hills reserves the right to place students in specialties based on enrollment and internship opportunities. If necessary, South Hills will utilize a GPA/lottery system to place students in the remaining specialties.

\*RDMS, RDCS and RVT are credentials earned through the American Registry for Diagnostic Medical Sonography (RDMS-Registered Diagnostic Medical Sonographer, RDCS-Registered Diagnostic Cardiac Sonographer (adult) & RVT- Registered Vascular Technologist). RCS or RVS are credentials earned through Cardiovascular Credentialing International (RCS-Registered Cardiac Sonographer or RVS-Registered Vascular Sonographer). For more information, visit [www.ardms.org](http://www.ardms.org) and/or [www.cci-online.org](http://www.cci-online.org).

The Sonography program curriculum is designed to follow a specific progression of classes to be completed within the designated time frame. The student must maintain full time status to be enrolled in the Diagnostic Medical Sonography program. Certain exceptions may apply for students who have prior degree or collegiate experience with transfer credits; however, this must be approved by the DMS Program Director.

Any deviation from the listed curriculum must be requested in writing and approved by the DMS Faculty committee. Each case is reviewed on an individual basis.

### **Withdrawal Based on Inability to Meet Academic Requirements**

Students in the DMS program must earn a "B-" or better in Applied Algebra and a "C+" or better in all other classes. Failure to meet the minimum grade requirement results in the following:

- **Terms 1-3** - Students who receive one grade below the minimum grade requirement in any course will be withdrawn from the program but may reapply the following year. Readmission will be granted based on an interview with the DMS team and only if seats are available.
- **Terms 1-3** - Students who receive more than one grade below the minimum grade requirement will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.
- **Terms 4-9** – Students who receive one or more grades below "C+" in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.

The Diagnostic Medical Sonography AST degree program is accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP). Graduates may apply to take the ARDMS or CCI certification examinations immediately upon completion of the program. Students may apply to take the ARDMS Sonography Principles and Instrumentation prior to the start of internship and may apply to take the specialty examination 60 days prior to graduation. Students may also apply to take the CCI certification prior to graduation.

### **Practice Parameters and Technical Standards\***

- Excellent written and verbal English communication skills
- Full use of both hands and wrists
- Ability to lift and move 50 pounds
- Ability to stand for extended periods of time
- Ability to visualize in dimly lit settings
- Ability to hear Doppler audio signals

\*A complete description of technical standards for the Diagnostic Medical Sonographer profession based on ADA requirements can be found at the U.S. Bureau of Labor Statistics.

**DMS Program Requirements:**

- Completion of required immunizations and health record documentation\*
- Completion of drug history and testing\*\*

\*Students are required to obtain the following health information, vaccines and titers:

- Hepatitis B
- MMR
- Varicella
- Flu shot (season prior to start of internship)
- Physical (one year prior to internship)

TB/PPD testing is required prior to internship and will be coordinated by the DMS faculty. Costs for these requirements are the responsibility of the student.

\*\*Drug testing is required for internship site placement and may also be conducted at random times throughout the program. A positive test result for any illegal drug or controlled substance will result in immediate disqualification and dismissal from the program. Prohibited substances include, but are not limited to: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, methadone, methaqualone, opiates, phencyclidine, and propoxyphene. Costs for drug screening is the responsibility of the student.

Many health care facilities will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants for employment at these facilities may be screened for nicotine as part of the pre-employment physical examination process, and those who test positive for nicotine will not be considered for employment.

**The Diagnostic Medical Sonography program is offered at the State College location.**

**DIAGNOSTIC MEDICAL SONOGRAPHY  
AST Degree Program  
135.0 credits/2302 clock hours/34 months**

| Code               | Course                            | Credits    | Clock Hours |
|--------------------|-----------------------------------|------------|-------------|
| <b>First Term</b>  |                                   |            |             |
| MD102              | Anatomy & Physiology I            | 5.5        | 60          |
| MD103              | Anatomy & Physiology I Lab        | 0.5        | 10          |
| GE117              | Applied Algebra                   | 4.0        | 60          |
| MD108              | Medical Terminology I             | <u>3.0</u> | <u>36</u>   |
|                    |                                   | 13.0       | 166         |
| <b>Second Term</b> |                                   |            |             |
| MD106              | Anatomy & Physiology II           | 5.5        | 60          |
| MD107              | Anatomy & Physiology II Lab       | 0.5        | 10          |
| GE230              | Applied Algebra II                | 4.0        | 60          |
| MD109              | Medical Terminology II            | <u>3.0</u> | <u>36</u>   |
|                    |                                   | 13.0       | 166         |
| <b>Third Term</b>  |                                   |            |             |
| DS251              | Applied Physics for DMS           | 4.5        | 60          |
| DS255              | Applied Physics for DMS Lab       | 0.5        | 10          |
| GE213              | Oral Business Communications      | 2.0        | 24          |
| HI102              | Pathophysiology                   | 5.5        | 60          |
| GE260              | Statistical Applications          | <u>3.0</u> | <u>36</u>   |
|                    |                                   | 15.5       | 190         |
| <b>Fourth Term</b> |                                   |            |             |
| GE207              | Applied Psychology in Health Care | 3.0        | 36          |
| GE186              | Business English Essentials       | 4.0        | 60          |
| DM208              | Introduction to Medical Imaging   | 2.5        | 36          |
| MG119              | Management Essentials             | 2.0        | 30          |
| DM209              | Patient Care                      | <u>2.5</u> | <u>36</u>   |
|                    |                                   | 14.0       | 198         |

**Fifth Term**

|       |  |            |           |
|-------|--|------------|-----------|
| DM211 | Cross Sectional Anatomy for Sonography | 1.5        | 24        |
| DM212 | Embryology for the Sonographer         | 2.5        | 36        |
| DM213 | Law & Ethics in Sonography             | 2.5        | 36        |
| DM214 | Principles of Sonography               | 2.5        | 36        |
| DM210 | Ultrasound Physics & Instrumentation I | <u>3.5</u> | <u>48</u> |
|       |  | 12.5       | 180       |

**Sixth Term**

|       |   |               |              |
|-------|---|---------------|--------------|
| DM236 | Abdominal Pathophysiology I             | 3.0           | 36           |
| DM237 | Abdominal Pathophysiology I Lab         | 1.0           | 20           |
| DM215 | Ultrasound Physics & Instrumentation II | 3.5           | 48           |
|       | Cardiac Elective Grouping OR            | 11.0          | 148          |
|       | General Elective Grouping OR            | (11.0)        | (148)        |
|       | Vascular Elective Grouping              | <u>(11.0)</u> | <u>(148)</u> |
|       |   | 18.5          | 252          |

**Cardiac Elective Grouping**

|          |   |     |    |
|----------|---|-----|----|
| c DS257  | Cardiac Pathophysiology I               | 3.0 | 36 |
| c DM228  | Cardiac Pathophysiology I Lab           | 1.0 | 20 |
| c DS275  | Echocardiography I                      | 3.0 | 36 |
| c DM226  | Echocardiography I Lab                  | 1.0 | 20 |
| cv DM230 | Principles of Cardiovascular Technology | 3.0 | 36 |

**General Elective Grouping**

|         |                              |     |    |
|---------|------------------------------|-----|----|
| g DM218 | Clinical Obstetrics          | 3.0 | 36 |
| g DS283 | Gynecologic Ultrasound       | 3.0 | 36 |
| g DM216 | Gynecologic Ultrasound I Lab | 1.0 | 20 |
| g DS290 | Obstetric Ultrasound         | 3.0 | 36 |
| g DM217 | Obstetric Ultrasound Lab     | 1.0 | 20 |

**Vascular Elective Grouping**

|          |   |     |    |
|----------|---|-----|----|
| cv DM230 | Principles of Cardiovascular Technology | 3.0 | 36 |
| v DS268  | Vascular Pathophysiology                | 3.0 | 36 |
| v DM229  | Vascular Pathophysiology Lab            | 1.0 | 20 |
| v DS282  | Vascular Technology I                   | 3.0 | 36 |
| v DM227  | Vascular Technology I Lab               | 1.0 | 20 |

NOTE: First Aid & CPR-AHA is required prior to internship.

**Seventh Term**

|  |                              |               |              |
|--|------------------------------|---------------|--------------|
|  | Cardiac Elective Grouping OR | 17.5          | 244          |
|  | General Elective Grouping OR | (17.5)        | (244)        |
|  | Vascular Elective Grouping   | <u>(17.5)</u> | <u>(244)</u> |
|  |                              | 17.5          | 244          |

**Cardiac Elective Grouping**

|          |                                       |     |    |
|----------|---------------------------------------|-----|----|
| c DM246  | Cardiac Pathophysiology II            | 3.0 | 36 |
| c DM231  | Cardiac Pathophysiology II Lab        | 1.0 | 20 |
| c DM247  | Echocardiography II                   | 3.0 | 36 |
| c DM233  | Echocardiography II Lab               | 1.0 | 20 |
| c DM235  | Echocardiography Special Topics       | 4.5 | 60 |
| cg DM249 | Principles of Vascular Sonography     | 3.0 | 36 |
| cg DM220 | Principles of Vascular Sonography Lab | 2.0 | 36 |

**General Elective Grouping**

|          |   |     |    |
|----------|---|-----|----|
| gv DM238 | Abdominal Pathophysiology II                                | 3.0 | 36 |
| gv DM239 | Abdominal Pathophysiology II Lab                            | 1.0 | 20 |
| g DM248  | Obstetric & Gynecologic Ultrasound II                       | 3.0 | 36 |
| g DM221  | Obstetric & Gynecologic Ultrasound II Lab                   | 1.0 | 20 |
| cg DM249 | Principles of Vascular Sonography                           | 3.0 | 36 |
| cg DM220 | Principles of Vascular Sonography Lab                       | 2.0 | 36 |
| gv DM222 | Ultrasound of the Thyroid, Breast, & Superficial Structures | 4.5 | 60 |

**Vascular Elective Grouping**

|          |   |     |    |
|----------|---|-----|----|
| gv DM238 | Abdominal Pathophysiology II                                | 3.0 | 36 |
| gv DM239 | Abdominal Pathophysiology II Lab                            | 1.0 | 20 |
| gv DM222 | Ultrasound of the Thyroid, Breast, & Superficial Structures | 4.5 | 60 |
| v DM250  | Vascular Technology II                                      | 3.0 | 36 |
| v DM234  | Vascular Technology II Lab                                  | 2.0 | 36 |
| v DM251  | Vascular Ultrasound Special Topics                          | 3.0 | 36 |
| v DM232  | Vascular Ultrasound Special Topics Lab                      | 1.0 | 20 |

### Eighth Term

|       |  |            |           |
|-------|--|------------|-----------|
| DM252 | Clinical Internship I                          | 14.5       | 435       |
| DM224 | Professional Development for the Sonographer I | <u>1.0</u> | <u>18</u> |
|       |  | 15.5       | 453       |

### Ninth Term

|       |   |            |           |
|-------|---|------------|-----------|
| DM253 | Clinical Internship II                          | 14.5       | 435       |
| DM225 | Professional Development for the Sonographer II | <u>1.0</u> | <u>18</u> |
|       |   | 15.5       | 453       |

Students select one of the following elective groups:

c = cardiac

g = general

v = vascular

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:*

<http://www.southhills.edu/gainfulemploymentdisclosures/dms.html>.

## **Diagnostic Medical Sonography Professional**

Sonography is a multi-specialty profession that uses ultrasound as its primary technology to evaluate and record images of various parts of the body. The sonographer/ultrasound technologist performs each exam methodically while treating the patient with care and compassion. The images help physicians assess and diagnose medical conditions. Many sonographers/ultrasound technologists assist physicians and surgeons during minimally invasive procedures such as biopsies and injections as well as surgical procedures.

The field of sonography requires a commitment to patient care and self-improvement by participating in life-long learning, expanding knowledge and technical skill. Ethical judgment and critical thinking are crucial in performing each exam safely and effectively.

This diploma program is designed for applicants with a previous degree or diploma or equivalent in a medical imaging specialty such as Radiologic Technology or Nuclear Medicine Technology. The program objectives and employment outcomes are the same for the Diagnostic Medical Sonography AST degree program, and the Diagnostic Medical Sonography Professional and Diagnostic Medical Sonography Professional Plus diplomas programs; the difference is the amount and type of education the student has prior to entering the program. Our DMP diploma program provides a shorter program length option for those students who have completed relevant technical and general education coursework in a previous degree.

Admission to the DMP program assumes a strong background in college level anatomy, physiology, medical terminology, patient care, and imaging sciences. Applicants must have the following college level courses prior to admission:

- Algebra, Statistics, or higher mathematics courses
- Communication Skills
- General Physics or Radiographic Physics
- Human Anatomy and Physiology
- Medical Terminology

A grade of at least a "C" in each of the above courses is required, unless our articulation agreement with your university lists a higher grade requirement. Applicants for the DMP program will be considered when their admissions requirements are completed.

Upon completion of the Diagnostic Medical Sonography Professional program, the graduate will be awarded a diploma. The graduate may find employment in several different environments including, hospitals, clinics, or physician's offices as an entry level Cardiac Sonographer, Vascular Sonographer, General/Abdominal Sonographer or OB/Gyn Sonographer. More information about the sonography profession is available at [www.sdms.org](http://www.sdms.org), [www.asecho.org](http://www.asecho.org) and [www.svunet.org](http://www.svunet.org).

The Diagnostic Medical Sonography Professional program prepares students to:

1. Demonstrate and perform proper patient care and interaction during sonography exams.
2. Interpret anatomy and pathology as demonstrated on ultrasound images.
3. Perform the exam protocol for each type of exam required by specialty.
4. Prepare students with the skills necessary to manipulate transducer and equipment options that will optimize the images required for the physician to make an accurate diagnosis.

Minimum Expectations:

General Track:

"To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

Adult Cardiac Track:

"To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

Vascular Track:

"To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

List provided by CAAHEP/ JRC-DMS, Standards and Guidelines 2011

South Hills offers three separate tracks for the Sonography student to prepare for specialized careers in the field of diagnostic ultrasound. Each of these tracks represents a dedicated emphasis in the particular area of specialization. Students in each track follow elective groupings for that track.

**General Sonography:** The General Sonography track prepares the student for specialization in obstetrics/gynecology, abdominal, and small parts Sonography. This program prepares the student for the RDMS® (Registered Diagnostic Medical Sonographer) credential\*.

**Cardiac Sonography:** The Cardiac Sonography track prepares the student for specialization in Echocardiography of the adult (ultrasound of the heart). This program prepares the student for the RDCS® (Registered Diagnostic Cardiac Sonographer) or RCS (Registered Cardiac Sonographer) credentials\*.

**Vascular Sonography:** The Vascular track prepares the student for specialization in the field of Vascular Sonography (ultrasound of the arteries in the heart, neck, abdomen and extremities). This program prepares the student for the RVT® (Registered Vascular Technologist) or RVS (Registered Vascular Technologist) credentials\*.

Available slots in each of the three tracks are limited. Every effort will be made to grant a student's first specialty choice; however South Hills reserves the right to place students in specialties based on enrollment and internship opportunities. If necessary, South Hills will utilize a GPA/lottery system to place students in the remaining specialties

\*RDMS, RDCS and RVT are credentials earned through the American Registry for Diagnostic Medical Sonography (RDMS-Registered Diagnostic Medical Sonographer, RDCS-Registered Diagnostic Cardiac Sonographer (adult) & RVT- Registered Vascular Technologist). RCS or RVS are credentials earned through Cardiovascular Credentialing International (RCS-Registered Cardiac Sonographer or RVS-Registered Vascular Sonographer). For more information, visit [www.ardms.org](http://www.ardms.org) and/or [www.cci-online.org](http://www.cci-online.org).

The Sonography program curriculum is designed to follow a specific progression of classes to be completed within the designated time frame. The student must maintain full time status to be enrolled in the Diagnostic Medical Sonography Professional program. Certain exceptions may apply for students who have prior degree or collegiate experience with transfer credits; however, this must be approved by the DMS Program Director.

Any deviation from the listed curriculum must be requested in writing and approved by the DMS Faculty committee. Each case is reviewed on an individual basis.

**Withdrawal Based on Inability to Meet Academic Requirements**

Students in the DMS program must earn a "B-" or better in Applied Algebra and a "C+" or better in all other classes. Failure to meet the minimum grade requirement results in the following:

- **Terms 1-3** - Students who receive one grade below the minimum grade requirement in any course will be withdrawn from the program but may reapply the following year. Readmission will be granted based on an interview with the DMS team and only if seats are available.
- **Terms 1-3** - Students who receive more than one grade below the minimum grade requirement will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.
- **Terms 4-9** – Students who receive one or more grades below "C+" in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.

The Diagnostic Medical Sonography Professional program is accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP). Graduates may apply to take the ARDMS or CCI certification examinations immediately upon completion of the program. Students may apply to take the ARDMS Sonography Principles and Instrumentation prior to the start of internship and may apply to take the specialty examination 60 days prior to graduation. Students may also apply to take the CCI certification prior to graduation.

**Practice Parameters and Technical Standards\***

- Excellent written and verbal English communication skills
- Full use of both hands and wrists
- Ability to lift and move 50 pounds
- Ability to stand for extended periods of time
- Ability to visualize in dimly lit settings
- Ability to hear Doppler audio signals

\*A complete description of technical standards for the Diagnostic Medical Sonographer profession based on ADA requirements can be found at the U.S. Bureau of Labor Statistics.

**DMP Program Requirements:**

- Completion of required immunizations and health record documentation\*
- Completion of drug history and testing\*\*

\*Students are required to obtain the following health information, vaccines and titers:

- Hepatitis B
- MMR
- Varicella
- Flu shot (season prior to start of internship)
- Physical (one year prior to internship)

TB/PPD testing is required prior to internship and will be coordinated by the DMS faculty. Costs for these requirements are the responsibility of the student.

\*\*Drug testing is required for internship site placement and may also be conducted at random times throughout the program. A positive test result for any illegal drug or controlled substance will result in immediate disqualification and dismissal from the program. Prohibited substances include, but are not limited to: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, methadone, methaqualone, opiates, phencyclidine, and propoxyphene. Costs for drug screening is the responsibility of the student.

Many health care facilities will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants for employment at these facilities may be screened for nicotine as part of the pre-employment physical examination process,

and those who test positive for nicotine will not be considered for employment.

***The Diagnostic Medical Sonography Professional program is offered at the State College location.***

**DIAGNOSTIC MEDICAL SONOGRAPHY PROFESSIONAL**

**Diploma Program**

**87.0 credits/1638 clock hours/19 months**

| Code              | Course                                 | Credits | Clock Hours |
|-------------------|--|---------|-------------|
| <b>First Term</b> |  |         |             |
| DM211             | Cross Sectional Anatomy for Sonography | 1.5     | 24          |
| DM212             | Embryology for the Sonographer         | 2.5     | 36          |
| DM213             | Law & Ethics in Sonography             | 2.5     | 36          |
| DM209             | Patient Care                           | 2.5     | 36          |
| DM214             | Principles of Sonography               | 2.5     | 36          |
| DM210             | Ultrasound Physics & Instrumentation I | 3.5     | 48          |
|                   |  | 15.0    | 216         |

|                    |   |        |       |
|--------------------|---|--------|-------|
| <b>Second Term</b> |   |        |       |
| DS228              | Abdominal Ultrasound I                  | 3.0    | 36    |
| DS238              | Abdominal Ultrasound I Lab              | 2.0    | 24    |
| DM215              | Ultrasound Physics & Instrumentation II | 3.5    | 48    |
|                    | Cardiac Elective Grouping OR            | 13.0   | 156   |
|                    | General Elective Grouping OR            | (13.0) | (156) |
|                    | Vascular Elective Grouping              | (13.0) | (156) |
|                    |   | 21.5   | 264   |

|                                  |   |     |    |
|----------------------------------|---|-----|----|
| <b>Cardiac Elective Grouping</b> |   |     |    |
| c DS257                          | Cardiac Pathophysiology I               | 3.0 | 36 |
| c DS267                          | Cardiac Pathophysiology I Lab           | 2.0 | 24 |
| c DS275                          | Echocardiography I                      | 3.0 | 36 |
| c DS276                          | Echocardiography I Lab                  | 2.0 | 24 |
| cv DM230                         | Principles of Cardiovascular Technology | 3.0 | 36 |

|                                  |                            |     |    |
|----------------------------------|----------------------------|-----|----|
| <b>General Elective Grouping</b> |                            |     |    |
| g DM218                          | Clinical Obstetrics        | 3.0 | 36 |
| g DS283                          | Gynecologic Ultrasound     | 3.0 | 36 |
| g DS284                          | Gynecologic Ultrasound Lab | 2.0 | 24 |
| g DS290                          | Obstetric Ultrasound       | 3.0 | 36 |
| g DS291                          | Obstetric Ultrasound Lab   | 2.0 | 24 |

|                                   |   |     |    |
|-----------------------------------|---|-----|----|
| <b>Vascular Elective Grouping</b> |   |     |    |
| cv DM230                          | Principles of Cardiovascular Technology | 3.0 | 36 |
| v DS268                           | Vascular Pathophysiology                | 3.0 | 36 |
| v DS272                           | Vascular Pathophysiology Lab            | 2.0 | 24 |
| v DS282                           | Vascular Technology I                   | 3.0 | 36 |
| v DS239                           | Vascular Technology I Lab               | 2.0 | 24 |

NOTE: First Aid & CPR-AHA is required prior to internship.

|                   |                              |        |       |
|-------------------|------------------------------|--------|-------|
| <b>Third Term</b> |                              |        |       |
|                   | Cardiac Elective Grouping OR | 19.5   | 252   |
|                   | General Elective Grouping OR | (19.5) | (252) |
|                   | Vascular Elective Grouping   | (19.5) | (252) |
|                   |                              | 19.5   | 252   |

|                                  |                                       |     |    |
|----------------------------------|---------------------------------------|-----|----|
| <b>Cardiac Elective Grouping</b> |                                       |     |    |
| c DM246                          | Cardiac Pathophysiology II            | 3.0 | 36 |
| c DS311                          | Cardiac Pathophysiology II Lab        | 2.0 | 24 |
| c DM247                          | Echocardiography II                   | 3.0 | 36 |
| c DS314                          | Echocardiography II Lab               | 2.0 | 24 |
| c DM235                          | Echocardiography Special Topics       | 4.5 | 60 |
| cg DM249                         | Principles of Vascular Sonography     | 3.0 | 36 |
| cg DM220                         | Principles of Vascular Sonography Lab | 2.0 | 36 |

|                                  |   |     |    |
|----------------------------------|---|-----|----|
| <b>General Elective Grouping</b> |   |     |    |
| gv DM245                         | Abdominal Ultrasound II                                     | 3.0 | 36 |
| gv DS305                         | Abdominal Ultrasound II Lab                                 | 2.0 | 24 |
| g DM248                          | Obstetric & Gynecologic Ultrasound II                       | 3.0 | 36 |
| g DS317                          | Obstetric & Gynecologic Ultrasound II Lab                   | 2.0 | 24 |
| cg DM249                         | Principles of Vascular Sonography                           | 3.0 | 36 |
| cg DM220                         | Principles of Vascular Sonography Lab                       | 2.0 | 36 |
| gv DM222                         | Ultrasound of the Thyroid, Breast, & Superficial Structures | 4.5 | 60 |

| <u>Vascular Elective Grouping</u> |   |     |    |
|-----------------------------------|---|-----|----|
| gv DM245                          | Abdominal Ultrasound II                                     | 3.0 | 36 |
| gv DS305                          | Abdominal Ultrasound II Lab                                 | 2.0 | 24 |
| gv DM222                          | Ultrasound of the Thyroid, Breast, & Superficial Structures | 4.5 | 60 |
| v DM250                           | Vascular Technology II                                      | 3.0 | 36 |
| v DM234                           | Vascular Technology II Lab                                  | 2.0 | 36 |
| v DM251                           | Vascular Ultrasound Special Topics                          | 3.0 | 36 |
| v DS327                           | Vascular Ultrasound Special Topics Lab                      | 2.0 | 24 |

#### Fourth Term

|       |  |            |           |
|-------|--|------------|-----------|
| DM252 | Clinical Internship I                          | 14.5       | 435       |
| DM224 | Professional Development for the Sonographer I | <u>1.0</u> | <u>18</u> |
|       |  | 15.5       | 453       |

#### Fifth Term

|       |   |            |           |
|-------|---|------------|-----------|
| DM253 | Clinical Internship II                          | 14.5       | 435       |
| DM225 | Professional Development for the Sonographer II | <u>1.0</u> | <u>18</u> |
|       |   | 15.5       | 453       |

Students select one of the following elective groups:

- c = cardiac
- g = general
- v = vascular

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:*

<http://www.southhills.edu/gainfulemploymentdisclosures/dmp.html>.

## **Diagnostic Medical Sonography Professional Plus**

Sonography is a multi-specialty profession that uses ultrasound as its primary technology to evaluate and record images of various parts of the body. The sonographer/ultrasound technologist performs each exam methodically while treating the patient with care and compassion. The images help physicians assess and diagnose medical conditions. Many sonographers/ultrasound technologists assist physicians and surgeons during minimally invasive procedures such as biopsies and injections as well as surgical procedures.

The field of sonography requires a commitment to patient care and self-improvement by participating in life-long learning, expanding knowledge and technical skill. Ethical judgment and critical thinking are crucial in performing each exam safely and effectively.

This diploma program is designed for applicants with a previous Bachelor's degree in a field other than medical imaging. The program objectives and employment outcomes are the same for the Diagnostic Medical Sonography AST degree program, and the Diagnostic Medical Sonography Professional and Diagnostic Medical Sonography Professional Plus diplomas programs; the difference is the amount and type of education the student has prior to entering the program. Our DPP diploma program provides a shorter program length option for those students who have completed relevant general education coursework in a previous degree.

The program includes courses in anatomy, physiology, medical terminology, patient care, and medical imaging sciences. Applicants must have completed the following college level courses prior to admission with a grade of "C" or higher:

- Algebra, Statistics, or higher mathematics courses
- Communication Skills

The Bachelor of Science or Bachelor of Arts degree must have been completed within 15 years of the DPP program start date in order for the applicant to be eligible for this program.

Upon completion of the Diagnostic Medical Sonography Professional Plus program, the graduate will be awarded a diploma. The graduate may find employment in several different environments including, hospitals, clinics, or physician's offices as an entry level Cardiac Sonographer, Vascular Sonographer, General/Abdominal Sonographer or OB/Gyn Sonographer. More information about the sonography

profession is available at [www.sdms.org](http://www.sdms.org), [www.asecho.org](http://www.asecho.org) and [www.svunet.org](http://www.svunet.org).

The Diagnostic Medical Sonography Professional Plus program prepares students to:

1. Demonstrate and perform proper patient care and interaction during sonography exams.
2. Interpret anatomy and pathology as demonstrated on ultrasound images.
3. Perform the exam protocol for each type of exam required by specialty.
4. Prepare students with the skills necessary to manipulate transducer and equipment options that will optimize the images required for the physician to make an accurate diagnosis.

Minimum Expectations:

General Track:

"To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

Adult Cardiac Track:

"To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

Vascular Track:

"To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

*List provided by CAAHEP/ JRC-DMS, Standards and Guidelines 2011*

South Hills offers three separate tracks for the Sonography student to prepare for specialized careers in the field of diagnostic ultrasound. Each of these tracks represents a dedicated emphasis in the particular area of specialization. Students in each track follow elective groupings for that track.

**General Sonography:** The General Sonography track prepares the student for specialization in obstetrics/gynecology, abdominal, and small parts Sonography. This program prepares the student for the RDMS® (Registered Diagnostic Medical Sonographer) credential\*.

**Cardiac Sonography:** The Cardiac Sonography track prepares the student for specialization in Echocardiography of the adult (ultrasound of the heart). This program prepares the student for the RDCS® (Registered Diagnostic Cardiac Sonographer) or RCS (Registered Cardiac Sonographer) credentials\*.

**Vascular Sonography:** The Vascular track prepares the student for specialization in the field of Vascular Sonography (ultrasound of the arteries in the heart, neck, abdomen and extremities). This program prepares the student for the RVT® (Registered Vascular Technologist) or RVS (Registered Vascular Technologist) credentials\*.

Available slots in each of the three tracks are limited. Every effort will be made to grant a student's first specialty choice; however South Hills reserves the right to place students in specialties based on enrollment and internship opportunities. If necessary, South Hills will utilize a GPA/lottery system to place students in the remaining specialties.

\*RDMS, RDCS and RVT are credentials earned through the American Registry for Diagnostic Medical Sonography (RDMS-Registered Diagnostic Medical Sonographer, RDCS-Registered Diagnostic Cardiac Sonographer (adult) & RVT- Registered Vascular Technologist). RCS or RVS are credentials earned through Cardiovascular Credentialing International (RCS-Registered Cardiac Sonographer or RVS-Registered Vascular Sonographer). For more information, visit [www.ardms.org](http://www.ardms.org) and/or [www.cci-online.org](http://www.cci-online.org).

The Sonography program curriculum is designed to follow a specific progression of classes to be completed within the designated time



frame. The student must maintain full time status to be enrolled in the Diagnostic Medical Sonography Professional Plus program. Certain exceptions may apply for students who have prior degree or collegiate experience with transfer credits; however, this must be approved by the DMS Program Director.

Any deviation from the listed curriculum must be requested in writing and approved by the DMS Faculty committee. Each case is reviewed on an individual basis.

**Withdrawal Based on Inability to Meet Academic Requirements**

Students in the DMS program must earn a "B-" or better in Applied Algebra and a "C+" or better in all other classes. Failure to meet the minimum grade requirement results in the following:

- **Terms 1-3** - Students who receive one grade below the minimum grade requirement in any course will be withdrawn from the program but may reapply the following year. Readmission will be granted based on an interview with the DMS team and only if seats are available.
- **Terms 1-3** - Students who receive more than one grade below the minimum grade requirement will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.
- **Terms 4-9** – Students who receive one or more grades below "C+" in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.

The Diagnostic Medical Sonography Professional Plus program is accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP). Graduates may apply to take the ARDMS or CCI certification examinations immediately upon completion of the program. Students may apply to take the ARDMS Sonography Principles and Instrumentation prior to the start of internship and may apply to take the specialty examination 60 days prior to graduation. Students may also apply to take the CCI certification prior to graduation.

**Practice Parameters and Technical Standards\***

- Excellent written and verbal English communication skills
- Full use of both hands and wrists
- Ability to lift and move 50 pounds
- Ability to stand for extended periods of time
- Ability to visualize in dimly lit settings
- Ability to hear Doppler audio signals

\*A complete description of technical standards for the Diagnostic Medical Sonographer profession based on ADA requirements can be found at the U.S. Bureau of Labor Statistics.

**DPP Program Requirements:**

- Completion of required immunizations and health record documentation\*
- Completion of drug history and testing\*\*

\*Students are required to obtain the following health information, vaccines and titers:

- Hepatitis B
- MMR
- Varicella
- Flu shot (season prior to start of internship)
- Physical (one year prior to internship)

TB/PPD testing is required prior to internship and will be coordinated by the DMS faculty. Costs for these requirements are the responsibility of the student.

\*\*Drug testing is required for internship site placement and may also be conducted at random times throughout the program. A positive test result for any illegal drug or controlled substance will result in immediate disqualification and dismissal from the program. Prohibited substances include, but are not limited to: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, methadone, methaqualone, opiates, phencyclidine, and propoxyphene. Costs for drug screening is the responsibility of the student.

Many health care facilities will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants for employment at these facilities may be screened for nicotine as part of the pre-employment physical examination process, and those who test positive for nicotine will not be considered for employment.

***The Diagnostic Medical Sonography Professional Plus program is offered at the State College location.***

**DIAGNOSTIC MEDICAL SONOGRAPHY PROFESSIONAL PLUS**

**Diploma Program**

**112.5 credits/1956 clock hours/22 months**

| Code              | Course                          | Credits     | Clock Hours |
|-------------------|---------------------------------|-------------|-------------|
| <b>First Term</b> |                                 |             |             |
| MD102             | Anatomy & Physiology I          | 5.5         | 60          |
| MD103             | Anatomy & Physiology I Lab      | 0.5         | 10          |
| DS251             | Applied Physics for DMS         | 4.5         | 60          |
| DS255             | Applied Physics for DMS Lab     | 0.5         | 10          |
| DM208             | Introduction to Medical Imaging | 2.5         | 36          |
| MD108             | Medical Terminology I           | 3.0         | 36          |
| DM209             | Patient Care                    | 2.5         | 36          |
|                   |                                 | <u>19.0</u> | <u>248</u>  |

|                    |  |             |            |
|--------------------|--|-------------|------------|
| <b>Second Term</b> |  |             |            |
| MD106              | Anatomy & Physiology II                | 5.5         | 60         |
| MD107              | Anatomy & Physiology II Lab            | 0.5         | 10         |
| DM211              | Cross Sectional Anatomy for Sonography | 1.5         | 24         |
| DM212              | Embryology for the Sonographer         | 2.5         | 36         |
| DM213              | Law & Ethics in Sonography             | 2.5         | 36         |
| MD109              | Medical Terminology II                 | 3.0         | 36         |
| DM214              | Principles of Sonography               | 2.5         | 36         |
| DM210              | Ultrasound Physics & Instrumentation I | 3.5         | 48         |
|                    |  | <u>21.5</u> | <u>286</u> |

|                   |   |             |            |
|-------------------|---|-------------|------------|
| <b>Third Term</b> |   |             |            |
| DS228             | Abdominal Ultrasound I                  | 3.0         | 36         |
| DS238             | Abdominal Ultrasound I Lab              | 2.0         | 24         |
| DM215             | Ultrasound Physics & Instrumentation II | 3.5         | 48         |
|                   | Cardiac Elective Grouping OR            | 13.0        | 156        |
|                   | General Elective Grouping OR            | (13.0)      | (156)      |
|                   | Vascular Elective Grouping              | (13.0)      | (156)      |
|                   |   | <u>21.5</u> | <u>264</u> |

|                                  |   |     |    |
|----------------------------------|---|-----|----|
| <b>Cardiac Elective Grouping</b> |   |     |    |
| c DS257                          | Cardiac Pathophysiology I               | 3.0 | 36 |
| c DS267                          | Cardiac Pathophysiology I Lab           | 2.0 | 24 |
| c DS275                          | Echocardiography I                      | 3.0 | 36 |
| c DS276                          | Echocardiography I Lab                  | 2.0 | 24 |
| cv DM230                         | Principles of Cardiovascular Technology | 3.0 | 36 |

|                                  |                            |     |    |
|----------------------------------|----------------------------|-----|----|
| <b>General Elective Grouping</b> |                            |     |    |
| g DM218                          | Clinical Obstetrics        | 3.0 | 36 |
| g DS283                          | Gynecologic Ultrasound     | 3.0 | 36 |
| g DS284                          | Gynecologic Ultrasound Lab | 2.0 | 24 |
| g DS290                          | Obstetric Ultrasound       | 3.0 | 36 |
| g DS291                          | Obstetric Ultrasound Lab   | 2.0 | 24 |

|                                   |   |     |    |
|-----------------------------------|---|-----|----|
| <b>Vascular Elective Grouping</b> |   |     |    |
| cv DM230                          | Principles of Cardiovascular Technology | 3.0 | 36 |
| v DS268                           | Vascular Pathophysiology                | 3.0 | 36 |
| v DS272                           | Vascular Pathophysiology Lab            | 2.0 | 24 |
| v DS282                           | Vascular Technology I                   | 3.0 | 36 |
| v DS239                           | Vascular Technology I Lab               | 2.0 | 24 |

NOTE: First Aid & CPR-AHA is required prior to internship.

|                    |                              |             |            |
|--------------------|------------------------------|-------------|------------|
| <b>Fourth Term</b> |                              |             |            |
|                    | Cardiac Elective Grouping OR | 19.5        | 252        |
|                    | General Elective Grouping OR | (19.5)      | (252)      |
|                    | Vascular Elective Grouping   | (19.5)      | (252)      |
|                    |                              | <u>19.5</u> | <u>252</u> |

| <u>Cardiac Elective Grouping</u> |                                       |     |    |
|----------------------------------|---------------------------------------|-----|----|
| c DM246                          | Cardiac Pathophysiology II            | 3.0 | 36 |
| c DS311                          | Cardiac Pathophysiology II Lab        | 2.0 | 24 |
| c DM247                          | Echocardiography II                   | 3.0 | 36 |
| c DS314                          | Echocardiography II Lab               | 2.0 | 24 |
| c DM235                          | Echocardiography Special Topics       | 4.5 | 60 |
| cg DM249                         | Principles of Vascular Sonography     | 3.0 | 36 |
| cg DM220                         | Principles of Vascular Sonography Lab | 2.0 | 36 |

| <u>General Elective Grouping</u> |   |     |    |
|----------------------------------|---|-----|----|
| gv DM245                         | Abdominal Ultrasound II                                     | 3.0 | 36 |
| gv DS305                         | Abdominal Ultrasound II Lab                                 | 2.0 | 24 |
| g DM248                          | Obstetric & Gynecologic Ultrasound II                       | 3.0 | 36 |
| g DS317                          | Obstetric & Gynecologic Ultrasound II Lab                   | 2.0 | 24 |
| cg DM249                         | Principles of Vascular Sonography                           | 3.0 | 36 |
| cg DM220                         | Principles of Vascular Sonography Lab                       | 2.0 | 36 |
| gv DM222                         | Ultrasound of the Thyroid, Breast, & Superficial Structures | 4.5 | 60 |

| <u>Vascular Elective Grouping</u> |   |     |    |
|-----------------------------------|---|-----|----|
| gv DM245                          | Abdominal Ultrasound II                                     | 3.0 | 36 |
| gv DS305                          | Abdominal Ultrasound II Lab                                 | 2.0 | 24 |
| gv DM222                          | Ultrasound of the Thyroid, Breast, & Superficial Structures | 4.5 | 60 |
| v DM250                           | Vascular Technology II                                      | 3.0 | 36 |
| v DM234                           | Vascular Technology II Lab                                  | 2.0 | 36 |
| v DM251                           | Vascular Ultrasound Special Topics                          | 3.0 | 36 |
| v DS327                           | Vascular Ultrasound Special Topics Lab                      | 2.0 | 24 |

| <u>Fifth Term</u> |  |          |
|-------------------|--|----------|
| DM252             | Clinical Internship I                          | 14.5 435 |
| DM224             | Professional Development for the Sonographer I | 1.0 18   |
|                   |  | 15.5 453 |

| <u>Sixth Term</u> |   |          |
|-------------------|---|----------|
| DM253             | Clinical Internship II                          | 14.5 435 |
| DM225             | Professional Development for the Sonographer II | 1.0 18   |
|                   |   | 15.5 453 |

Students select one of the following elective groups:

- g = general
- c = cardiac
- v = vascular

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:

<http://www.southhills.edu/gainfulemploymentdisclosures/dpp.html>.

## Engineering Technology

The Engineering Technology program was designed at the request of area companies that see a need for employees who have the technical skills required in the mechanical, civil, and architectural environments.

Through a comprehensive educational training program including attention to theory, practice, and application, students in the Engineering Technology program will develop the knowledge, skills, and attributes to assist professional architectural, mechanical, and civil engineers.

The Engineering Technology program prepares students to:

- Design using computer-aided design (CAD) software
- Exhibit competence in applying industry standards and codes
- Accurately measure using a variety of precision measuring instruments in the architectural, civil and mechanical engineering fields
- Create technical documents, estimates, and proposals
- Identify, analyze, and solve broadly-defined engineering technology problems

Upon completion of the Engineering Technology program, the graduate will be awarded an occupational Associate in Specialized Technology Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Computer-Aided Design/Drafting Technician in the Mechanical, Civil, and Architectural

fields, CNC Programmer, Materials Technician, Estimator, Field Technician, Surveyor Assistant, or Environmental Technician.

**The Engineering Technology program is offered at the State College location.**

## **ENGINEERING TECHNOLOGY AST Degree Program 134.5 credits/2047 clock hours/24 months**

| <u>Code</u>         | <u>Course</u>                                  | <u>Credits</u> | <u>Clock Hours</u> |
|---------------------|--|----------------|--------------------|
| <u>First Term</u>   |  |                |                    |
| GE117               | Applied Algebra                                | 4.0            | 60                 |
| GE183               | Business English I                             | 4.0            | 60                 |
| CP283               | Microsoft Office                               | 4.0            | 60                 |
| PD110               | Professional Development                       | 2.0            | 24                 |
| IM108               | Technical Drawing I                            | 4.5            | 60                 |
|                     |  | 18.5           | 264                |
| <u>Second Term</u>  |  |                |                    |
| GE230               | Applied Algebra II                             | 4.0            | 60                 |
| GE184               | Business English II                            | 4.0            | 60                 |
| IM109               | Engineering Excel                              | 3.0            | 36                 |
| IM238               | Materials Science                              | 5.0            | 60                 |
| IM245               | Technical Drawing II                           | 4.5            | 60                 |
|                     |  | 20.5           | 276                |
| <u>Third Term</u>   |  |                |                    |
| IM210               | Applied Physics for Engineering Technology     | 4.5            | 60                 |
| IM211               | Applied Physics for Engineering Technology Lab | 0.5            | 10                 |
| CE111               | Building Codes                                 | 3.0            | 36                 |
| IM222               | Geometry & Trig for Engineering Technology     | 4.0            | 60                 |
| IM107               | Introduction to Geographic Information Systems | 3.0            | 36                 |
| IM239               | Mechanical CAD                                 | 4.5            | 60                 |
|                     |  | 19.5           | 262                |
| <u>Fourth Term</u>  |  |                |                    |
| IM106               | Architectural CAD I                            | 5.0            | 72                 |
| CE201               | Civil CAD                                      | 5.0            | 72                 |
| IM110               | Introduction to Geomatics Geospatial Science   | 4.0            | 48                 |
| IM233               | Machining Processes                            | 3.5            | 48                 |
| IM234               | Machining Processes Lab                        | 2.0            | 24                 |
| GE259               | Technical Writing                              | 2.5            | 36                 |
|                     |  | 22.0           | 300                |
| <u>Fifth Term</u>   |  |                |                    |
| IM214               | Architectural CAD II                           | 4.5            | 60                 |
| CE205               | Civil Design                                   | 4.5            | 60                 |
| IM215               | CNC Programming                                | 3.5            | 48                 |
| IM221               | CNC Programming Lab                            | 2.0            | 24                 |
| CD207               | Job Search Skills                              | 2.0            | 24                 |
| IM244               | Solid Modeling CAD                             | 5.0            | 72                 |
|                     |  | 21.5           | 288                |
| <u>Sixth Term</u>   |  |                |                    |
| IM257               | Architectural CAD III                          | 4.5            | 60                 |
| IM258               | Engineering Technology Project                 | 4.0            | 80                 |
| GE178               | Human Relations in the Workplace               | 2.5            | 36                 |
| IM243               | Mechanical Design                              | 4.0            | 60                 |
| GE258               | Statistical Methods and Applications           | 4.0            | 60                 |
|                     |  | 19.0           | 296                |
| <u>Seventh Term</u> |  |                |                    |
| CD200               | Career Preparation                             | 0.5            | 10                 |
| GE261               | Engineering Economics                          | 2.0            | 21                 |
| IM259               | Engineering Technology Internship              | 11.0           | 330                |
|                     |  | 13.5           | 361                |

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:

<http://www.southhills.edu/gainfulemploymentdisclosures/et.html>.

## Graphic Arts

The student interested in the Graphic Arts program is one that wants to combine his/her creative and artistic talents with the latest computer technology for a rewarding career. The Graphic Arts program teaches students to become well-informed, resourceful, thoughtful, and talented designers who are able to grow and be challenged with an ever-changing visual profession. Developing the creative process, this carefully sequenced curriculum emphasizes fundamental traditions of design through concept development, color, composition, image making, typography, and verbal and written communication. Digital technology is regularly updated with industry standard hardware and software and is a vital component of this program.

Through a comprehensive educational training program including attention to theory, practice, and application, students in the Graphic Arts program will develop the knowledge, skills, and attributes to succeed in the Graphic Arts field.

The Graphic Arts program prepares students to:

- Apply fundamental traditions of design through concept development, color, composition, image making, typography, and verbal and written communication.
- Engage in creative problem solving to produce solutions that are effective in visually communicating information about products, services, companies, or individuals.
- Create graphic design using software including Adobe Creative Suite and website design and productivity software commonly used in the graphic arts industry.
- Create a complete print and digital portfolio that reflects the professional skills acquired through education and continued on-the-job designs.

Upon completion of the Graphic Arts program, the graduate will be awarded an occupational Associate in Specialized Technology Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Graphic Artists, Graphic Designers, Web Designers, Graphic Design Specialists, Illustrators, Visual Communications Artists, Graphic Production Managers, Marketing Communications Professionals, or Catalog Layout Artists.

***The Graphic Arts program is offered at the State College location.***

### **GRAPHIC ARTS**

#### **AST Degree**

**134.0 credits/2233 clock hours/24 months**

| <u>Code</u>        | <u>Course</u>                                 | <u>Credits</u> | <u>Clock Hours</u> |
|--------------------|---|----------------|--------------------|
| <u>First Term</u>  |   |                |                    |
| GE183              | Business English I                            | 4.0            | 60                 |
| GA116              | Color Theory                                  | 2.5            | 36                 |
| GA131              | Electronic Design I                           | 4.0            | 60                 |
| GA130              | Fundamentals of Design                        | 4.0            | 60                 |
| GA120              | Fundamentals of Drawing                       | 3.0            | 60                 |
| PD110              | Professional Development                      | <u>2.0</u>     | <u>24</u>          |
|                    |   | 19.5           | 300                |
| <u>Second Term</u> |   |                |                    |
| GA114              | Analysis of Form & Space                      | 3.0            | 60                 |
| GE184              | Business English II                           | 4.0            | 60                 |
| GA132              | Electronic Design II                          | 4.0            | 60                 |
| GA124              | Introduction to Computer Graphics (Photoshop) | 4.0            | 60                 |
| GA126              | Typography                                    | <u>3.5</u>     | <u>60</u>          |
|                    |   | 18.5           | 300                |
| <u>Third Term</u>  |   |                |                    |
| GE233              | Business Writing                              | 3.5            | 60                 |
| GA128              | Collateral Design                             | 3.5            | 60                 |
| GA225              | Computer Graphics – Illustrator               | 4.0            | 60                 |
| GA121              | Graphic Design Studio I                       | 3.5            | 60                 |
| GA129              | Media and Design Study                        | <u>4.0</u>     | <u>60</u>          |
|                    |   | 18.5           | 300                |

#### Fourth Term

|       |  |            |           |
|-------|--|------------|-----------|
| GA230 | Advertising Design                       | 3.5        | 60        |
| GE231 | Art History for the Graphic Designer     | 5.0        | 60        |
| GE213 | Oral Business Communications             | 2.0        | 24        |
| GA235 | Social Media and Marketing for Designers | 4.0        | 60        |
| GA229 | Typography as Design                     | 3.5        | 60        |
| CP134 | Web Site Design                          | <u>4.0</u> | <u>60</u> |
|       |  | 22.0       | 324       |

#### Fifth Term

|       |  |            |           |
|-------|--|------------|-----------|
| GA217 | Concept Development                    | 2.5        | 36        |
| GA228 | Digital Pre-Press                      | 3.5        | 60        |
| GE234 | Geometry for Design                    | 3.0        | 36        |
| GE178 | Human Relations in the Workplace       | 2.5        | 36        |
| GA222 | Publication Design                     | 3.5        | 60        |
| GA227 | Typography – Expressive & Experimental | 3.0        | 48        |
| IT218 | Web Site Design II                     | <u>4.0</u> | <u>60</u> |
|       |  | 22.0       | 336       |

#### Sixth Term

|       |  |            |           |
|-------|--|------------|-----------|
| GA236 | Advanced Web Site Design (Motion Graphics) | 4.0        | 60        |
|       | Elective*                                  | 3.5        | 48        |
| GA219 | Graphic Design Studio II                   | 3.5        | 60        |
| CD207 | Job Search Skills                          | 2.0        | 24        |
| GA220 | Packaging Design                           | 3.5        | 60        |
| GA221 | Print Portfolio                            | <u>3.5</u> | <u>60</u> |
|       |  | 20.0       | 312       |

#### \*Electives:

|       |                               |     |    |
|-------|-------------------------------|-----|----|
| GA231 | Digital Photography <b>or</b> | 3.5 | 48 |
| GA233 | Video Production and Editing  | 3.5 | 48 |

#### Seventh Term

|       |                                |             |            |
|-------|--------------------------------|-------------|------------|
| CD200 | Career Preparation             | 0.5         | 10         |
| GA232 | Freelance Business Development | 2.0         | 21         |
| GA234 | Graphic Arts Internship        | <u>11.0</u> | <u>330</u> |
|       |                                | 13.5        | 361        |

**Program requirements: Students in the Graphic Arts program are required to purchase a laptop computer prior to the start of school. Specification requirements are furnished to the students when they enroll in the program.**

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view our website at:*

<http://www.southhills.edu/gainfulemploymentdisclosures/ga.html>.

## Health Information Technology

Health information technicians perform such functions as: organizing, analyzing, and evaluating health records according to established standards; compiling statistics; coding medical records for reimbursement; maintaining and using health indexes and registers for continuing education, research, and health care planning; inputting and retrieving computerized health data; and controlling the usage and release of health information.

Through a comprehensive educational training program including attention to theory, practice and application, students in the Health Information Technology program will develop the knowledge, skills and competencies to succeed in the health information field.

The Health Information Technology program prepares students to:

- Demonstrate the ability to utilize various software applications used in health care settings such as MPIs, encoders, EHRs, spreadsheets, databases
- Apply diagnosis/procedure codes to inpatient records using ICD-10-CM and ICD-10-PCS
- Apply diagnosis/procedure codes to outpatient records using ICD-10-CM and CPT-4
- Apply billing and coding procedures to submit claims for reimbursement
- Apply licensure, accreditation and certification regulations in the various health care settings
- Apply HIPAA and other regulations regarding confidentiality of patient information to workplace scenarios

- Apply reimbursement methodologies in the various health care settings
- Analyze data to identify trends

Upon completion of the Health Information Technology program, the graduate will be awarded an occupational Associate in Specialized Technology Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Inpatient Coder, Outpatient Coder, Biller/Coder, Data Abstractor, Release of Information Specialist, Trauma Registrar, Tumor Registrar, and Medical Staff Coordinator.

**The Health Information Technology program is offered at the Altoona and State College locations.**

## HEALTH INFORMATION TECHNOLOGY AST Degree Program 125.5 credits/1838 clock hours/22 months

| Code               | Course  | Credits | Clock Hours |
|--------------------|---|---------|-------------|
| <u>First Term</u>  |   |         |             |
| MD102              | Anatomy & Physiology I  | 5.5     | 60          |
| MD103              | Anatomy & Physiology I Lab  | 0.5     | 10          |
| GE183              | Business English I  | 4.0     | 60          |
| HI111              | Introduction to Computer Systems in Health Information Technology | 2.5     | 36          |
| GE179              | Mathematics for Health Care Professionals                         | 4.0     | 60          |
| MD108              | Medical Terminology I   | 3.0     | 36          |
| PD110              | Professional Development  | 2.0     | 24          |
|                    |   | 21.5    | 286         |
| <u>Second Term</u> |   |         |             |
| MD106              | Anatomy & Physiology II   | 5.5     | 60          |
| MD107              | Anatomy & Physiology II Lab                                       | 0.5     | 10          |
| GE184              | Business English II   | 4.0     | 60          |
| HI228              | Introduction to the Health Care Field                             | 4.0     | 60          |
| MD109              | Medical Terminology II  | 3.0     | 36          |
| CP287              | Microsoft Excel   | 4.5     | 60          |
|                    |   | 21.5    | 286         |
| <u>Third Term</u>  |   |         |             |
| IT223              | Advanced Microsoft Excel  | 2.0     | 30          |
| GE210              | Business English III  | 3.5     | 60          |
| HI103              | Health Data Content and Reimbursement                             | 4.5     | 60          |
| HI226              | ICD Coding I  | 4.5     | 60          |
| HI102              | Pathophysiology   | 5.5     | 60          |
| HI234              | Principles of Supervision   | 3.0     | 36          |
|                    |   | 23.0    | 306         |
| <u>Fourth Term</u> |   |         |             |
| HI225              | CPT-4   | 4.0     | 48          |
| HI238              | Health Care Statistics  | 2.0     | 24          |
| HI227              | ICD Coding II   | 4.5     | 60          |
| CP286              | Microsoft Access  | 4.5     | 60          |
| MD242              | Pharmacology  | 3.0     | 36          |
| HI232              | Quality Improvement and Data Analytics                            | 4.5     | 60          |
|                    |   | 22.5    | 288         |
| <u>Fifth Term</u>  |   |         |             |
| HI235              | Advanced Coding   | 3.0     | 48          |
| HI230              | Electronic Health Records   | 2.5     | 36          |
| HI233              | Health Records in Other Settings                                  | 2.5     | 30          |
| GE178              | Human Relations in the Workplace                                  | 2.5     | 36          |
| CD207              | Job Search Skills   | 2.0     | 24          |
| HI229              | Medical Legal Aspects   | 3.0     | 36          |
| GE213              | Oral Business Communications                                      | 2.0     | 24          |
| MD212              | Principles of Medical Insurance                                   | 4.5     | 60          |
|                    |   | 22.0    | 294         |
| <u>Sixth Term</u>  |   |         |             |
| CD215              | Career Preparation for HIT  | 2.0     | 24          |
| HI239              | Health Information Seminar  | 2.0     | 24          |
| HI237              | Professional Practice Experience                                  | 11.0    | 330         |
|                    |   | 15.0    | 378         |

When students are scheduled for Directed Practice, they may be required by the internship site to have a physical examination and

evidence of updated immunizations. They may also be required to have a criminal background check or to submit to random drug screenings.

Various health care facilities in the area will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants will be screened for nicotine as part of the pre-employment process. Nicotine will be part of the urine drug screen. Applicants who test positive for nicotine will not be offered employment.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) in cooperation with the sponsoring professional organization, the Health Information Management Association (AHIMA). Graduates are eligible to apply to sit for the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

Students enrolled in the Health Information Technology program must earn a "C-" or better in ALL courses in order to graduate. This requirement also applies to the student's eligibility to sit for the Registered Health Information Technology (RHIT) examination. Students earning less than a "C-" would have to repeat the course or courses before he/she would be eligible to earn an associate in specialized technology degree in this field or take the RHIT examination.

*For more information about our graduation rates, the median debt of students who complete the program, and other important information, please view our website at:*  
<http://www.southhills.edu/gainfulemploymentdisclosures/hit.html>.

## Information Technology

The demand for employees with technical expertise continues to increase as both large and small businesses rely more and more on computerized information systems. As an Information Technology (IT) major, you will receive training in such areas as: programming, hardware, computer/network security, telecommunications, database programming, networking, web development, and project management.

Through a comprehensive educational training program including attention to theory, practice and application, students in the Information Technology program will develop the knowledge, skills and competencies to succeed in the information technology field.

The Information Technology program prepares students to:

- Utilize networking switches and routers to create local area networks
- Demonstrate troubleshooting techniques that lead to resolving computer-related problems
- Create, retrieve, update, and delete information from modern database systems
- Write programming scripts and applications using modern languages
- Design web pages using HTML and content management systems

Upon completion of the Information Technology program, the graduate will be awarded an occupational Associate in Specialized Technology Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Application Developer, Computer Repair Technician, Customer Support Specialist, Desktop Support Technician, Database Administrator, Help Desk Technician, IT Technician, Programmer, Server Administrator, .NET Developer, Network Administrator, Web Administrator, Web Developer, and Webmaster.

Students in the IT curriculum may choose to take internationally recognized certification exams by Microsoft, CompTIA, EC-Council, and CIW. The South Hills Information Technology coursework contains content found on many of these exams. Some certifications that may be obtained include MCTS, MCSE, A+, Network+, CIW-A, and Linux+.

Are you a problem solver with strong analytical and math skills with a desire to understand how computer systems work? If you are, consider pursuing a challenging career in the world of computers.

**The Information Technology program is offered at the Altoona, Lewistown, and State College locations.**

## INFORMATION TECHNOLOGY

### AST Degree Program

**135.0 credits/2139 clock hours/24 months**

| Code | Course | Credits | Clock Hours |
|------|--------|---------|-------------|
|------|--------|---------|-------------|

#### First Term

|       |                                     |      |     |
|-------|-------------------------------------|------|-----|
| GE117 | Applied Algebra                     | 4.0  | 60  |
| GE183 | Business English I                  | 4.0  | 60  |
| GE130 | History of IT                       | 2.0  | 24  |
| CP127 | Introduction to Operating Systems   | 2.5  | 36  |
| CP132 | Introduction to Programming & Logic | 4.0  | 60  |
| IT200 | Networking Essentials               | 4.0  | 60  |
| PD110 | Professional Development            | 2.0  | 24  |
|       |                                     | 22.5 | 324 |

#### Second Term

|       |                       |      |     |
|-------|-----------------------|------|-----|
| GE184 | Business English II   | 4.0  | 60  |
| CP133 | Hardware              | 4.0  | 60  |
| IT201 | UNIX/Linux Essentials | 4.0  | 60  |
|       | Technical Elective 1  | 4.0  | 60  |
|       | Technical Elective 2  | 4.0  | 60  |
|       |                       | 20.0 | 300 |

|       |   |     |    |
|-------|---|-----|----|
| IT100 | Technical Elective 1 and 2:<br>Intermediate Programming <b>or</b> | 4.0 | 60 |
| GA124 | Introduction to Computer Graphics (Photoshop)                     | 4.0 | 60 |
|       | or  |     |    |
| IT204 | TCP/IP  | 4.0 | 60 |

#### Third Term

|       |                               |      |     |
|-------|-------------------------------|------|-----|
| CP135 | Business Applications         | 4.0  | 60  |
| CP129 | Introduction to SQL Databases | 4.0  | 60  |
| CP134 | Web Site Design               | 4.0  | 60  |
|       | Technical Elective 3          | 4.0  | 60  |
|       | Technical Elective 4          | 4.0  | 60  |
|       |                               | 20.0 | 300 |

|       |   |     |    |
|-------|---|-----|----|
| IT208 | Technical Elective 3 and 4:<br>.NET Framework <b>or</b> | 4.0 | 60 |
| IT209 | Cisco Networking <b>or</b>                              | 4.0 | 60 |
| GA225 | Computer Graphics—Illustrator (State College)           | 4.0 | 60 |
|       | or  |     |    |
| IT230 | Data Structures and Algorithms <b>or</b>                | 4.0 | 60 |
| IT206 | Microsoft Server Operating Systems                      | 4.0 | 60 |

#### Fourth Term

|       |                         |      |     |
|-------|-------------------------|------|-----|
| IT202 | Database Administration | 4.0  | 60  |
| IT203 | PHP                     | 4.0  | 60  |
| CP130 | Technical Presentations | 2.0  | 24  |
| GE259 | Technical Writing       | 2.5  | 36  |
|       | Technical Elective 5    | 4.0  | 60  |
|       | Technical Elective 6    | 4.0  | 60  |
|       |                         | 20.5 | 300 |

|       |  |     |    |
|-------|--|-----|----|
| IT214 | Technical Elective 5 and 6:<br>Android Application Development <b>or</b> | 4.0 | 60 |
| IT210 | Server Administration <b>or</b>  | 4.0 | 60 |
| IT231 | Software Engineering & Application Development                           | 4.0 | 60 |
|       | or   |     |    |
| IT212 | VoIP Telephony   | 4.0 | 60 |

#### Fifth Term

|       |                            |      |     |
|-------|----------------------------|------|-----|
| CP294 | Content Management Systems | 4.0  | 60  |
| CD207 | Job Search Skills          | 2.0  | 24  |
| CP277 | Project Management         | 5.0  | 60  |
|       | Technical Elective 7       | 4.0  | 60  |
|       | Technical Elective 8       | 4.0  | 60  |
|       |                            | 19.0 | 264 |

|       |  |     |    |
|-------|--|-----|----|
| IT217 | Technical Elective 7 and 8:<br>Apple Application Development <b>or</b> | 4.0 | 60 |
|-------|--|-----|----|

|       |  |     |    |
|-------|--|-----|----|
| IT211 | JavaScript   | 4.0 | 60 |
| IT216 | SAN Administration and Disaster Recovery <b>or</b> | 4.0 | 60 |
| IT215 | Web Server Administration <b>or</b>                | 4.0 | 60 |
| IT218 | Web Site Design II (State College)                 | 4.0 | 60 |

#### Sixth Term

|       |   |      |     |
|-------|---|------|-----|
| GE178 | Human Relations in the Workplace        | 2.5  | 36  |
| IT225 | Information Technology Capstone Project | 7.0  | 120 |
| MG116 | Introduction to Business                | 4.5  | 60  |
| GE213 | Oral Business Communications            | 2.0  | 24  |
|       | Technical Elective 9                    | 4.0  | 60  |
|       |   | 20.0 | 300 |

|       |  |     |    |
|-------|--|-----|----|
| GA236 | Technical Elective 9:<br>Advanced Website Design (Motion Graphics)<br>(State College) or | 4.0 | 60 |
| IT219 | Ethical Hacking and Defense <b>or</b>  | 4.0 | 60 |
| IT228 | Python Programming   | 4.0 | 60 |

#### Seventh Term

|       |   |      |     |
|-------|---|------|-----|
| IT227 | Information Technology Internship       | 11.0 | 330 |
| CD214 | IT Career and Certification Preparation | 2.0  | 21  |
|       |   | 13.0 | 351 |

**Program Requirements: Students in the Information Technology program are required to purchase a laptop computer prior to the start of school. Specification requirements are furnished to the students when they enroll in the program.**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, view our website at:

<http://www.southhills.edu/gainfulemploymentdisclosures/it.html>.

## Medical Assistant

The medical assistant is educated to perform some specific administrative and clinical procedures, as well as general guidelines such as universal precautions and effective communication skills that can be adapted to a variety of health care settings.

The responsibilities of the medical assistant will vary depending on where he/she is employed. The versatility of the medical assistant who is prepared to perform administrative and clinical procedures will be an asset in a number of different settings.

Through a comprehensive educational training program, including attention to theory, practice, and application, students in the Medical Assistant program will develop the knowledge, skills, and attributes to use both administrative and clinical skills in a medical setting.

The Medical Assistant program prepares students to:

- Collect and prepare laboratory specimens, and perform basic laboratory tests for application in a healthcare setting.
- Prepare and administer medications as directed by a physician in a healthcare setting.
- Explain treatment procedures and prepare patients for examination.
- Apply proper aseptic techniques for diagnostic and treatment procedures commonly performed in a healthcare setting.
- Utilize the electronic health record to perform medical office functions, such as patient scheduling/check-in, billing, coding, and documenting patient information.
- Apply diagnosis/procedure codes to inpatient records using ICD-10-CM and ICD-10-PCS.
- Apply diagnosis/procedure codes to outpatient records using ICD-10-CM and CPT-4.
- Apply billing and coding procedures to submit claims for reimbursement.
- Apply HIPAA and other regulations regarding confidentiality of patient information to workplace scenarios.

Upon completion of the Medical Assistant program, the graduate will be awarded an occupational Associate in Specialized Business Degree. The program is designed to provide students with the necessary skills

to secure entry-level positions such as Medical Assistant, Electrocardiography Technician, Phlebotomist, or Emergency Department Technician.

Numerous classes in the Medical Assistant program at the State College Campus will be held at our additional space located at 3081 Enterprise Dr., less than one mile from the main campus. The following classes are held in our medical lab at that location: Clinical Skills, Echocardiography, Laboratory Procedures I and II, and Medical Seminar.

The Medical Assistant Program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

***The Medical Assistant program is offered at the Altoona, Lewistown and State College locations.***

**MEDICAL ASSISTANT  
ASB Degree Program  
126.0 credits/1863 clock hours/22 months**

| <u>Code</u>               | <u>Course</u>                             | <u>Credits</u> | <u>Clock Hours</u> |
|---------------------------|---|----------------|--------------------|
| <b><u>First Term</u></b>  |   |                |                    |
| MD102                     | Anatomy & Physiology I                    | 5.5            | 60                 |
| MD103                     | Anatomy & Physiology I Lab                | 0.5            | 10                 |
| GE207                     | Applied Psychology in Health Care         | 3.0            | 36                 |
| GE183                     | Business English I                        | 4.0            | 60                 |
| OS103                     | Keyboarding                               | 1.0            | 20                 |
| GE179                     | Mathematics for Health Care Professionals | 4.0            | 60                 |
| MD108                     | Medical Terminology I                     | 3.0            | 36                 |
| PD110                     | Professional Development                  | 2.0            | 24                 |
|                           |   | 23.0           | 306                |
| <b><u>Second Term</u></b> |   |                |                    |
| MD106                     | Anatomy & Physiology II                   | 5.5            | 60                 |
| MD107                     | Anatomy & Physiology II Lab               | 0.5            | 10                 |
| GE184                     | Business English II                       | 4.0            | 60                 |
| HI228                     | Introduction to the Health Care Field     | 4.0            | 60                 |
| MD109                     | Medical Terminology II                    | 3.0            | 36                 |
| CP284                     | Microsoft Word                            | 4.5            | 60                 |
|                           |   | 21.5           | 286                |
| <b><u>Third Term</u></b>  |   |                |                    |
| GE210                     | Business English III                      | 3.5            | 60                 |
| MA206                     | Clinical Skills                           | 4.5            | 60                 |
| MA200                     | Electrocardiography                       | 4.5            | 60                 |

|       |                     |      |     |
|-------|---------------------|------|-----|
| DS103 | First Aid & CPR-AHA | 0.5  | 10  |
| HI226 | ICD Coding I        | 4.5  | 60  |
| HI102 | Pathophysiology     | 5.5  | 60  |
|       |                     | 23.0 | 310 |

**Fourth Term**

|       |                                 |      |     |
|-------|---------------------------------|------|-----|
| HI225 | CPT-4                           | 4.0  | 48  |
| HI227 | ICD Coding II                   | 4.5  | 60  |
| MA103 | Laboratory Procedures           | 3.5  | 60  |
| MD240 | Medical Administrative Skills I | 4.5  | 60  |
| CP287 | Microsoft Excel                 | 4.5  | 60  |
| MD242 | Pharmacology                    | 3.0  | 36  |
|       |                                 | 24.0 | 324 |

**Fifth Term**

|       |                                  |      |     |
|-------|----------------------------------|------|-----|
| GE178 | Human Relations in the Workplace | 2.5  | 36  |
| CD207 | Job Search Skills                | 2.0  | 24  |
| HI229 | Medical Legal Aspects            | 3.0  | 36  |
| MA201 | Medical Seminar                  | 2.5  | 36  |
| GE213 | Oral Business Communications     | 2.0  | 24  |
| MA204 | Phlebotomy                       | 4.5  | 60  |
| MD212 | Principles of Medical Insurance  | 4.5  | 60  |
|       |                                  | 21.0 | 276 |

**Sixth Term**

|       |   |      |     |
|-------|---|------|-----|
| CD200 | Career Preparation                                  | 0.5  | 10  |
| CD201 | Certification Preparation for the Medical Assistant | 2.0  | 21  |
| MA203 | Medical Assistant Internship                        | 11.0 | 330 |
|       |   | 13.5 | 361 |

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, view our website at:*

<http://www.southhills.edu/gainfulemploymentdisclosures/ma.html>.

Various health care facilities in the area will no longer hire applicants who use tobacco products, including cigarettes, cigars and chewing or smokeless tobacco. Applicants will be screened for nicotine as part of the pre-employment process. Nicotine will be part of the urine drug screen. Applicants who test positive for nicotine will not be offered employment.

Based upon individual site assignment, other internship placement requirements may include, but are not limited to: drug testing, various disease testing, physical examination, and documentation of immunizations, as well as repeat documentation of criminal history.

# COURSE DESCRIPTIONS

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## GUIDE TO COURSE DESCRIPTIONS

|    |                               |    |                          |
|----|-------------------------------|----|--------------------------|
| AC | Accounting                    | IM | Industrial Manufacturing |
| AP | Administrative Professional   | IT | Information Technology   |
| CD | Career Development            | LE | Legal                    |
| CE | Civil Engineering             | MA | Medical Assistant        |
| CJ | Criminal Justice              | MD | Medical                  |
| CP | Computers                     | MG | Management               |
| DM | Diagnostic Medical            | MK | Marketing                |
| DS | Diagnostic Medical Sonography | OS | Office Specialist        |
| GA | Graphic Arts                  | PD | Professional Development |
| GE | General Education             | WP | Word Processing          |
| HI | Health Information            |    |                          |

General education courses are listed below. Course descriptions may be found in the alphabetic listing.

|   |   |  |
|---|---|--|
| <i>GE117 Applied Algebra</i>                      | <i>GE210 Business English III</i>               | <i>GE133 Introduction to Business Statistics</i>       |
| <i>GE230 Applied Algebra II</i>                   | <i>GE118 Business Mathematics</i>               | <i>GE181 Introduction to Statistics for CJ</i>         |
| <i>GE180 Applied Psychology</i>                   | <i>GE233 Business Writing</i>                   | <i>GE179 Mathematics for Health Care Professionals</i> |
| <i>GE207 Applied Psychology in Health Care</i>    | <i>GE263 Editing and Proofreading</i>           | <i>GE213 Oral Business Communications</i>              |
| <i>GE231 Art History for the Graphic Designer</i> | <i>GE261 Engineering Economics</i>              | <i>GE262 Oral Presentation Skills</i>                  |
| <i>GE232 Business Economics</i>                   | <i>GE256 English Composition for the Office</i> | <i>GE260 Statistical Applications</i>                  |
| <i>GE183 Business English I</i>                   | <i>GE234 Geometry for Design</i>                | <i>GE258 Statistical Methods and Applications</i>      |
| <i>GE186 Business English Essentials</i>          | <i>GE130 History of IT</i>                      | <i>GE259 Technical Writing</i>                         |
| <i>GE184 Business English II</i>                  | <i>GE178 Human Relations in the Workplace</i>   | <i>GE182 Writing for CJ</i>                            |

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**DM236 ABDOMINAL PATHOPHYSIOLOGY I (3.0 credits/36 clock hours)** This course presents normal conditions of the gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, adrenals, and bile ducts. It covers the normal sonographic appearance, variants, and function of organs as it relates to disease processes. Pathology will be taught including simple and complex cysts, stones, fluid, and inflammatory changes. This course is taught concurrently with Abdominal Pathophysiology I Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM237 ABDOMINAL PATHOPHYSIOLOGY I LAB (1.0 credit/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, and bile ducts will be taught. Details of proper imaging technique of each organ, including transducer selection, patient position, and scan technique will be described and demonstrated. This course is taught concurrently with Abdominal Pathophysiology I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM238 ABDOMINAL PATHOPHYSIOLOGY II (3.0 credits/36 clock hours)** This course is a continuation of Abdominal Pathophysiology I and presents abnormal conditions and pathophysiology of the abdominal vasculature, gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, adrenals, and bile ducts in adult and pediatric patients. It covers benign and malignant conditions, including ultrasound-guided biopsy and drainage procedures, and evaluation of liver, kidney and pancreas transplants and ultrasound-guidance of catheters, and pathologic conditions. This course is taught concurrently with Abdominal Pathophysiology II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM239 ABDOMINAL PATHOPHYSIOLOGY II LAB (1.0 credit/20 clock hours)** This course is a continuation of Abdominal Pathophysiology I Lab and is an integrated, hands-on scanning course with required competency assessments. It moves from techniques for scanning individual organs to learning complete protocols, and advanced scanning techniques. This course is taught concurrently with Abdominal Pathophysiology II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS228 ABDOMINAL ULTRASOUND I (3.0 credits/36 clock hours)** This course presents normal conditions of the gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, adrenals, and bile ducts. It covers the normal sonographic appearance, variants, and function of organs as it relates to disease processes. Pathology will be taught including simple and complex cysts, stones, fluid, and inflammatory changes. This course is taught concurrently with Abdominal Ultrasound I Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM219 ABDOMINAL ULTRASOUND I LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, and bile ducts will be taught. Details of proper imaging technique of each organ, including transducer selection, patient position, and scan technique will be described and demonstrated. This course is taught concurrently with Abdominal Ultrasound I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS238 ABDOMINAL ULTRASOUND I LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, and bile ducts will be taught. Details of proper imaging technique of each organ, including transducer selection, patient position, and scan technique will be described and demonstrated. This course is taught concurrently with Abdominal Ultrasound I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM245 ABDOMINAL ULTRASOUND II (3.0 credits/36 clock hours)** This course is a continuation of Abdominal Ultrasound I and presents abnormal conditions and pathophysiology of the abdominal vasculature, gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, adrenals, and bile ducts in adult and pediatric patients. It covers benign and malignant conditions, including ultrasound-guided biopsy and drainage procedures, and evaluation of liver, kidney and pancreas transplants and ultrasound-guidance of catheters, and pathologic conditions. This course is taught concurrently with Abdominal Ultrasound II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS304 ABDOMINAL ULTRASOUND II (3.0 credits/36 clock hours)** This course is a continuation of Abdominal Ultrasound I and presents abnormal conditions and pathophysiology of the abdominal vasculature, gallbladder, liver, spleen, pancreas, abdominal vasculature, kidneys, adrenals, and bile ducts in adult and pediatric patients. It covers benign and malignant conditions, including ultrasound-guided biopsy and drainage procedures, and evaluation of liver, kidney and pancreas transplants and ultrasound-guidance of catheters, and pathologic conditions. This course is taught concurrently with Abdominal Ultrasound II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM223 ABDOMINAL ULTRASOUND II LAB (1.0 credits/20 clock hours)** This course is a continuation of Abdominal Ultrasound I Lab and is an integrated, hands-on scanning course with required competency assessments. It moves from techniques for scanning individual organs to learning complete protocols, and advanced scanning techniques. This course is taught concurrently with Abdominal Ultrasound II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS305 ABDOMINAL ULTRASOUND II LAB (2.0 credits/24 clock hours)** This course is a continuation of Abdominal Ultrasound I Lab and is an integrated, hands-on scanning course with required competency assessments. It moves from techniques for scanning individual organs to learning complete protocols, and advanced scanning techniques. This course is taught concurrently with Abdominal Ultrasound II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**AC125 ACCOUNTING I (4.5 credits/60 clock hours)** The purpose of this course is to acquaint the student with the relationships between accounting and business and to define basic accounting terminology. Accounting is introduced as the common financial language used in business organizations. The course emphasizes the importance of following accepted accounting principles so that a business' financial position can be appropriately evaluated. In addition, students are introduced to the double-entry system, journals, ledgers, trial balances, worksheets, preparation of the income statement, statement of owner's equity, and balance sheet; adjusting and closing entries; accounting for merchandising operations, classified financial statement formats, and ratio analysis. The sole proprietorship business entity is used throughout this course as it pertains to service-oriented and merchandising operations Prerequisite: None.

**AC223 ACCOUNTING II (4.5 credits/60 clock hours)** Accounting II further expands on the principles and procedures introduced in Accounting I. The course begins with an overview of manual and computerized accounting systems, emphasizing integrated systems using special purpose journals. This course continues with the topics of internal controls, banking transactions, and detailed studies of the accounting for short-term investments, receivables, merchandise inventory, notes payable, and long-term assets. A simulation of accounting for a merchandising enterprise is also used for reinforcement purposes. Prerequisite: Accounting I.

**AC224 ACCOUNTING III (4.5 credits/60 clock hours)** Accounting III is a continuation of an in-depth study of financial accounting concentrating on partnership and corporate entities, including LLC's. This course includes the recording and reporting of partner and member investments, withdrawals and liquidation, corporate contributed capital, retained earnings, and long-term liabilities. In addition, the preparation of the statement of cash flow, the corporate income statement, and analysis of financial statements will be discussed. Prerequisite: Accounting I.

**MD245 ADMINISTRATIVE MEDICAL ASSISTANT INTERNSHIP (11.0 credits/330 clock hours)** The student will work in a professional medical atmosphere under the supervision of experienced professionals to fulfill the requirements of the internship. The experience will provide the student with an opportunity to enhance his/her education, personal skills, and observe the interaction of personnel within an office environment. Prerequisite: As per internship policy.

**OS204 ADMINISTRATIVE PROFESSIONAL INTERNSHIP (11.0 credits/330 clock hours)** To fulfill the requirements of the internship, the student will participate throughout his/her final term in a work-experience program which directly relates to the computerized office. Under the supervision of an administrator, office manager, or computer technician the student will have the opportunity to enhance his/her education, personal skills, computer skills, and observe the interaction of personnel within an office environment. Prerequisite: As per internship policy.

**OS201 ADMINISTRATIVE PROFESSIONAL SEMINAR (2.0 credits/21 clock hours)** This course supplements the on-the-job training of the internship. The purpose is to help students become more professional by assisting the student to be better prepared for the Microsoft Certification examination, extending the student's knowledge of software, and/or introducing the student to topics that will increase the student's skill sets. Prerequisite: As per internship policy.

**HI235 ADVANCED CODING (3.0 credits/48 clock hours)** This course is designed to give the student a more in-depth exposure to ICD-10 CM, ICD-10 PCS and CPT coding. The concepts of proper sequencing, the importance of complications and comorbidities, the importance of quality documentation, and the impact on reimbursement will be reinforced. The student will code from patient records and patient scenarios utilizing the encoder/groupers. Prerequisites: CPT-4, ICD Coding II, Health Data Content and Reimbursement.

**GA226 ADVANCED COMPUTER GRAPHICS (4.0 credits/60 clock hours)** This course is designed to further examine photo-retouching and image manipulation using advanced techniques in Adobe Photoshop. Students will use the software to manipulate photos using an assortment of techniques, create duotone images; add special effects to type, and prepare photos for use in printing and on the web. Prerequisite: Introduction to Computer Graphics (Photoshop).

**IT222 ADVANCED MICROSOFT ACCESS (2.0 credits/30 clock hours)** In this course in database management, students will build on the database concepts and terminology which were covered in Database. The focus of the course will be to create a project—a working database application, using several linked tables. The skills that will be enhanced are the design and creation of tables, custom forms, labels, queries, reports, and a menu system. Prerequisite: Microsoft Access.

**IT223 ADVANCED MICROSOFT EXCEL (2.0 credits/30 clock hours)** The student will be taught advanced techniques in spreadsheets, building on the skills learned in Spreadsheets. A class project will serve as the lecture base and individual projects will provide student interaction with spreadsheet applications. Prerequisite: Microsoft Excel.



**IT224 ADVANCED MICROSOFT WORD (4.5 credits/60 clock hours)** This course is designed to further the student's knowledge of Microsoft Office, Microsoft Word, and Microsoft Windows. Students learn advanced features such as macros, electronic forms, and document collaboration. The course includes integrating Word and Excel. Prerequisite: Microsoft Word.

**IT221 ADVANCED WEB SITE DESIGN (4.0 credits/60 clock hours)** This course will continue to introduce new and advanced features of web site graphics development using Adobe Photoshop and Illustrator in conjunction with Adobe Flash/ Animate CC. Various methods of site design and animation techniques will be covered. The students will also be challenged to develop content rich storyboards, work with audio and video and other elements integrated within their projects to further explore the possibilities of web-based animation. Prerequisite: None.

**GA236 ADVANCED WEB SITE DESIGN (MOTION GRAPHICS) (4.0 credits/60 clock hours)** This course will continue to introduce new and advanced features of web site graphics development using Adobe Photoshop and Illustrator in conjunction with Adobe Animate CC, Adobe After Effects CC. Various methods of animation and motion media graphic techniques will be covered. The students will also be challenged to develop content rich storyboards, work with audio and video and other elements integrated within their projects to further explore the possibilities of web-based & social media motion graphics. Prerequisite: None.

**MK206 ADVERTISING & PUBLIC RELATIONS (3.5 credits/60 clock hours)** This course is designed to cover two areas. Advertising will concentrate on two segments: (1) the technique and strategy of creating and writing advertisements and (2) an exploration of the advertising media available. Public relations, as related to an organization's image and its relationship to advertising, will be discussed. Upon completion the students will have a basic understanding of where and how advertising and public relations fit into our marketing, economic, and political lives. Prerequisite: None.

**GA230 ADVERTISING DESIGN (3.5 credits/60 clock hours)** This course explores theories, methods and strategies for effectively selling products and services. Students will develop advertising concepts and solutions based on target audiences, demographics, psychographics, and overall company vision. Hands-on projects and presentations will be developed by the student. Prerequisites: Electronic Design I (Quark) or Electronic Design I or Electronic Design II (InDesign) or Electronic Design II, Typography, Computer Graphics – Illustrator.

**MD244 AMA CAPSTONE PROJECT (1.5 credit/30 clock hours)** This is the capstone course for the Administrative Medical Assistant program and gives students an opportunity to showcase their knowledge and skills. The students utilize administrative medical office procedures and duties as they develop their own procedures manual. A comprehensive procedures manual is written and presented. Prerequisites: Introduction to the Health Care Field, ICD Coding II, Health Data Content and Reimbursement, Medical Documentation Applications, CPT-4, Microsoft Office or Microsoft Excel, and Medical Administrative Skills I. Taken concurrently with Medical Administrative Skills II, Medical Insurance Forms or Principles of Medical Insurance, and Practice Management & EHR.

**LE118 AMERICAN CONSTITUTIONAL LAW (4.5 credits/48 clock hours)** This course explores constitutional foundations of the three branches of the national government, the evolution of federal-state relationships, and a study of the nature of the judicial process, including the concepts of precedent and judicial review. The Bill of Rights and concepts of Equal Protection and Due Process will also be studied in relation to current societal issues. Prerequisite: None.

**CJ119 AN INTRODUCTION TO THE PENNSYLVANIA CRIMINAL JUSTICE HANDBOOK (3.0 credits/36 clock hours)** This course provides an overview of the statutes contained in the Pennsylvania Criminal Justice Handbook. It focuses on the methods of use for this book so that students can apply the appropriate statute to the conduct involved. It continues into specific exploration of the major statutes in the handbook, including the Crimes Code, the Vehicle Code, PA Rules of Criminal Procedures, Pennsylvania Legal Guidelines, and miscellaneous statutes. Prerequisite: Introduction to Criminal Law.

**GA114 ANALYSIS OF FORM & SPACE (3.0 credits/60 clock hours)** This course further develops basic drawing skills and understanding of visual language through studio instruction/drawing/lecture. It introduces concepts such as proportion, space, and perspective as applied to still life, landscape and illustrations. The course will also introduce the fundamentals of concept development and design in the third dimension, as students develop, create and present three dimensional work. Prerequisite: None.

**MD102 ANATOMY & PHYSIOLOGY I (5.5 credits/60 clock hours)** This course begins with an introduction to the human body which includes the chemical, cellular, and tissue level of organization. Then it progresses to comprehensive anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems. Lab projects will be coordinated with specific systems. Prerequisites: None.

**MD106 ANATOMY & PHYSIOLOGY II (5.5 credits/60 clock hours)** This course is a continuation of comprehensive anatomy and physiology covering the following body systems: sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Laboratory projects will be coordinated with specific systems. Prerequisites: Anatomy & Physiology I and Medical Terminology I.

**MD103 ANATOMY & PHYSIOLOGY I LAB (.5 credit/10 clock hours)** Lab projects are coordinated with specific systems studied in Anatomy & Physiology I. Prerequisite: Must be taken concurrently with Anatomy & Physiology I.

**MD107 ANATOMY & PHYSIOLOGY II LAB (.5 credit/10 clock hours)** Lab projects are coordinated with specific systems studied in Anatomy & Physiology II. Prerequisites: Anatomy & Physiology I, Anatomy & Physiology I Lab. Must be taken concurrently with Anatomy & Physiology II.

**IT214 ANDROID APPLICATION DEVELOPMENT (4.0 credits/60 clock hours)** This course introduces the student to the Android operating system and Android SDK. Students will learn skills required for creating and deploying Android applications. Lecture time will be used to explain the different components of Android development, and create small applications that illustrate how the various components are built. Prerequisite: Introduction to Programming & Logic.

**IT217 APPLE APPLICATION DEVELOPMENT (4.0 credits/60 clock hours)** This course will introduce students to the Objective-C programming language. Objective-C is the language underlying iOS. Students will learn the fundamentals of Objective-C, creating applications of various complexities. Prerequisite: Introduction to Programming & Logic.

**GE117 APPLIED ALGEBRA (4.0 credits/60 clock hours)** Applied Algebra is designed to cover basic mathematical and algebraic concepts with an emphasis on logical thinking skills. The topics that will be covered are review of decimals and fractions, basic definitions, operations with signed numbers, order of operations, simplifying algebraic expressions, evaluating algebraic expressions and everyday formulas, manipulating and solving equations and everyday formulas, graphing, exponents, different base systems, ratios, proportions, and percentages. Each concept will involve word problems that are applied in both business and technical careers. This course forms the foundation for future courses in algebra, computer programming, electronics, accounting, statistics and software application courses. Prerequisite: None.

**GE230 APPLIED ALGEBRA II (4.0 credits/60 clock hours)** Applied Algebra II is designed to expand on the concepts developed in Applied Algebra. The topics covered are scientific notation, review of measurements, operations of real numbers, polynomials, factoring, operations of rational expressions, simplifying radicals, solving equations and inequalities, and solving systems of equations. Each concept will involve word problems that are applied in both business and technical careers. This course forms a mathematical foundation for physics and courses in electronics. Prerequisite: Applied Algebra.

**DS251 APPLIED PHYSICS FOR DMS (4.5 credits/60 clock hours)** An algebra-based course for the DMS, and DPP program students. Topics covered include technical measurements, light and optics, elasticity, fluids, wave motion, and sound, as they are applied to medical sonography. Prerequisites: Applied Algebra II or enrolled in Diagnostic Medical Sonography Professional Plus (DPP) program.

**DS255 APPLIED PHYSICS FOR DMS LAB (.5 credits/10 clock hours)** A lab-based course for the DMS, and DPP program students. Topics covered include technical measurements, light and optics, elasticity, fluids, wave motion, and sound. Students work together in laboratory exercises to supplement the lectures. Prerequisites: Applied Algebra II or enrolled in Diagnostic Medical Sonography Professional Plus (DPP) program. This course is taken concurrently with Applied Physics for DMS.

**IM210 APPLIED PHYSICS FOR ENGINEERING TECHNOLOGY (4.5 credits/60 clock hours)** An algebra-based course for the ET program students. Topics covered include technical measurements, elasticity, temperature and expansion, equilibrium and friction, acceleration, work and power, and simple machines, as they are applied to engineering technology. Prerequisite: Applied Algebra II.

**IM211 APPLIED PHYSICS FOR ENGINEERING TECHNOLOGY LAB (.5 credits/10 clock hours)** A lab-based course for the ET program students. Topics covered include technical measurements, elasticity, temperature and expansion, equilibrium and friction, acceleration, work and power, and simple machines. Students work together in laboratory exercises to supplement the lectures. Prerequisites: Applied Algebra II. This course is taken concurrently with Applied Physics for ET.

**GE180 APPLIED PSYCHOLOGY (3.0 credits/36 clock hours)** This course is an overview of basic psychological principles and concepts. Students will be exposed to major theoretical perspectives in psychology and will explore methods and findings based in scientific research. Emphasis will be placed on the practical use of these concepts as they apply to the student's life and particular career. Topics of study include learning, memory, thinking, and intelligence; motivation, emotion, personality, stress, and social psychology. Prerequisite: None.

**GE207 APPLIED PSYCHOLOGY IN HEALTHCARE (3.0 credits/36 clock hours)** The relationship of psychology and states of consciousness to behavior are explored. Topics of study include an introduction to the areas of health psychology, personality, grieving, function, dysfunction, beliefs, common disorders, and caregiving. Emphasis is placed on the application of these principles in the student's work in the healthcare field. Prerequisite: None.

**IM106 ARCHITECTURAL CAD I (5.0 credits/72 clock hours)** An introduction to the concepts, practices, standards, and drafting techniques used in residential/light commercial architectural drafting and design utilizing AutoCAD. This will include but not be limited to floor plans, elevations, foundation plans, framing plans, and construction details. Additionally framing methods, wall sections, and general construction specifications are covered. Prerequisites: Technical Drawing II and Building Codes prior to or concurrently.

**IM214 ARCHITECTURAL CAD II (4.5 credits/60 clock hours)** An introduction to the concepts, practices, standards and drafting techniques used in residential/light commercial architectural drafting and design utilizing Revit. This will include but not be limited to floor plans, elevations, dimensioning, sections, schedules and related details. Additionally general construction specifications are covered. Prerequisite: Architectural CAD I.

**IM257 ARCHITECTURAL CAD III (4.5 credits/60 clock hours)** An introduction to the concepts, practices, standards, and drafting techniques used in residential/light commercial architectural drafting and design utilizing AutoCAD and Revit. This will include but not be limited to architectural site plans, mechanical plans, plumbing plans, electrical plans, and related details. Additionally general construction specifications are covered. Prerequisite: Architectural CAD II.

**GE231 ART HISTORY FOR THE GRAPHIC DESIGNER (5.0 credits/60 clock hours)** This hands-on course will cover the history of art, focusing on the significant periods in time in which the face of art and design has been altered. It will explore the interrelationship between historical, social, political, religious, and technological developments throughout the history of art. This course will address the modern artist's role in society along with how to integrate key periods of art into the designer's modern work. Prerequisite: None.

**AC214 AUDITING (5.0 credits/60 clock hours)** Presents broad concepts of auditing principles. Highlights the philosophy and environment of the auditing profession; presents the importance of the auditing process as it relates to a client with a focus on internal control, and the audit evidence documented by working papers. Prerequisite: Intermediate Accounting I.

**MG221 BASIC PERSONAL FINANCE (2.0 credits/21 clock hours)** Upon completion of this course, the student will be able to: set realistic financial goals; understand how, when, and where a recordkeeping system should be developed; develop a budget; understand debt and debt reduction; and understand Social Security benefits. Additionally, the following topics will be covered: savings and investment, the home as an investment, funding college education, purchasing an automobile, insurance, retirement, and wills. Prerequisite: None.

**CE111 BUILDING CODES (3.0 credits/36 clock hours)** An introduction to international building codes (IRC) that govern residential and light commercial construction. Students explore codes as they relate to the administration, building and planning, safety and fire construction requirements. Prerequisite: None.

**AC222 BUSINESS ADMINISTRATION – ACCOUNTING INTERNSHIP (11.0 credits/330 clock hours)** Students spend 378 hours during the final term in a practical, on-the-job work-experience program directly involved in manual or automated accounting operations under the supervision of a professional to fulfill the requirements of the internship. Experience will provide the student with an opportunity to enhance his/her education and personal skills as well as opportunity to observe the interaction of accounting personnel within an employment environment. Prerequisite: As per internship policy.

**MG222 BUSINESS ADMINISTRATION – MANAGEMENT & MARKETING INTERNSHIP (11.0 credits/330 clock hours)** The student will work in a professional atmosphere in either the area of management or marketing under the supervision of a professional to fulfill the requirements of the internship. The experience will provide the student with an opportunity to observe the interaction of personnel within a business environment. Prerequisite: As per internship policy.

**CP135 BUSINESS APPLICATIONS (4.0 credits/60 clock hours)** This course introduces students to the concepts and applications of word processing, spreadsheets, presentation, and e-mail software. Students will receive hands-on lab experience acquainting the student with a broad range of tools and techniques for each application. Prerequisite: None.

**GE232 BUSINESS ECONOMICS (3.0 credits/36 clock hours)** This course is designed to introduce the students to the basic fundamentals of economics and how such knowledge can help them in understanding business decisions as well as personal decisions. We will discuss the principles of supply, demand, and market equilibrium and how these principles affect price and production in various economies along with graphs demonstrating how pricing decisions relate to these principles. We will discuss how marginal analysis is used to make business decisions. We will explore American history, the Industrial Revolution, and the way the country was transformed into a global superpower. Prerequisite: None.

**GE183 BUSINESS ENGLISH I (4.0 credits/60 clock hours)** Students will learn and apply the current practices of effective oral and written communication skills necessary for success in business. They will study and practice the skills needed to write and speak in a manner acceptable to the business community. Prerequisite: None.

**GE184 BUSINESS ENGLISH II (4.0 credits/60 clock hours)** Business English II further expands upon the skills and applications introduced in Business English I. Students will continue learning and applying the current practices of effective oral and written communication skills necessary for success in business. They will study and practice the skills needed to write and speak in a manner acceptable to the business community. Prerequisite: Business English I.

**GE210 BUSINESS ENGLISH III (3.5 credits/60 clock hours)** In order to prepare them to be successful writers of business correspondence, students will, via individual and group practice, apply the skills learned to writing effective business messages by memo, letter and e-mail. Additionally, students prepare a resume, letter of application, and thank-you letter. Prerequisite: Business English II.

**GE186 BUSINESS ENGLISH ESSENTIALS (4.0 credits/60 clock hours)** Students will study, learn, practice, and apply the current norms of effective oral and written communication skills essential for success in business. Additionally, in order to prepare students to be effective business writing communicators in the field of Diagnostic Medical Sonography, they will compose various applied business messages. Prerequisite: None.

**WP211 BUSINESS GRAPHICS ESSENTIALS (3.0 credits/36 hours)** This course is a continuation of Desktop Publishing I in which students will learn other software applications, such as Adobe Reader, Adobe Illustrator, and Adobe Photoshop. Prerequisite: Desktop Publishing I.

**LE100 BUSINESS LAW (3.0 credits/36 clock hours)** This course provides students with basic understanding of the principles of law and its application to business. Students are introduced to the definition of law, the reasons for and methods of government regulation of business, and the basic structure of our legal system. Basic aspects of contract law are covered in detail. Discussion will revolve around the ways that business and law interact and how law benefits the business organization and the consumer. Prerequisite: None.

**GE118 BUSINESS MATHEMATICS (4.0 credits/60 clock hours)** This course is designed to refresh the student's knowledge of math fundamentals and to apply these fundamentals in business and everyday life. The following concepts will be covered: review of percentage, simple interest, compound interest, sinking fund, annuities, inventory, depreciation, payroll, cash and trade discounts, markup and markdown, banking and related areas. Prerequisite: None.

**MG220 BUSINESS PLAN (4.0 credits/80 clock hours)** This is the capstone course for the Business Administration – Management & Marketing program and gives students an opportunity to test their knowledge and skills. The students utilize management and marketing concepts and theories as they “start” their own small business and set organizational goals. A comprehensive business plan is written and formally presented. The plan includes a presentation of financial forecasts derived from accounting projections that could be used to open and operate the business for the first few years. Advertising and promotional campaigns are also included. This plan is a quantitative as well as a qualitative analysis. Prerequisites: Management II, Marketing, Small Business Management, Market Research & Statistics, Advertising & Public Relations, Managerial Accounting with QuickBooks, and having a 2.0 cumulative GPA going into the Business Plan.

**GE233 BUSINESS WRITING (3.5 credits/60 clock hours)** Students apply the principles of composition and psychology to writing effective business messages by composing memos and letters for typical business situations. Students prepare a resume, letter of application, and thank-you letter. Additionally, students complete research to create business-related documents relevant to their field of study. Prerequisite: Business English II.

**IT213 C++ PROGRAMMING (4.0 credits/60 clock hours)** This course will introduce students to the compact, efficient, portable, and popular programming language known as C++. This language is a programmer-oriented language that resembles an assembly language. Students will learn the basic structures of the language, and also reinforce the use of the program development life cycle in designing and developing programs for business applications. Structured programming and good documentation will continue to be emphasized. Prerequisite: Introduction to Programming & Logic.

**DS257 CARDIAC PATHOPHYSIOLOGY I (3.0 credits/36 clock hours)** Systematic presentation of cardiac embryology, cardiac anatomy and physiology and its relationship to normal function of the heart is presented. Evaluation of normal cardiac hemodynamics will be taught including flow dynamics, Doppler principles and Valvular Doppler tracings as they relate to normal cardiac physiologic states. This course is taken concurrently with Cardiac Pathophysiology I Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM228 CARDIAC PATHOPHYSIOLOGY I LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the anatomy and physiology of the adult heart will be taught. This course is taken concurrently with Cardiac Pathophysiology I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS267 CARDIAC PATHOPHYSIOLOGY I LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the anatomy and physiology of the adult heart will be taught. This course is taken concurrently with Cardiac Pathophysiology I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM246 CARDIAC PATHOPHYSIOLOGY II (3.0 credits/36 clock hours)** This course is a continuation of Cardiac Pathophysiology I. It continues with systematic presentation of various cardiac diseases and conditions including but not limited to cardiomyopathies, heart failure, pericardial disease, cardiac masses, valvular pathology, systemic and pulmonary disease, interventional echo procedures and intraoperative echo. The focus will be on recognition of disease in clinical presentation as well as the appropriate echocardiographic approach necessary for evaluation including advanced hemodynamic applications and advanced Doppler related techniques. This course will be taken concurrently with Cardiac Pathophysiology II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS306 CARDIAC PATHOPHYSIOLOGY II (3.0 credits/36 clock hours)** This course is a continuation of Cardiac Pathophysiology I. It continues with systematic presentation of various cardiac diseases and conditions including but not limited to cardiomyopathies, heart failure, pericardial disease, cardiac masses, valvular pathology, systemic and pulmonary disease, interventional echo procedures and intraoperative echo. The focus will be on recognition of disease in clinical presentation as well as the appropriate echocardiographic approach necessary for evaluation including advanced hemodynamic applications and advanced Doppler related techniques. This course will be taken concurrently with Cardiac Pathophysiology II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM231 CARDIAC PATHOPHYSIOLOGY II LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Advanced assessment of the anatomy and physiology of the adult heart will be taught. This course will be taken concurrently with Cardiac Pathophysiology II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS311 CARDIAC PATHOPHYSIOLOGY II LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Advanced assessment of the anatomy and physiology of the adult heart will be taught. This course will be taken concurrently with Cardiac Pathophysiology II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**CD104 CAREER DEVELOPMENT I (2.0 credit/24 clock hours)** This course is an introduction to the jobs that are available in the Criminal Justice field. Information is provided on how to apply for these jobs, taking the necessary examinations (Civil Service), and preparing documents such as a resume, cover letter, and references. This class will provide information on interviewing techniques and skills. Prerequisite: None.

**CD105 CAREER DEVELOPMENT II (2.0 credit/24 clock hours)** This course is a continuation of Career Development I. It will continue to discuss possible employment in the CJ field. This course will also evaluate other options that are available to CJ students including military avenues and continuing education. Prerequisite: None.

**CD200 CAREER PREPARATION (.5 credits/10 clock hours)** This course is taken concurrently with the internship. The faculty advisor and the student discuss the student's progress at the internship site in a group setting and, for specific problems and successes, individually. Weekly reports are submitted and the experiences of the week are reviewed. In addition, classroom instruction may be given to address areas where the interns, faculty, or site supervisors feel additional work is needed. Field trips to explore different business environments and/or to expand knowledge about the area of study may be taken. Prerequisite: As per internship policy.

**CD215 CAREER PREPARATION FOR HIT (2.0 credits/24 clock hours)** This course is taken concurrently with the professional practice experience. The faculty advisor and the students discuss the progress at the professional practice site. Other topics presented include current issues in the health information management field, management of a health information department, and professionalism. Prerequisites: Principles of Supervision and Health Records in Other Settings.

**CD202 CERTIFICATION PREPARATION FOR ACCOUNTING (2.0 credits/21 clock hours)** This course is designed to prepare the students for the QuickBooks ProAdvisor Exam by reviewing previously learned QuickBooks skills and introducing more advanced skills. Additional training will be covered on Microsoft Outlook and PowerPoint. Prerequisite: As per internship policy.

**CD203 CERTIFICATION PREPARATION FOR THE ADMINISTRATIVE MEDICAL ASSISTANT (2.0 credit/21 clock hours)** This course supplements the on-the-job training of the internship. The purpose is to help students become more professional by assisting the student to be better prepared for the certification examination as provided by applicable professional organizations. Prerequisites: Intro to the Health Care Field, ICD Coding II, Health Data Content and Reimbursement, Medical Documentation Applications, CPT-4, Microsoft Office or Microsoft Excel, Medical Administrative Skills II, Medical Insurance Forms or Principles of Medical Insurance, and Practice Management & EHR.

**CD201 CERTIFICATION PREPARATION FOR THE MEDICAL ASSISTANT (2.0 credits/21 clock hours)** This course supplements the on-the-job training of the internship. The purpose is to help students become more professional by assisting the student to be better prepared for the certification examination as provided by applicable professional organizations. Prerequisite: As per internship policy.

**IT209 CISCO NETWORKING (4.0 credits/60 clock hours)** This course offers an overview of networking with Cisco hardware. Topics include: the OSI model, TCP/IP protocols, Router and IOS basics, Router configuration, network services, access lists, and switch basics and configuration. Prerequisite: TCP/IP.

**CE201 CIVIL CAD (5.0 credits/72 clock hours)** An introduction to surveying and CAD-based applications in civil engineering. Students will practice plane surveying with a transit; horizontal distances, elevations and angles, level distance measuring, note keeping, and field computations. CAD-based applications will be used to construct topographic maps and site plans. Electronic media; orthophotographs, and digital raster graphic (DRG) images will be introduced. Prerequisites: Technical Drawing II and Geometry and Trigonometry for Engineering Technology.

**CE205 CIVIL DESIGN (4.5 credits/60 clock hours)** This course follows the Civil CAD course and teaches the students to execute simple design assignments. In every assignment, the students determine design requirements by researching requirements in borough and township codes and ordinances. Design assignments include site analysis, earthwork, erosion and sedimentation control plans, and roadways. Students will learn how to calculate surface water drainage areas and earthwork quantities. Prerequisite: Civil CAD.

**DM252 CLINICAL INTERNSHIP I (14.5 credits/435 clock hours)** The student is assigned to a carefully selected ultrasound department where he/she will begin by observing ultrasound scans. The student will gradually begin supervised scanning of patients, and will eventually perform complete diagnostic sonograms with minimal supervision. Supervision of the intern is provided by the clinical site supervisor. The clinical coordinator of the program maintains regular contact with the clinical site supervisor throughout the course to monitor progress of the student on a weekly basis. Prerequisite: Must be enrolled in DMS, DPP, or DMP program.

**DS605 CLINICAL INTERNSHIP I (14.5 credits/435 clock hours)** The student is assigned to a carefully selected ultrasound department where he/she will begin by observing ultrasound scans. The student will gradually begin supervised scanning of patients, and will eventually perform complete diagnostic sonograms with minimal supervision. Supervision of the intern is provided by the clinical site supervisor. The clinical coordinator of the program maintains regular contact with the clinical site supervisor throughout the course to monitor progress of the student on a weekly basis. Prerequisite: Must be enrolled in DMS, DPP, or DMP program.

**DM253 CLINICAL INTERNSHIP II (14.5 credits/435 clock hours)** This course is a continuation of Clinical internship I where the student continues at their assigned clinical site. The student continues to perform complete diagnostic ultrasounds with minimal supervision. Scanning skills and technique should become more refined and the intern will participate in more advanced ultrasound exams. Supervision of the intern is provided by the clinical site supervisor. The clinical coordinator of the program maintains regular contact with the clinical site supervisor throughout the course to monitor progress of the student on a weekly basis. Prerequisite: Must be enrolled in DMS, DPP, or DMP program.

**DS606 CLINICAL INTERNSHIP II (14.5 credits/435 clock hours)** This course is a continuation of Clinical internship I where the student continues at their assigned clinical site. The student continues to perform complete diagnostic ultrasounds with minimal supervision. Scanning skills and technique should become more refined and the intern will participate in more advanced ultrasound exams. Supervision of the intern is provided by the clinical site supervisor. The clinical coordinator of the program maintains regular contact with the clinical site supervisor throughout the course to monitor progress of the student on a weekly basis. Prerequisite: Must be enrolled in DMS, DPP, or DMP program.

**DM218 CLINICAL OBSTETRICS (3.0 credits/36 clock hours)** This course begins with endocrinology of ovulation, fertilization and implantation, moving on to embryology and progressive development of the fetal and maternal structures throughout the first, second and third trimesters. Physiology and pathophysiology of the placenta are discussed. Emergent conditions such as ectopic pregnancy, placenta abruptio, and impending abortion (miscarriage) are presented. Congenital anomalies, syndromes, intrauterine growth retardation, and other pathologies involving the developing fetus are discussed. Fetal presentation and problems of labor and delivery are covered. Other obstetrical subjects including multigestation, infertility and IVF procedures, development and teratology, hypertension in pregnancy, Rh disease complications and OB testing procedures are covered. Prerequisite: Must be enrolled in DMS, DPP, or DMP program.

**MA206 CLINICAL SKILLS (4.5 credits/60 clock hours)** This course is the introduction for the student to basic clinical skills. This introduction provides a strong foundation for students in medical programs. Topics include processing medical information, medical asepsis and infection control, and measuring vital signs. Prerequisites: Anatomy & Physiology II and Medical Terminology II.

**IM215 CNC PROGRAMMING (3.5 credits/48 clock hours)** This course is an introduction to the computer numerical control (CNC) machines and language used in industry. The students learn how to write and edit programs for drilling, milling, and tool change operations. In addition, students use CAM software to write programs from CAD drawing geometry. Prerequisites: Technical Drawing II taken prior to or concurrently, Machining Processes and Machining Processes Lab.

**IM221 CNC PROGRAMMING LAB (2.0 credits/24 clock hours)** Students apply written programs to produce parts on a CNC machine. Students learn how to produce parts safely, accurately, and in a minimum amount of time. A variety of work-holding methods are learned and applied. Prerequisites: Technical Drawing II taken prior to or concurrently, Machining Processes, and Machining Processes Lab. This course is taken concurrently with CNC Programming.

**GA128 COLLATERAL DESIGN (3.5 credits/60 clock hours)** The role of graphic design in creating collateral and cohesive materials and advertising campaigns will be introduced and explored with a focus on brochures, billboards, posters, transit cards, point-of-sale materials, direct mail pieces, sales and promotional materials, etc. The process of developing unified advertising collateral materials in both individual and group settings, involving multiple presentations will be emphasized. Prerequisite: Electronic Design I (Quark) or Electronic Design II (InDesign).

**GA116 COLOR THEORY (2.5 credits/36 clock hours)** This fundamental course provides an introduction to the principles of color and the exploration of color theory. Various degrees of color theory are examined, including the psychological and cultural aspects of how these determine and assist the designer in making appropriate design color decisions. Prerequisite: None.

**OS202 COMMUNICATION AND EVENT PLANNING (4.5 credits/60 clock hours)** This course is a capstone course for students. The course provides students with the opportunity to integrate their knowledge and skills in the areas of keyboarding, desktop publishing, letter composition, word processing, communications, and human relations. Professionalism will be stressed. Students will also explore the changing office environment with emphasis on the electronic office. Students complete projects and activities using various computer applications. Students will plan an event from start to finish. They will also learn how to set up and effectively run an online meeting. Prerequisites: Advanced Microsoft Word and Desktop Publishing I (prior to or concurrently).

**GA225 COMPUTER GRAPHICS – ILLUSTRATOR (4.0 credits/60 clock hours)** This course will explore the essentials of creating vector-based artwork using Adobe Illustrator. Students will explore corporate identity and logo design, creating poster and outdoor advertising, and creating vector artwork from scans and raster artwork. Students are introduced to skillsets including image trace, live paint, creating and modifying shapes using Bezier points, and transformation and modification techniques. Prerequisite: None.

**CP285 COMPUTER PRESENTATIONS (3.0 credits/36 clock hours)** The course will use a problem-solving approach to teach the use of the computer for presentation purposes. The student will be able to create a business-oriented presentation, document the presentation, and deliver the presentation to an audience. The student will be introduced to the concept of integrating spreadsheets, word processing and graphics with the presentation software program. Prerequisite: None.

**AC116 COMPUTERIZED ACCOUNTING (4.0 credits/60 clock hours)** The course introduces students to computerized accounting software and examines the software selection process. This is a hands-on course where the student maintains all aspects of the accounting process for a business using a computerized accounting program. One micro-computer based accounting software product will be utilized to complete an entire accounting cycle involving the accounts receivable, accounts payable, inventory, payroll, job cost allocation, and report generation for a fictitious company. Prerequisite: Accounting I or Introduction to Accounting & Payroll.

**GA217 CONCEPT DEVELOPMENT (2.5 credits/36 clock hours)** This course focuses on real-world applications of graphic design principles and theory. Problem identification, solving and research methods will be explored. Design solutions will be developed geared to a targeted audience and market will be emphasized. Effective interaction with a creative team will be developed and employed as a resource in the conceptual process, as well as idea-generating exercise. Prerequisites: Electronic Design I (Quark) or Electronic Design or Electronic Design II (InDesign) or Electronic Design II and Introduction to Computer Graphics (Photoshop).

**CP294 CONTENT MANAGEMENT SYSTEMS (4.0 credits/60 clock hours)** This course focuses on the building of websites using commonly used Content Management Systems (CMS). Throughout the course the student will build a web page using a CMS framework. Students will create posts, create pages, add images, customize themes, import plugins, manage comments, explore e-commerce and social media, and focus on SEO. Prerequisites: Web Site Design and PHP.

**AC217 COST/MANAGERIAL ACCOUNTING (4.5 credits/60 clock hours)** This course introduces the student to cost accounting principles as they apply to job order costing. Managerial decision making issues such as break even analysis, target profit, target sales, fixed and variable costs and other planning and budgeting topics are presented. Required journal entries based on cost allocations and the resulting financial statement preparation for a manufacturing operation are also introduced. Prerequisite: Accounting II.

**HI225 CPT-4 (4.0 credits/48 clock hours)** This course introduces the student to the Current Procedural Terminology format and conventions and current coding practices for coding outpatient procedures. CPT is part of the Healthcare Common Coding Procedure Coding System (HCPCS) which contains two levels of codes which will be explained and discussed. Coding principles and guidelines for evaluation and management, surgery, anesthesia, pathology and lab, radiology and medicine will be presented. Prerequisite: ICD Coding I.

**CJ224 CRIMINAL EVIDENCE (3.0 credits/36 clock hours)** This course provides students the opportunity to develop their understanding of the manner in which legal issues and disputes are resolved by trial. The course involves a discussion of the origin, nature, and admissibility of evidence against the accused. The exclusionary rule and the distinction between real and testimonial evidence as admitted or excluded from court proceedings are emphasized. Topics include the hearsay rule and its exceptions, the opinion evidence rule, character and reputation evidence, direct and cross examination of witnesses, burden of proof and presumptions, identification evidence, and other pertinent rules of evidence. Prerequisite: None.

**CJ225 CRIMINAL INVESTIGATIONS (3.0 credits/36 clock hours)** This course introduces students to the rules and procedures that govern the pretrial processing of criminal suspects and the conduct of criminal trials. It also examines the basic aspects of criminal investigation; presents an overview of crimes and their elements; identifies the major goals of investigation; discuss various techniques and the criminal investigators relationship with individuals and other agencies. Discussion includes a number of issues relevant to the constitutional safeguards, as well as the cases reflecting current trends in criminal procedure. Particular investigative procedures employed in investigation of such crimes as homicide, rape, arson, and organized crime will be detailed. Prerequisite: None.

**CJ233 CRIMINAL JUSTICE CAPSTONE PROJECT (4.0 credits/60 clock hours)** This is the capstone course for the Criminal Justice program and gives students an opportunity to test their knowledge and skills. The students utilize criminal justice concepts and theories as they develop their own projects that range from responding to an emergency procedure and/or a crime, processing the crime scene, following it through the system, applying legal concepts and preparing the proper reports. Students are required to write a comprehensive report and present it formally in a power point presentation. Prerequisites: Writing for Criminal Justice, Introduction to Corrections, Introduction to Law Enforcement, Criminal Evidence, Criminal Procedures and Criminal Investigations.

**CJ236 CRIMINAL JUSTICE INTERNSHIP (11.0 credits/330 clock hours)** To fulfill the requirements of the internship, the student will participate throughout his/her final term in a work-experience program which directly relates to the criminal justice system. Under the supervision of a site supervisor, the student will have the opportunity to enhance his/her education, personal skills, computer skills, and observe the interaction of personnel within a criminal justice environment. Prerequisite: As per internship policy.

**CJ226 CRIMINAL PROCEDURES (5.0 credits/60 clock hours)** This course introduces students to rules and procedures governing investigations, arrests, pretrial processing of criminal suspects and the conduct of criminal trials. The impact of the United States Constitution on criminal investigations and prosecutions is examined in detail with particular focus on the exclusionary rule and other ramifications for constitutional violations in the investigative process. Students will analyze major Supreme Court decisions affecting law enforcement with particular emphasis on the Fourth, Fifth and Sixth Amendments. Discussion includes a number of issues relevant to current investigative trends and in balancing the competing interests of privacy and individual autonomy against those of law enforcement. Prerequisite: Introduction to Criminal Law.

**CJ234 CRIMINAL PROCEDURES II (3.0 credits/36 clock hours)** This course is a continuation of Criminal Procedures. Students further explore constitutional safeguards in the investigation and prosecution of criminal cases. Lessons center on statutory and judicial rules pertaining to pre-trial, trial and post-conviction procedures. Prerequisites: Criminal Procedures and Introduction to Criminal Law.

**CJ227 CRIMINOLOGY (5.0 credits/60 clock hours)** This course examines the extent and nature of crime in today's societies, the nature of criminal behavior and other forms of deviance. Major areas of investigation include general characteristics of crime and criminals, social and individual factors producing criminality, the most significant theoretical contributions to the study of crime and delinquency, and specific forms of crime. Prerequisite: Introduction to Criminal Justice.

**DM211 CROSS SECTIONAL ANATOMY FOR SONOGRAPHY (1.5 credits/24 clock hours)** This course presents human anatomy in various planes, and spatial relationships of organs to one another. Anatomical sections with ultrasound, computed topography, and MRI images are compared. Upon completion of the course the student will have and understanding of the spatial relationships and anatomical detail of the body's organs and anatomy when imaging the human body. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**MG107 CUSTOMER RELATIONS (3.0 credits/36 clock hours)** Principles of customer service and customer service techniques will be presented. Emphasis will be placed on communication skills, telephone skills, problem solving, customer retention issues, and the development of customer service strategies and policies. Prerequisite: None.

**IT230 DATA STRUCTURE AND ALGORITHMS (4.0 credits/60 clock hours)** Using programming languages such as Java and C++, students will construct and analyze various data structures and abstract data types including lists, stacks, queues, and trees. Students will implement various sorting, searching, and hashing algorithms. Prerequisite: Intermediate Programming.

**IT202 DATABASE ADMINISTRATION (4.0 credits/60 clock hours)** This course will cover advanced database topics. The student will learn how to create and manage databases including security and performance issues. Prerequisite: Intro to SQL Databases.

**WP210 DESKTOP PUBLISHING I (4.5 credits/60 clock hours)** This course teaches students to create professional printed materials such as brochures, forms, newsletters, reports, and booklets on the computer. Students will learn basic design and page layout skills and produce a variety of documents which incorporate text and graphics. Prerequisite: Microsoft Word or Microsoft Office or Business Applications.

**GA231 DIGITAL PHOTOGRAPHY (3.5 credits/48 clock hours)** Introduces students to the history and aesthetics of photography, while encouraging artistic expression and experimentation with picture content and design focused around identifying the basic photographic tools and their intended purpose, including the proper use of camera systems, lighting, and composition. Students will learn how to operate a camera, download, print making to editing, along with presentation. Prerequisite: None.

**GA228 DIGITAL PRE-PRESS (3.5 credits/60 clock hours)** Students develop skillsets for the creation of properly-prepared digital pre-press documents including scanned and edited images, object-defined graphics and text through the integration of a variety of files. The place of digital page make-up in modern print production is studied, as are specialty finishing, bindery techniques and a variety of methods of providing digital files to commercial printers. Prerequisites: Electronic Design I (Quark) or Electronic Design I, Electronic Design II (InDesign) or Electronic Design II, Intro to Computer Graphics (Photoshop) and Computer Graphics - Illustrator.

**AP205 DOCUMENT PROCESSING (2.5 credits/36 clock hours)** This course is designed to develop the student's ability to take unarranged material and type it into error-free business documents. Proofreading, accuracy in formatting, and speed will be further developed through working with projects. Prerequisites: Keyboarding, Introduction to Document Processing and Microsoft Word with a grade of C- or better.

**CJ228 DRUGS, CRIME AND CRIMINAL JUSTICE (3.0 credits/36 clock hours)** This course examines the role that drugs play in the U.S. Criminal Justice system. Topics covered include the identification of drugs, their physiological and psychological effects, and the recognition of the physical indicators and behavior patterns of a person under the influence of drugs. This course also discusses the relationship between drugs and crime and will include investigation techniques that law enforcement use to apprehend drug users and traffickers. Methods of intervention and treatment are analyzed and response strategies from the War on Drugs to more recent innovations such as therapeutic communities, drug courts, and decriminalization will be focused upon. Prerequisite: None.

**DS275 ECHOCARDIOGRAPHY I (3.0 credits/36 clock hours)** Instrumentation and principles of Transthoracic Echocardiographic Exam including M-Mode, Two-Dimensional (2D) imaging, spectral Doppler and color Doppler will be presented. Students will learn proper patient positioning, transducer selection and image setup to optimize M-Mode and 2-D imaging. Quantitative techniques used for evaluating cardiac hemodynamics and chambers will be demonstrated. Techniques used for LV systolic function analysis using a variety of sonographic methods will be demonstrated. This course is taken concurrently with Echocardiography I Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM226 ECHOCARDIOGRAPHY I LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of cardiac anatomy, physiology, hemodynamics and systolic function will be taught utilizing 2D, M-mode, Doppler and color flow modalities. Left hand cardiac scanning will be presented initially. This course is taken concurrently with Echocardiography I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS276 ECHOCARDIOGRAPHY I LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of cardiac anatomy, physiology, hemodynamics and systolic function will be taught utilizing 2D, M-mode, Doppler and color flow modalities. Left hand cardiac scanning will be presented initially. This course is taken concurrently with Echocardiography I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM247 ECHOCARDIOGRAPHY II (3.0 credits/36 clock hours)** This course is a continuation of Echocardiography I and continues to discuss instrumentation and principles of Transthoracic Echocardiographic Exam including more advanced topics of M-mode, 2D, spectral and color flow Doppler in demonstration and evaluation of disease processes in the adult heart. Presentation of advanced topics such as LV systolic function, LV diastolic function, contrast use, 3D, and strain, will be presented. There will be continued focus on accuracy and image optimization in all modalities and views. Advanced calculations/measurements necessary for appropriate disease assessment will be demonstrated. This course is taken concurrently with Echocardiography II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS313 ECHOCARDIOGRAPHY II (3.0 credits/36 clock hours)** This course is a continuation of Echocardiography I and continues to discuss instrumentation and principles of Transthoracic Echocardiographic Exam including more advanced topics of M-mode, 2D, spectral and color flow Doppler in demonstration and evaluation of disease processes in the adult heart. Presentation of advanced topics such as LV systolic function, LV diastolic function, contrast use, 3D, and strain, will be presented. There will be continued focus on accuracy and image optimization in all modalities and views. Advanced calculations/measurements necessary for appropriate disease assessment will be demonstrated. This course is taken concurrently with Echocardiography II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM233 ECHOCARDIOGRAPHY II LAB (1.0 credits/20 clock hours)** This course is a continuation of Echocardiography I Lab and is an integrated, hands-on scanning course with required competency assessments. More advanced assessments of cardiac anatomy, physiology, hemodynamics, systolic function and valvular function will be taught utilizing 2D, M-mode, Doppler and color flow modalities. Right hand cardiac scanning will be introduced. This course will be taken concurrently with Echocardiography II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS314 ECHOCARDIOGRAPHY II LAB (2.0 credits/24 clock hours)** This course is a continuation of Echocardiography I Lab and is an integrated, hands-on scanning course with required competency assessments. More advanced assessments of cardiac anatomy, physiology, hemodynamics, systolic function and valvular function will be taught utilizing 2D, M-mode, Doppler and color flow modalities. Right hand cardiac scanning will be introduced. This course will be taken concurrently with Echocardiography II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM235 ECHOCARDIOGRAPHY SPECIAL TOPICS (4.5 credits/60 clock hours)** In depth presentation of 2D, Color and Doppler principles related to all types of valvular stenosis, insufficiency and prosthetic valve evaluation will be discussed. Advanced Doppler analysis related to Valvular disease and changing cardiac pressures and their application /correlation with cardiac angiography will be reviewed. Congenital heart disease in the adult population is introduced with emphasis on 2D and Doppler quantification necessary for evaluation of complex hemodynamics. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS329 ECHOCARDIOGRAPHY SPECIAL TOPICS (5.0 credits/60 clock hours)** In depth presentation of 2D, Color and Doppler principles related to all types of valvular stenosis, insufficiency and prosthetic valve evaluation will be discussed. Advanced Doppler analysis related to Valvular disease and changing cardiac pressures and their application /correlation with cardiac angiography will be reviewed. Congenital heart disease in the adult population is introduced with emphasis on 2D and Doppler quantification necessary for evaluation of complex hemodynamics. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**GE263 EDITING & PROOFREADING (2.0 credit/30 clock hours)** This course is designed to further develop the student's ability to edit and proofread accurately and to use traditional proofreading symbols correctly in order to produce business communications in mailable form. Prerequisite: Business English II.

**MA200 ELECTROCARDIOGRAPHY (4.5 credits/60 clock hours)** This course continues to expand the student's knowledge base in the area of cardiovascular disease and testing procedures performed on a medical office. Topics include: recording an electrocardiogram, five steps of rhythm identification, normal ECG rhythm strip interpretation, recognition of cardiac arrhythmias and the appropriate response to each, patient education and preparation for exercise and ambulatory ECG monitoring. Prerequisites: Anatomy & Physiology II and Medical Terminology II.

**GA131 ELECTRONIC DESIGN I (4.0 credits/60 clock hours)** This course expands the various elements, skills, and tools of graphic design to include the computer. Employing Quark Xpress and Adobe InDesign, the knowledge of traditional typography, hand skills and production will be translated into the electronic environment. Techniques specific to computer generated design will be introduced. Prerequisite: None.

**GA132 ELECTRONIC DESIGN II (4.0 credits/60 clock hours)** This course expands the various elements, skills, and tools of graphic design to include the computer. Employing Adobe InDesign, the knowledge of traditional typography and production will be translated into the electronic environment. Techniques specific to computer generated design will be introduced. Prerequisite: Electronic Design I.

**HI230 ELECTRONIC HEALTH RECORDS (2.5 credits/36 clock hours)** This course is a study of electronic health information systems in use in the various health care settings. The emphasis is on identifying the needs of the user, data dictionaries, hardware and software, systems design, analysis of data, and systems integration. The students will operate and use various EHRs. Prerequisites: Health Data Content and Reimbursement, Healthcare Quality Improvement or Quality Improvement and Data Analytics.

**DM212 EMBRYOLOGY FOR THE SONOGRAPHER (2.5 credits/36 clock hours)** Embryology for the Sonographer investigates the development of human organs and body systems. The class will illustrate the normal human developmental process, explore the link between normal and abnormal gross anatomy, and connect the developmental stages. Knowledge and comprehension of the developmental process will assist the sonographer in the recognition of normal anatomy and pathologic processes during exams. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**CJ229 EMERGENCY PROCEDURES (2.0 credits/24 clock hours)** This course provides an introduction to basic emergency procedures; types of emergencies that criminal justice students will encounter, types of responders, types of responses, and command and planning structure for critical incidents. Prerequisite: None.

**GE261 ENGINEERING ECONOMICS (2.0 credits/21 clock hours)** An introduction to economics. Engineering projects must be designed to be technically correct as well as economically feasible. This course will introduce you to cost concepts and comparing project alternatives. Prerequisite: Engineering Technology Project.

**IM109 ENGINEERING EXCEL (3.0 credits/36 clock hours)** This course introduces the student to specific functions, formulas, and situations found in the Engineering field, utilizing Microsoft Excel. Instruction is given on intermediate and advanced processes, in Excel. Using appropriate software, the student will learn how to perform common calculations, as well as visually displaying interpreted data. Prerequisites: Microsoft Office, Algebra II (concurrently).

**IM259 ENGINEERING TECHNOLOGY INTERNSHIP (11.0 credits/330 clock hours)** To fulfill the requirements of the internship, the student participates throughout his/her final term in an on-the-job work-experience program which is directly related to an engineering or manufacturing area of business. Through hands-on experience under the supervision of a site supervisor, the student will have the opportunity to enhance his/her education and skills and have the opportunity to observe and participate in the interactions of personnel within an organization. Prerequisite: As per internship policy.

**IM258 ENGINEERING TECHNOLOGY PROJECT (4.0 credits/80 clock hours)** This is the capstone course for the Engineering Technology program and gives students an opportunity to test and extend their skills and knowledge. The project is assigned by the instructor. The project may be in the area of mechanical, architectural or civil engineering technology. Students work in teams, submit a final project report, and make a project presentation upon completion. Prerequisites: Machining Processes, Architectural CAD II, and Civil Design.



**GE256 ENGLISH COMPOSITION FOR THE OFFICE (2.0 credits/30 clock hours)** This capstone English course consists of short writing assignments requiring different structuring principles. This course requires knowledge of paragraph and essay writing as well as mastery of English sentence skills. Prerequisite: Business English II.

**IT219 ETHICAL HACKING AND DEFENSE (4.0 credits/60 clock hours)** This course prepares a student for network defense. Students will learn about network and computer attacks, footprinting, social engineering, port scanning, operating systems and vulnerabilities, and cryptography. The student will learn methods to defend against popular methods of hacking. Prerequisites: Networking Essentials.

**LE119 FAMILY LAW FOR CRIMINAL JUSTICE (2.5 credit/36 clock hours)** This course takes students on a study of family law. The course provides a detailed overview of family law including examination of family law issues that tend to arise in the criminal justice arena such as divorce and separation, child custody and support, and protection from abuse actions. Prerequisite: None.

**DS103 FIRST AID & CPR-AHA (.5 credit/10 clock hours)** At the satisfactory completion of this course, students receive the American Heart Association's Basic Life Support for Health Care Providers certification and First Aid certification cards. This course teaches CPR skills for helping victims of all ages (including doing ventilation with a barrier device and a bag-mask device), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). This course also provides the knowledge and skills necessary to recognize and provide basic care for injuries, sudden illnesses, and breathing emergencies. It's intended for participants who provide health care to patients in a variety of settings. Prerequisite: None.

**CJ120 FORENSIC SCIENCE (3.0 credits/36 clock hours)** The forensic portion of the course will examine scientific aspects of the criminal investigation. The major emphasis is placed upon the collection, analysis, preservation, and processing of physical evidence. Some of the topics to be covered include the crime scene search, fingerprints, blood analysis and DNA identification, and questioned documents. Prerequisite: None.

**GA232 FREELANCE BUSINESS DEVELOPMENT (2.0 credits/21 clock hours)** This course is taken concurrently with the internship. The focus of this course is the practice of design for communication in a business context. This course will cover a number of topics, including: personal marketing, freelance practice, working with artists and vendors, business models for design entrepreneurs, sustainability, and presentation skills. Prerequisite: Taken concurrently with the internship.

**GA130 FUNDAMENTALS OF DESIGN (4.0 credits/60 clock hours)** This course will introduce the basic principles of design. Using a variety of materials and techniques, the creative process will be introduced and developed. By exploring design elements and relationships, the students will begin to establish a basic aesthetic sensitivity that will further be utilized in various courses throughout the Graphic Arts program. Prerequisite: None.

**GA120 FUNDAMENTALS OF DRAWING (3.0 credits/60 clock hours)** Visual awareness is expanded through detailed observation of form, composition, mass and structure. These observations are then used to translate and interpret three-dimensional forms into two-dimensional drawings and illustrations. Using a variety of drawing media and working both on location and in the studio, the student will explore drawing and rendering techniques on simple to highly detailed objects, developing the understanding and skills to construct drawings using line, shape, and dimension. Prerequisite: None.

**AC126 FUNDAMENTALS OF INCOME TAX (4.5 credits/60 clock hours)** This course introduces the student to the current Federal and State income tax laws as they relate to the individual taxpayer. Preparation of federal individual tax returns and supporting schedules will be emphasized. Prerequisite: Accounting I or Business Mathematics.

**MD111 FUNDAMENTALS OF MEDICAL DOCUMENTATION (2.0 credits/30 clock hours)** This course introduces the fundamental skills and knowledge that a student must understand in preparation for medical documentation. The different types of reports and their formats, and selected guidelines will be presented. Prerequisites: Microsoft Word or Microsoft Office and Medical Terminology II.

**CP124 FUNDAMENTALS OF WEB SITE DESIGN (4.5 credits/60 clock hours)** This course introduces fundamental Website design skills and techniques using HTML resources, Adobe Dreamweaver and Web graphics editing software (Adobe Photoshop). Students will learn the basic techniques of manually creating Websites using Dreamweaver as well as using HTML/CSS programming code. Students will also learn to create and edit graphs, images and animation for the Web, including social media sites. Content Management Systems (CMS) based Website development will also be introduced. This course will provide the basic fundamentals to various types of Web development techniques and associated graphics, enabling students to create, modify and enhance commercially viable Web pages. Prerequisite: None.

**IM222 GEOMETRY & TRIGONOMETRY FOR ENGINEERING TECHNOLOGY (4.0 credits/60 clock hours)** Geometry & Trigonometry for Engineering Technology is designed to prepare engineering professionals with a basic knowledge in Geometry and Trigonometry concepts used by engineering professionals. The topics covered are angular measure, calculations of perimeter, area, volume, and surface area of geometric figures, trigonometric functions with right triangles, and trigonometric functions with oblique triangles. This course forms a mathematical foundation for future courses such as Civil CAD, Machining Processes, and CNC Programming. Prerequisite: Applied Algebra II.

**GE234 GEOMETRY FOR DESIGN (3.0 credits/36 clock hours)** Geometry for Design is designed to cover basic mathematical, algebraic and geometric concepts that are used by Graphic Design professionals. The topics that will be covered are review of order of operations, basic geometric formulas used by Graphic Design professionals, ratios, proportions, percentages, and measurement conversion. Prerequisite: None.

**GA234 GRAPHIC ARTS INTERNSHIP (11.0 credits/330 clock hours)** A field internship is required to provide practical experience in a setting which is relevant to the student's course of study. Work performed during the student's internship may be utilized in developing a more cohesive portfolio upon graduation. A comprehensive final paper must be written. Prerequisite: As per internship policy.

**GA121 GRAPHIC DESIGN STUDIO I (3.5 credits/60 clock hours)** This course introduces students to graphic design as a conceptual and visual discipline. Working in both individual and team environments, varied projects are introduced to the student with an emphasis on solving visual problems from a wide range of topics in a variety of media. Prerequisite: Electronic Design I (Quark) or Electronic Design II (InDesign).

**GA219 GRAPHIC DESIGN STUDIO II (3.5 credits/60 clock hours)** Students in the class will work on a variety of projects for inclusion in their final portfolios. Work will include self-promotional materials, magazine and text-intensive layout design, logo and corporate identity, and creation of multiple-piece design campaigns including print, web and responsive design. Prerequisite: Graphic Design Studio I.

**DS283 GYNECOLOGIC ULTRASOUND I (3.0 credits/36 clock hours)** Gynecologic ultrasound begins with the presentation of normal female pelvic anatomy and its sonographic appearance. The student will learn to assess and document representative images as required. Various pathologic conditions along with their signs, symptoms, sonographic appearances and treatments are introduced. This course is taught concurrently with a hands-on scanning lab in Gynecologic Ultrasound I Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM216 GYNECOLOGIC ULTRASOUND I LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the female pelvic anatomy including the uterus, ovaries and other pelvic structures will be demonstrated and practiced. The course is taught concurrently with Gynecologic Ultrasound I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS284 GYNECOLOGIC ULTRASOUND I LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the female pelvic anatomy including the uterus, ovaries and other pelvic structures will be demonstrated and practiced. The course is taught concurrently with Gynecologic Ultrasound I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**CP133 HARDWARE (4.0 credits/60 clock hours)** This course will cover microcomputer hardware terminology, upgrade, repair, maintenance, and troubleshooting. Students will learn how to install and configure expansion cards, hard disk drives, printers and other peripheral devices. Prerequisite: None.

**HI231 HEALTH CARE QUALITY IMPROVEMENT (4.5 credits/60 clock hours)** This course provides a in-depth study of quality assessment, quality improvement, medical staff credentialing, utilization management and risk management. The organizations that license, accredit and certify health care organizations and their standards will be presented. Prerequisites: Health Data Content and Reimbursement and ICD Coding I.

**HI238 HEALTH CARE STATISTICS (2.0 credit/24 clock hours)** The focus of this course is the presentation of descriptive and vital statistics, definitions, data collection methods, analysis and interpretation of data, accuracy of information, calculation of formulas, and methods of presenting data. Prerequisites: Health Data Content and Reimbursement, Mathematics for Healthcare Professionals and Microsoft Excel (taken prior to or concurrently).

**HI103 HEALTH DATA CONTENT AND REIMBURSEMENT (4.5 credits/60 clock hours)** This course emphasizes the importance of the content of the health record. Topics include the preparation and use of indexes and registers, format and uses of nomenclatures and classification systems, quantitative and qualitative analysis, documentation requirements, the health record's role in reimbursement, the prospective payment systems, other reimbursement systems in health care, electronic health information systems, and transcription. Prerequisites: Anatomy & Physiology II (may be taken prior to or concurrently), Medical Terminology II (may be taken prior to or concurrently), Introduction to the Health Care Field (may be taken prior to or concurrently), and ICD Coding I (may be taken prior to or concurrently).

**HI236 HEALTH INFORMATION SEMINAR (4.5 credits/48 clock hours)** This is the final course of study in the Health Information Technology program. Topics covered include current issues in the health information field, management of a health information department, professionalism, and a review of the HIM entry-level competencies and knowledge clusters for specialized associate degree programs to prepare for the national accreditation examination. Prerequisites: Principles of Supervision and Health Records in Other Settings.

**HI239 HEALTH INFORMATION SEMINAR (2.0credits/24 clock hours)** This is the final course of study in the Health Information Technology program. Topics covered include current issues in the health information field, management of a health information department, professionalism, and a review of the HIM entry-level competencies and knowledge clusters for associate degree programs to prepare for the national accreditation examination. Prerequisites: Principles of Supervision and Health Records in Other Settings.

**HI233 HEALTH RECORDS IN OTHER SETTINGS (2.5 credits/30 clock hours)** This course is designed to enhance the students' knowledge of the health record in settings other than acute care hospitals. The requirements for licensure, certification, accreditation, staffing, reimbursement, and record content that apply in ambulatory care, hospice, home health, long-term care, mental health, and rehabilitation settings will be presented. Prerequisites: Healthcare Quality Improvement or Quality Improvement and Data Analytics, ICD Coding II, CPT-4, and Health Care Statistics.

**GE130 HISTORY OF INFORMATION TECHNOLOGY (2.0 credit/24 clock hours)** In this course students will learn the history of computers and information technology. Students will study historical events that led to the creation of the computers of today and how they impact daily business operations. Prerequisite: None.

**GE178 HUMAN RELATIONS IN THE WORKPLACE (2.5 credits/36 clock hours)** This course is designed to be a study of interpersonal communication issues in the workplace. Specific communication skills that foster good working relationships and teamwork are practiced, such as perception checking, listening, I language, supportive language, and 5-part assertion messages. Other topics include gender communication differences, conflict resolution techniques, diversity in the workplace, defensiveness, non-verbal communication, and communication styles. Through case studies, role-plays, and practical application exercises, students will practice and utilize the aforementioned strategies in possible workplace scenarios. Prerequisite: None.

**MG214 HUMAN RESOURCE MANAGEMENT (2.5 credits/36 clock hours)** Through readings, case studies, and lectures, the student will become familiar with various aspects of human resources. Topics will include interviewing/recruiting, performance management, regulatory/legal compliance, employee relations, communications, policy administration, and recordkeeping (payroll, personnel files, etc.). Prerequisite: None.

**CJ121 HUMAN RIGHTS ISSUES IN CRIMINAL JUSTICE (3.0 credits/36 clock hours)** This course examines the idea of human rights, its political and legal universality, and historical evolution. Major emphasis is on the concept of ethics and legal mechanisms developed to protect them within the criminal justice system. The course addresses ethical dilemmas through different stages of the criminal justice process (criminal investigation, trial, sentencing, punishment), seeking to determine if constitution, statutes, and judicial decisions establish foundation for the policy which balances conflicting interest of the law. Prerequisite: None.

**HI226 ICD CODING I (4.5 credits/60 clock hours)** This course focuses on the International Classification of Diseases and Procedure Coding Systems (ICD-10-CM and ICD-10-PCS). The course will introduce the student to the professional standards for coding and reporting of diagnostic inpatient and outpatient services and inpatient procedure services. Coding characteristics, conventions and guidelines will be applied in identifying and accurately assigning codes to diseases, conditions and procedures. Health records, manual coding methods, and coding references will be utilized in the coding process. Prerequisites: Anatomy & Physiology II and Medical Terminology II.

**HI227 ICD CODING II (4.5 credits/60 clock hours)** This course focuses on the ICD-10-CM and ICD-10-PCS classification systems. The course will further introduce the student to the professional standards for coding and reporting of diagnostic inpatient and outpatient services and inpatient procedure services. Coding characteristics, conventions and guidelines will be applied in identifying and accurately assigning codes to diseases, conditions and procedures. Health records, manual coding methods, and coding references will be utilized in the coding process. Prerequisite: ICD Coding I.

**IT225 INFORMATION TECHNOLOGY CAPSTONE PROJECT (7.0 credits/120 clock hours)** This course serves as the practicum for the IT program. Students will design system solutions, writing (or choosing) the actual software, making hardware recommendations, designing users' guides, and (where appropriate) training users of the system. Students will document all details of the process by preparing a comprehensive, in-depth project portfolio. Prerequisites: Intro to SQL Databases, Hardware, Project Management, and Introduction to Programming & Logic.

**IT227 INFORMATION TECHNOLOGY INTERNSHIP (11.0 credits/330 clock hours)** To fulfill the requirements of the internship, the student will participate throughout his/her final term in an on-the-job, work-experience program which is directly related to a computer-oriented area of business. Through hands-on computer experience under the supervision of a computer professional, the student will have the opportunity to enhance his/her education, computer skills and personal skills as well as an opportunity to observe the interaction of personnel within an employment environment. Prerequisite: As per internship policy.

**OS203 INTEGRATED MICROSOFT OFFICE (4.0 credits/60 clock hours)** This is a capstone applications course after the student has mastered the basic concepts of word processing, spreadsheet, database, and presentation software. The student will apply this knowledge through office simulations. Each student will determine what software package to use to produce the work assignments. Electronic mail will be used to receive instructions and to communicate with the instructor. Topics covered are internet research, organizing work load, scheduling with Outlook, producing spreadsheets and graphs, creating database tables and reports, preparing documents and presentations, integrating information, and working with document storage and retrieval. Prerequisites: Business English II, Advanced Microsoft Word, Advanced Microsoft Excel, Advanced Microsoft Access (prior to or concurrently), and Desktop Publishing I.

**AC218 INTERMEDIATE ACCOUNTING I (5.0 credits/60 clock hours)** Intermediate Accounting I is an in-depth study of financial accounting, concentrating on the accounting profession as a whole. A more detailed study is made of the income statement, balance sheet, and cash flow statement along with current assets including cash, receivables, and inventory. Prerequisites: Accounting I, II, III.

**AC225 INTERMEDIATE ACCOUNTING I (4.5 credits/60 clock hours)** Intermediate Accounting I is an in-depth study of financial accounting, concentrating on the accounting profession as a whole. A more detailed study is made of the income statement, balance sheet, and cash flow statement along with current assets including cash, receivables, and inventory. Prerequisites: Accounting I, II, III.

**AC221 INTERMEDIATE ACCOUNTING II (5.0 credits/60 clock hours)** Intermediate Accounting II is a continuation of an in-depth study of financial accounting, concentrating on accounting for non-current assets, debt financing, stockholder's equity, and financial statement analysis. Prerequisite: Intermediate Accounting I.

**AC226 INTERMEDIATE ACCOUNTING II (4.5 credits/60 clock hours)** Intermediate Accounting II is a continuation of an in-depth study of financial accounting, concentrating on accounting for non-current assets, debt financing, stockholder's equity, and financial statement analysis. Prerequisite: Intermediate Accounting I.

**IT100 INTERMEDIATE PROGRAMMING (4.0 credits/60 clock hours)** This course continues laying the foundation begun in Introduction to Programming and Logic. It introduces object-oriented programming, using C# as the primary implementation language. Java and C++ will also be used to show the syntactical differences between these core languages. This course adds arrays, file handling, basic data structures, modularization and event-driven GUI programming to the student's toolbox. Students will follow the program development life cycle to create programs that reinforce the topics covered. Prerequisite: Introduction to Programming & Logic.

**AC124 INTRODUCTION TO ACCOUNTING & PAYROLL (4.0 credits/60 clock hours)** The purpose of this course is to acquaint the student with the relationships between accounting and business and to define basic accounting terminology. Accounting is introduced as the common financial language used in business organizations. In addition, students are introduced to the double-entry system, journals, ledgers, trial balances, and special purpose journals. The sole proprietorship business entity is used throughout this course as it pertains to service-oriented operations. Students will be introduced to the requirements for maintaining employees' payroll records, the computations necessary to determine proper wages and appropriate tax withholdings and other payroll deductions, the procedures for remitting the taxes, and the employer's responsibilities for reporting payroll information to the various governmental agencies. Current federal and Pennsylvania requirements will be discussed. Prerequisite: None.

**MG115 INTRODUCTION TO BUSINESS (5.5 credits/60 clock hours)** This course is designed to prepare the student to interact with the business world in a knowledgeable manner whether he/she owns the business, works for the business, or just deals with the business as a customer. The course will cover areas including forms of business ownership; the process of management and empowerment; the global dimensions of business; working in teams; promotional strategy; and labor/management relations. Prerequisite: None.

**MG116 INTRODUCTION TO BUSINESS (4.5 credits/60 clock hours)** This course is designed to prepare the student to interact with the business world in a knowledgeable manner whether he/she owns the business, works for the business, or just deals with the business as a customer. The course will cover areas including forms of business ownership; the process of management and empowerment; the global dimensions of business; working in teams; promotional strategy; and labor/management relations. Prerequisite: None.

**GE133 INTRODUCTION TO BUSINESS STATISTICS (3.5 credits/48 clock hours)** This introductory course is designed to give the students a basic knowledge of statistics used in business. Although most students do not plan to become statisticians, a working knowledge of descriptive and inferential statistics is required for most entry-level positions. The following areas are covered: collection of data, introduction to sampling concepts, deceptive statistics, frequency distributions, graphing, cross tabulations, measures of central tendency, measures of dispersion, and an introduction of probability concepts, hypothesis testing with one sample and related areas. Prerequisite: Applied Algebra.

**GA124 INTRODUCTION TO COMPUTER GRAPHICS (PHOTOSHOP) (4.0 credits/60 clock hours)** This course is based on the software Adobe Photoshop. Students will learn how to source images as well as scan photographs and manipulate them using the Photoshop tool box and special effects filters. They will learn the basics in color correcting photos; mask image using channels; creating digital artwork and use it for both web and print applications. Prerequisite: None.

**HI111 INTRODUCTION TO COMPUTER SYSTEMS IN HEALTH INFORMATION TECHNOLOGY (2.5 credits/36 clock hours)** This course explores computer information systems utilized in Health Information Management. Topics covered in this course include: the history of computers in healthcare, hardware and software, data quality, data security, data integrity, databases, data storage and retrieval, communication and internet technologies, and commonly used software applications. Also covered are: administrative, financial, and clinical applications. The students will be exposed to the EHR. Emerging technologies such as telehealth, smart cards, biometrics and voice recognition are explored. Prerequisite: None.

**CJ122 INTRODUCTION TO CORRECTIONS (5.0 credits/60 clock hours)** The course is an overview of the corrections field: courts, sentencing, adult institutions, probation, and parole are included as well as the role of the criminal justice professional. The various types and forms of community corrections will also be analyzed. The course will be an active and interactive learning experience and in addition to lectures will include a tour of a correctional facility and special presentations by experienced corrections professionals. The student will build a framework for understanding sentencing and correctional practices that will benefit the student regardless of career choices in the criminal justice system. Prerequisite: None.

**CJ123 INTRODUCTION TO CRIMINAL JUSTICE (5.0 credits/60 clock hours)** This course is an introductory survey of the American criminal justice system. The class will include discussions of the police, defense and prosecuting attorneys, courts, institutional corrections, community-based corrections, and the juvenile justice system. The definition and the measurement of crime, and various efforts to explain the causes of crime are covered. General issues for consideration include discretion in the administration of criminal justice; due process; and contemporary changes in the American criminal justice system. Prerequisite: None.

**CJ124 INTRODUCTION TO CRIMINAL LAW (5.0 credits/60 clock hours)** This course takes students on a study of the basic purposes of the criminal law, essential elements of criminal liability, criminal defenses and substantive criminal laws. Students explore issues of criminal *mens rea*, liability for inchoate offenses and justification principles. Homicide and other offenses against the person are discussed in detail. Prerequisite: None.

**OS104 INTRODUCTION TO DOCUMENT PROCESSING (4.5 credits/60 clock hours)** This course is designed to teach the students the correct keyboarding techniques and to help the student operate the letters, numbers, symbols and number pad by touch. Introduction to letters, memos, and simple reports will be taught. Prerequisite: None.

**IM107 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3.0 credit/36 clock hours)** GIS (Geographic Information Systems) is a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. This course is designed to introduce the student to the basic principles and techniques of GIS. The lab material will emphasize GIS data collection, entry, storage, analysis, and output using ArcGIS. Prerequisite: None.

**IM110 INTRODUCTION TO GEOMATICS GEOSPATIAL SCIENCE (4.0 credits/48 clock hours)** Introduction to Geomatics is the science of measuring distances, angles and directions of characteristics of the Earth's surface. Maps and drawings for civil engineering projects are created using information obtained from surveys. This course introduces scientific measuring using a variety of surveying concepts and procedures. Prerequisites: Technical Drawing II and Geometry and Trigonometry for Engineering Technology.

**MG120 INTRODUCTION TO HOSPITALITY (3.5 credits/60 clock hours)** Hospitality Management is the largest service industry in the world. This course is an overview of the basic dimensions of professionalism, and customer service in the major areas of hospitality management, and segments of travel and tourism. The background and historical development of the hospitality industry and its component areas are presented; employment opportunities are discussed. Prerequisites: None.

**CJ125 INTRODUCTION TO LAW ENFORCEMENT (4.5 credits/48 clock hours)** This course provides an understanding of the role and function of policing in a modern democratic society. It examines contemporary American policing in light of its roots, and compares it to policing in other countries. Discussions are focused on a wide spectrum of law enforcement agencies, identifying the most important characteristics of city, state, and federal police work. Particular attention is paid to current issues and trends in law enforcement, including race, index crimes, drugs, disorder, conflict, and riots. Prerequisite: None.

**MG111 INTRODUCTION TO MANAGEMENT (3.0 credits/36 clock hours)** Concepts of management, including basic theories, planning, controlling, organizing, staffing, and training will be presented. Emphasis is placed on human relations, motivation, leadership, and communication. Preparation of budgets, time management, dealing with unions, and writing job descriptions will also be covered. Prerequisite: None.

**DM208 INTRODUCTION TO MEDICAL IMAGING (2.5 credits/36 clock hours)** Introduction to various diagnostic imaging modalities in use today and the history of each modality is presented which includes Radiography, Computed Tomography, Magnetic Resonance Imaging, Nuclear Medicine and Ultrasound. Upon completion of the course the student will understand the advantages and disadvantages of each imaging modality when looking for pathology. The student will understand the importance of each modality and its contribution to the diagnostic imaging world. An introduction to PACS, RIS, HIS, EMR systems and their connection to patient records and image archive platforms are presented. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**CP127 INTRODUCTION TO OPERATING SYSTEMS (2.5 credits/36 clock hours)** This introductory course is designed to provide students a fundamental understanding of operating systems. The course covers topics such as: client operating systems, server operating systems, Windows operating systems, Linux operating systems, Macintosh operating systems, current and past operating systems, file management, installation, and virtual machines. Prerequisite: None.

**CP132 INTRODUCTION TO PROGRAMMING & LOGIC (4.0 credits/60 clock hours)** This introductory course is designed to give students an understanding of the basic methods and concepts of problem-solving and applying them to a programming language. The course will focus on logic and critical thinking as it pertains to the problem-solving process. The student will be introduced to standard design tools, such as flowcharts and the UML. Prerequisite: None.

**CP129 INTRODUCTION TO SQL DATABASES (4.0 credits/60 clock hours)** This course will cover beginning and intermediate database topics. The student will learn what a database is and how it is used in business. The student will also learn how to design and build a database, tables, reports, queries and forms using both an office application and using the SQL language. Prerequisite: None.

**GE181 INTRODUCTION TO STATISTICS FOR CRIMINAL JUSTICE (3.0 credits/36 clock hours)** Introduction to Statistics for Criminal Justice is designed to review basic mathematical concepts and cover a basic knowledge of statistics used in criminal justice research. The topics that will be covered are order of operations, evaluating formulas, percentages, frequency distributions, graphing, cross tabulations, central tendencies, and dispersion. Prerequisite: None.

**HI228 INTRODUCTION TO THE HEALTH CARE FIELD (4.0 credits/60 clock hours)** This course introduces the student to the healthcare delivery system and the professionals involved in healthcare. Topics include the history of healthcare; the organizations that set standards or regulations in healthcare; the types of settings in which healthcare is rendered; the organization of hospitals and their medical staffs; the content, uses and format of the patient record; methods of storage, retention and retrieval of patient records; and medical staff committees. Prerequisites: Anatomy & Physiology I and Medical Terminology I.

**LE120 INTRODUCTION TO THE LAW OF TORTS (3.0 credits/36 clock hours)** This course is designed to provide students an overview of tort law and the civil legal system. Topics to be covered include: negligence and its defenses; special negligence actions, such as premises liability, vicarious liability, product liability and strict liability; and intentional torts. Prerequisite: None.

**CJ126 INTRODUCTION TO VICTIMOLOGY (4.5 credits/60 clock hours)** This course focuses on the criminal justice system's treatment of crime victims, victim programs and services, and the impact of victimization on individuals and communities. The course will discuss why victims have been "rediscovered" recently, why they often do not report crimes to the police, how some victims might share responsibility for the crimes with the offenders, how they can be repaid for their losses through offender restitution and government compensation; and what new services are available to help victims prevent crime and survive attacks. Prerequisite: None.

**CD214 IT CAREER AND CERTIFICATION PREPARATION (2.0 credits/21 clock hours)** This course supplements the on-the-job training of the internship. The purpose is to help students become more professional by assisting the student to be better prepared for the IT career and various certification examinations as provided by applicable professional organizations. Prerequisite: As per the internship policy.

**IT211 JAVASCRIPT (4.0 credits/60 clock hours)** This course will introduce students to the concept of client side scripting using languages such as JavaScript. Prerequisites: Web Site Design and Introduction to Programming & Logic.

**CD210 JOB SEARCH PREPARATION I (1.0 credit/10 clock hours)** This course prepares students for job interview skills and the job search process. Topics include interviewing skills and job-seeking methods. Students will role-play a mock interview in the classroom to practice interviewing skills, and start to develop a list of prospective employers for which they would like to work. Prerequisite: None.

**CD213 JOB SEARCH PREPARATION II (1.0 credit/10 clock hours)** This course prepares students for the job search process. Topics include informational interviews, resume development, cover letters and thank-you letters. Students will conduct an informational interview with a professional in their field of interest. Prerequisite: None.

**CD207 JOB SEARCH SKILLS (2.0 credit/24 clock hours)** This course prepares students for the job search process. Topics include skill identification, resume development, cover letters and thank-you letters, interviewing skills, and job-seeking methods. Students will conduct an informational interview with a professional in their field of interest, role-play a mock interview in the classroom to practice interviewing skills, and start to develop a list of prospective employers for which they would like to work. Prerequisite: None.

**CJ230 JUVENILE DELINQUENCY (4.5 credits/60 clock hours)** This course involves an intensive analysis of delinquent behavior by juveniles, with special emphasis upon the unique facets of delinquency (types of origins) which differentiate it from other forms of criminal behavior. It examines the legal rights, treatment, and rehabilitation of juveniles who have been adjudicated "delinquent". Special attention is given to the problems inherent in the police handling of juveniles and the functions of juvenile courts. Prerequisite: None.

**OS103 KEYBOARDING (1.0 credits/20 clock hours)** This course is designed to teach the students the correct keyboarding techniques and to help the student operate the letters, numbers, symbols and number pad by touch. Prerequisite: None.

**MA103 LABORATORY PROCEDURES (4.0 credits/60 clock hours)** This course teaches the student about collecting specimens and performing a variety of laboratory procedures. The student learns to properly perform procedures such as medication administration and dosage calculations, injections, and urinalysis. Prerequisite: Clinical Skills.

**MA111 LABORATORY PROCEDURES I (4.0 credits/60 clock hours)** This course teaches the student about collecting specimens and performing a variety of laboratory procedures. The student learns to properly perform procedures such as medication administration and dosage calculations, injections, and urinalysis. Prerequisite: Clinical Skills.

**MA207 LABORATORY PROCEDURES II (4.5 credits/60 clock hours)** This course provides additional information about laboratory procedures. Emphasis is placed on blood collection and testing. Prerequisite: Laboratory Procedures I.

**DM213 LAW AND ETHICS IN SONOGRAPHY (2.5 credits/36 clock hours)** Various medical/legal/ethical situations will be presented and discussed. Medical malpractice and negligence will be highlighted with multiple court cases and possible scenarios researched and reviewed. Ethical and legal standards of the sonography professional will be presented. Discussion of how to professionally relate to various cultures will be conducted. The legal responsibility of sonographers when dealing with documentation, record keeping, privacy and confidentiality will be introduced. Other topics to be covered include patient rights, labor law, employment discrimination laws, risk management, and safety regulations and practices. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**IM233 MACHINING PROCESSES (3.5 credits/48 clock hours)** A study of machine tools, tool room safety, measurement systems, bench and hand tools, fasteners, and high speed tool technology. The students learn how to calculate feed rates and spindle speeds for proper machine tool operation. In addition, students select the proper tooling for all types of machining operations. Prerequisite: Geometry & Trigonometry for Engineering Technology.

**IM234 MACHINING PROCESSES LAB (2.0 credits/24 clock hours)** A study of machine tools, tool room safety, measurement systems, bench and hand tools, fasteners, and high speed tool technology. The students spend lab time learning how to successfully operate a horizontal band saw, vertical mill, lathe, and drill press to produce simple parts, including internal and external threads. The students learn proper work-holding methods and tool selection. Prerequisites: Geometry & Trigonometry for Engineering Technology. Taken concurrently with Machining Processes.

**MG117 MANAGEMENT I (4.0 credits/60 clock hours)** The purpose of this course is to acquaint the students with the basics of management, including basic management terminology. Concepts of management are explored from a historical and practical perspective. The four functions of management—planning, organizing, leading, and controlling—are defined. Managerial planning is examined and qualitative and quantitative planning techniques are introduced. Organizational design and structure is analyzed to determine its impact on goal attainment. Prerequisite: None.

**MG118 MANAGEMENT II (4.0 credits/60 clock hours)** Management II expands on principles introduced in Management I. This course begins by examining the role of the manager as a supervisor. Techniques of motivation and human resource management are explored. Total Quality Management and the role of the manager in the control function are defined. Methods for creating control systems including inventory control, budget creation, and quality management are analyzed. Prerequisite: None.

**MG119 MANAGEMENT ESSENTIALS (2.0 credits/30 clock hours)** Concepts of management are explored from a practical perspective. The four functions of management (planning, organizing, leading and controlling) are examined. Team development, conflict causes and resolution, communication, and leadership are practiced. Employee evaluations and exit interviews are constructed and compared. The management hierarchy is studied and special emphasis is placed on the skills required for effective supervision/management in the healthcare industry. Prerequisite: None.

**AC219 MANAGERIAL ACCOUNTING WITH QUICKBOOKS (4.5 credits/60 clock hours)** Managerial Accounting with QuickBooks begins with an emphasis on the use of accounting data by internal managers of a business. The course highlights the difference between financial and managerial accounting and the methods of preparing comprehensive budgets. Topics covered include purchase budgets, cash budgets, and budgeted income statements and balance sheets. The student will then utilize his/her background in accounting with an introduction to QuickBooks Pro, a computerized accounting program. The student will have hands-on instruction in recording vendor transactions, customer transactions, inventory transactions, adjusting entries, and new company set-up. Prerequisite: Accounting II taken prior to or concurrently.

**MK208 MARKET RESEARCH & STATISTICS (3.5 credits/60 clock hours)** A project approach to marketing research will be presented. Actual hands-on experience in the area of collecting, analyzing and using marketing data will be stressed along with information on the uses of marketing research. Descriptive and inferential statistics as they apply to marketing research and the business world will be explored. Emphasis will be placed on studying measures of central tendency, measures of variability, probability, and sampling. Prerequisite: Marketing.

**MK112 MARKETING (4.0 credits/60 clock hours)** An introduction to the principles of marketing. Through readings, case studies and lecture, the student will become familiar with consumer behavior as well as the 4 P's (price, promotion, place and product). The marketing of services and non-business situations will also be discussed. Prerequisite: None.

**IM238 MATERIALS SCIENCE (5.0 credits/60 clock hours)** This course introduces students to materials used in the civil engineering field and in manufacturing. These materials include metals, plastics, concrete, soils, and wood. Specific areas of study include structure, properties, and testing of materials. Prerequisite: Applied Algebra.

**GE179 MATHEMATICS FOR HEALTH CARE PROFESSIONALS (4.0 credits/60 clock hours)** Mathematics for Health Care Professionals is designed to cover basic mathematical and algebraic concepts used by health care professionals in their career. The topics that will be covered are review of the numerical systems, decimals and fractions, order of operations evaluating algebraic expressions, solving equations and formulas, ratios, proportions and percentages, 24-hour clock, Roman numeral system, measurement conversion and medication dosage calculations. Prerequisite: None.

**IM239 MECHANICAL CAD (4.5 credits/60 clock hours)** An intermediate course of 2D drafting using AutoCAD. This course will present advanced commands and techniques to create, annotate, revise and print technical drawings. This course will build on the first CAD class to allow the student to become more proficient with AutoCAD. The course material will be reinforced through hands-on examples and projects. Prerequisite: Technical Drawing II.

**IM243 MECHANICAL DESIGN (4.0 credits/60 clock hours)** Students learn to identify, describe, select, assemble, and operate machine elements commonly found in mechanical devices. The machine elements covered include: belt and chain drives, gears, shafts, keys, bearings, cams, springs, and linkages. Also included is a design project for the students to incorporate machine elements into a working machine. Prerequisites: Machining Processes and Applied Algebra.

**CJ231 MEDIA AND CRIMINAL JUSTICE (3.0 credits/36 clock hours)** This course is designed to illustrate how media coverage and television programs influence the public's perception of criminal justice. The class will explain how "The CSI-Effect's" influence reinforces America's troubled War on Drugs, poverty and immigration and produces a greater intolerance of official misconduct and the belief of wrongful convictions. The course will explore common misconceptions and their consequences. Critical analysis will be done on information promoted by the government and media. Prerequisite: None.

**GA129 MEDIA AND DESIGN STUDY (4.0 credits/60 clock hours)** This course will provide the students with an in-depth study of the history of graphic design and typography, and how they have impacted society, from cave painting and the introduction of printing to modern elements and advancements in graphic design. Prerequisite: None.

**MD240 MEDICAL ADMINISTRATIVE SKILLS I (4.5 credits/60 clock hours)** This course introduces students to common administrative procedures performed in both small and large medical practice via a Practice Management System. Students will learn to input patient information, bill insurance companies and schedule appointments. The student will be able to run common reports associated with the medical practice, including day sheets, patient ledgers, and other financial reports that are important to the day-by-day financial operations of the medical practice. Prerequisites: Microsoft Word and Medical Terminology II. Taken concurrently with CPT-4.

**MD243 MEDICAL ADMINISTRATIVE SKILLS II (3.5 credits/60 clock hours)** This course is designed to build important skills for handling computerized billing tasks in medical offices. Computerized billing tasks are completed with a patient billing software program, using a medical office setting and related patient data. Prerequisite: Medical Administrative Skills I and taken concurrently with Medical Insurance Forms or Principles of Medical Insurance.

**MA203 MEDICAL ASSISTANT INTERNSHIP (11.0 credits/330 clock hours)** The student will work in a professional atmosphere under the supervision of experienced professionals to fulfill the requirements of the internship. The experience will provide the student with an opportunity to enhance his/her education, personal skills, and observe the interaction of personnel within an office setting. Prerequisite: As per internship policy.

**MD205 MEDICAL DOCUMENTATION APPLICATIONS (3.5 credits/60 clock hours)** The student is further introduced to the proper documentation of medical reports: history and physical exams, operative reports, discharge summaries, consultations, and ancillary department reports. Prerequisite: Fundamentals of Medical Documentation.

**MD241 MEDICAL INSURANCE FORMS (4.5 credits/60 clock hours)** This course introduces the student to medical insurance and handling of claims (CMS-1500 and UB-04) for various types of third-party carriers including managed care, Medicare, Medicaid (Pennsylvania) and TRICARE. The guidelines for coding diagnoses for outpatient services will be presented and coding of professional services utilizing CPT will be further emphasized. Prerequisites: ICD Coding II and CPT-4.

**HI229 MEDICAL LEGAL ASPECTS (3.0 credits/36 clock hours)** This course is the study of basic concepts, terminology, and principles of law and their application to the health care field and health information departments. Legal issues dealing with confidentiality of health information, release of health information, consent forms, liability of health care providers, HIPAA regulations, and other current issues will be presented. Prerequisite: Introduction to the Health Care Field.

**MA201 MEDICAL SEMINAR (2.5 credits/36 clock hours)** This course is designed to implement knowledge and skills learned throughout the program. The emphasis is to assist the transition of student to employee. Role play/simulations of day-to-day medical office encounters are incorporated. Prerequisites: Anatomy & Physiology II and Lab II, Medical Terminology II, Introduction to the Healthcare Field, Pathophysiology, ICD Coding II, CPT-4, Clinical Skills, Electrocardiography, Medical Administrative Skills I and Laboratory Procedures I or Laboratory Procedures. Taken concurrently with Medical Insurance Forms or Principles of Medical Insurance, Laboratory Procedures II or Phlebotomy, Medical Legal Aspects, and First Aid & CPR-AHA.

**MD108 MEDICAL TERMINOLOGY I (3.0 credits/36 clock hours)** Presentation of medical terms, including medical prefixes, root words/combining forms, suffixes, abbreviations and diagnostic tests as they correlate with specific body systems presented in Anatomy & Physiology I. Prerequisite: Taken concurrently with Anatomy & Physiology I.

**MD109 MEDICAL TERMINOLOGY II (3.0 credits/36 clock hours)** Presentation of medical terms, including medical prefixes, root words/combining forms, suffixes, abbreviations and diagnostic tests as they correlate with specific body systems. Prerequisite: Medical Terminology I.

**CP286 MICROSOFT ACCESS (4.5 credits/60 clock hours)** This course will cover beginning and intermediate database topics. The student will learn what a database is and how it is used in business. The student will also learn how to design and build a database, tables, reports, queries and forms. Prerequisite: None.

**CP287 MICROSOFT EXCEL (4.5 credits/60 clock hours)** This course uses a problem-solving approach to teach spreadsheet functions. The student will be introduced to beginning and intermediate level spreadsheet functions that will be used for creating, manipulating, and enhancing a worksheet; for creating graphics based on the worksheet; for enhancing a worksheet; and for integrating worksheets and graphics. Prerequisite: None.

**CP283 MICROSOFT OFFICE (4.0 credits/60 clock hours)** The current version of MS Office is an integrated suite of applications providing word processing, spreadsheet capabilities, presentation graphics, and database management. This course will acquaint the student with a broad range of tools and techniques for each application, as well as an understanding of how information is shared between applications. Prerequisite: None.

**IT206 MICROSOFT SERVER OPERATING SYSTEMS (4.0 credits/60 clock hours)** This course in server operating systems will cover topics essential to the installation, configuration, and administration of a current Microsoft Windows server operating system. Prerequisite: Networking Essentials.

**CP284 MICROSOFT WORD (4.5 credits/60 clock hours)** This course is designed to provide students with the basic understanding of word processing applications, concepts, and terminology. The purpose of the course is to develop an ability to use the current version of Microsoft Word for both professional and personal use. Prerequisite: Keyboarding or Introduction to Document Processing.

**IT208 .NET FRAMEWORK (4.0 credits/60 clock hours)** This course expands upon the objectives learned in the C# Programming course and covers basics of ASP.NET, C#, and SQL Server along with advanced topics in object-oriented programming. The students will build database-driven applications that incorporate authentication and security. Prerequisite: Intermediate Programming.

**IT200 NETWORKING ESSENTIALS (4.0 credits/60 clock hours)** This course in Networking Essentials will familiarize students with networking concepts, terminology, theory, design, and implementation. Topics will include network topologies, components, purposes, and administration. Prerequisite: None.

**DM248 OBSTETRIC AND GYNECOLOGIC ULTRASOUND II (3.0 credits/36 clock hours)** This course continues to build upon obstetrical and gynecological knowledge information discussed in Obstetrical I and Gynecologic Ultrasound I. Emphasis is on the sonographic description and recognition of multiple pathologic processes in the female pelvis and fetus. Multiple fetal syndromes, genetic malformations and anomalies will be introduced, e.g. Triploidy, Turner Syndrome, VACTERL Sequence, etc. Development and performance of ultrasound exams, (e.g., Biophysical Profiles, Second Trimester Anatomical Survey, and Amniotic Fluid Index) utilized to evaluate for these abnormalities will be continued. Doppler and Color Doppler applications in obstetrics and gynecology will be presented. This course is taught concurrently with Obstetric and Gynecologic Ultrasound II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS316 OBSTETRIC AND GYNECOLOGIC ULTRASOUND II (3.0 credits/36 clock hours)** This course continues to build upon obstetrical and gynecological knowledge information discussed in Obstetrical I and Gynecologic Ultrasound I. Emphasis is on the sonographic description and recognition of multiple pathologic processes in the female pelvis and fetus. Multiple fetal syndromes, genetic malformations and anomalies will be introduced, e.g. Triploidy, Turner Syndrome, VACTERL Sequence, etc. Development and performance of ultrasound exams, (e.g., Biophysical Profiles, Second Trimester Anatomical Survey, and Amniotic Fluid Index) utilized to evaluate for these abnormalities will be continued. Doppler and Color Doppler applications in obstetrics and gynecology will be presented. This course is taught concurrently with Obstetric and Gynecologic Ultrasound II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM221 OBSTETRIC AND GYNECOLOGIC ULTRASOUND II LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Emphasis on the techniques used in scanning the pelvis of all ages. Spectral Doppler and color Doppler applications in obstetrics and gynecology will be demonstrated and practiced. This course is taught concurrently with Obstetric and Gynecologic Ultrasound II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS317 OBSTETRIC AND GYNECOLOGIC ULTRASOUND II LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Emphasis on the techniques used in scanning the pelvis of all ages. Spectral Doppler and color Doppler applications in obstetrics and gynecology will be demonstrated and practiced. This course is taught concurrently with Obstetric and Gynecologic Ultrasound II. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS290 OBSTETRIC ULTRASOUND (3.0 credits/36 clock hours)** Obstetric ultrasound presents an in-depth study of ultrasound evaluation of the pregnant uterus in the first, second, and third trimesters. Begins with ultrasound diagnosis of pregnancy in the first trimester and the specific structures appreciated sonographically, then moves onto fetal anatomy of the second trimester and required represented images. Third trimester evaluation including biophysical profile is discussed. Assessment of the placenta, cervix, amniotic fluid and umbilical cord is also presented. Infertility issues and various causes are also covered. This course is taught concurrently with Obstetric Ultrasound Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM217 OBSTETRIC ULTRASOUND LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the anatomy and physiology of the uterus, ovaries and female pelvic structures will be taught as well as fetal anatomy, placenta, amniotic fluid, cervix and umbilical cord. This course is taught concurrently with Obstetric Ultrasound. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS291 OBSTETRIC ULTRASOUND LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Assessment of the anatomy and physiology of the uterus, ovaries and female pelvic structures will be taught as well as fetal anatomy, placenta, amniotic fluid, cervix and umbilical cord. This course is taught concurrently with Obstetric Ultrasound. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**CP288 OFFICE COMPUTER NETWORKING (5.0 credits/60 clock hours)** This course covers material pertaining to microcomputer systems and networks. The emphasis is on how computers are networked together and how to design, use and troubleshoot networks. Prerequisite: None.

**OS105 ONLINE BUSINESS COMMUNICATION (3.0 credits/36 clock hours)** Through readings, case studies, and lecture students will be introduced to the key concepts of online business communications. The major topics will include: E-mail, Event Communications, Data Storage and Cloud computing in communication, Social Media, and Ethics and Policy making. Prerequisite: None.

**GE213 ORAL BUSINESS COMMUNICATIONS (2.0 credit/24 clock hours)** This applied communications course teaches the fundamentals of oral business communication with emphasis on improving speaking and listening skills in the workplace. This course will help students create informational speeches and familiarize students with formal speech preparation, business presentation skills, and effective nonverbal communication. Prerequisite: None.

**GE262 ORAL PRESENTATION SKILLS (2.5 credits/36 clock hours)** Oral Presentation Skills will introduce students to fundamentals in workplace communication with an emphasis on improving speaking and listening skills in a business environment. The course focuses on planning informative and persuasive messages, presenting business plans effectively, and speaking with confidence and poise. Prerequisite: Taken concurrently with the Business Plan.

**GA220 PACKAGING DESIGN (3.5 credits/60 clock hours)** This course deals with package design for a variety of products, from mass-market to luxury. Students work with concept, surface design, materials, and the physical construction of three-dimensional forms, as well as exploring how packaging fits in to an overall branding and marketing experience. Prerequisites: Electronic Design I (Quark) or Electronic Design I or Electronic Design II (InDesign) or Electronic Design II, Typography, Computer Graphics – Illustrator, and Geometry for Design.

**HI102 PATHOPHYSIOLOGY (5.5 credits/60 clock hours)** This course is a study of abnormal anatomy and physiology associated with prominent clinical disease processes. Emphasis is placed on the nature, cause, diagnosis, treatment, and management of these conditions. Topics include diagnostic methods, interpretation of laboratory tests, and drug therapies. Prerequisites: Anatomy & Physiology II and Medical Terminology II.

**DM209 PATIENT CARE (2.5 credits/36 clock hours)** Presentation of simple to advanced patient care techniques such as moving patients, taking a history, managing patients with IV's, proper aseptic techniques, and infection control procedures. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.



**AC121 PAYROLL ACCOUNTING (4.5 credits/60 clock hours)** Payroll accounting introduces the student to the history of employment laws in the United States, the requirements for maintaining employees' payroll records, the computations necessary to determine proper wages and appropriate tax withholdings, the procedures for remitting the taxes, and the employer's responsibilities for reporting payroll information to the various governmental agencies. Current federal and Pennsylvania requirements will be discussed. In addition, the student will be exposed to an overview of the process necessary to record payroll transactions in a manual and computerized payroll system. Prerequisites: Accounting I and Business Mathematics.

**IT220 PERL AND PYTHON (4.0 credits/60 clock hours)** In this course students will learn the programming fundamentals of both Perl and Python. Students will learn write scripts in both languages and execute them on both Windows and Linux operating systems. Prerequisites: UNIX/Linux Essentials and Introduction to Programming & Logic.

**MG215 PERSONAL FINANCIAL MANAGEMENT (2.5 credits/36 clock hours)** Upon completion of this course, the student will be able to: set realistic financial goals; understand how, when and where a recordkeeping system should be developed; develop a budget; understand debt and debt reduction; and understand Social Security benefits. Additionally, the following topics will be covered: savings and investment, the home as an investment, funding college education, purchasing an automobile, insurance, retirement, and wills. Prerequisite: None.

**MD242 PHARMACOLOGY (3.0 credits/36 clock hours)** This course is an introduction to basic pharmacological concepts as it applies to the allied health fields. Various drugs will be presented according to their therapeutic applications. Pertinent physiology and related diseases will be reviewed. Emphasis is placed on current drug therapy. Each drug classification will be discussed in regard to its mechanism of action, main therapeutic effects and adverse reactions produced by the drugs. Prerequisite: None.

**MA204 PHLEBOTOMY (4.5 credits/60 clock hours)** This course provides additional information about laboratory procedures. Emphasis is placed on blood collection and testing. Prerequisites: Laboratory Procedures.

**IT203 PHP (4.0 credits/60 clock hours)** This course in web programming will introduce students to concepts of server-side scripting using PHP. Prerequisites: Web Site Design and Introduction to Programming & Logic.

**MD211 PRACTICE MANAGEMENT & EHR (3.5 credits/60 clock hours)** This course provides instruction in fundamentals of the operation and maintenance of an electronic medical office health record system. This instruction will include use of computerized software for medical office. Prerequisite: Medical Terminology II.

**DM230 PRINCIPLES OF CARDIOVASCULAR TECHNOLOGY (3.0 credits/36 clock hours)** Introduction to cardiovascular anatomy and physiology and potential disease processes will be covered including atherosclerosis, electrical abnormalities and structural abnormalities. Presentation of a broad spectrum of invasive and noninvasive diagnostic procedures used to assess the cardiovascular system will be discussed including the appropriate application of sonographic techniques. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**MD212 PRINCIPLES OF MEDICAL INSURANCE (4.5 credits/60 clock hours)** This course introduces the student to medical insurance and handling of claims (CMS-1500 and UB-04) for various types of third-party carriers including managed care, Medicare, Medicaid (Pennsylvania) and TRICARE. The guidelines for coding diagnoses for outpatient services will be presented and coding of professional services utilizing CPT will be further emphasized. Prerequisites: ICD Coding II and CPT-4.

**DM214 PRINCIPLES OF SONOGRAPHY (2.5 credits/36 clock hours)** This course is an introduction to the field of sonography. Topics covered include ultrasound nomenclature, scan plane orientation, responsibilities of the sonographer, certification/licensure standards for the profession, and lab accreditation. The various ultrasound subspecialties, opportunities within sonography and current issues facing sonographers in the workplace will be described. An introduction to proper ergonomics for sonographers will be presented. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**HI234 PRINCIPLES OF SUPERVISION (3.0 credits/36 clock hours)** This course covers a variety of topics that impact the supervisor in the work force. The areas presented include the role of the supervisor in the work place, employee expectations, goal setting, planning, problem identification and resolution, organizations and organization charts, staffing, training new employees, theories of motivation, leadership styles, effective communication, performance appraisals, counseling problem employees, legislation impacting the work place, employee safety standards and labor unions. Prerequisite: None.

**DM249 PRINCIPLES OF VASCULAR SONOGRAPHY (3.0 credits/36 clock hours)** This course is an introduction to the various applications of ultrasound to the diagnosis and treatment of vascular disorders, including cerebrovascular, peripheral arterial and peripheral venous applications. It covers anatomy and physiology of the veins and arteries, and includes pathogenesis of atherosclerosis, cerebral ischemia, and deep vein thrombosis. Includes hemodynamics of atherosclerotic lesions, and reduction of catheter induced pseudoaneurysms. This course is taught concurrently with Principles of Vascular Sonography Lab. Prerequisite: Must be enrolled in the DMS, DPP, or DMP programs.

**DS318 PRINCIPLES OF VASCULAR SONOGRAPHY (3.0 credits/36 clock hours)** This course is an introduction to the various applications of ultrasound to the diagnosis and treatment of vascular disorders, including cerebrovascular, peripheral arterial and peripheral venous applications. It covers anatomy and physiology of the veins and arteries, and includes pathogenesis of atherosclerosis, cerebral ischemia, and deep vein thrombosis. Includes hemodynamics of atherosclerotic lesions, and reduction of catheter induced pseudoaneurysms. This course is taught concurrently with Principles of Vascular Sonography Lab. Prerequisite: Must be enrolled in the DMS, DPP, or DMP programs.

**DM220 PRINCIPLES OF VASCULAR SONOGRAPHY LAB (2.0 credits/36 hours)** This course is an integrated, hands-on scanning course with required competency assessments. Students will learn in detail the proper technique of imaging arteries and veins, including transducer selection, patient positioning, and scan techniques. This course is taught concurrently with Principles of Vascular Sonography. Prerequisite: Must be enrolled in the DMS, DPP, or DMP programs.

**DS319 PRINCIPLES OF VASCULAR SONOGRAPHY LAB (3.0 credits/36 hours)** This course is an integrated, hands-on scanning course with required competency assessments. Students will learn in detail the proper technique of imaging arteries and veins, including transducer selection, patient positioning, and scan techniques. This course is taught concurrently with Principles of Vascular Sonography. Prerequisite: Must be enrolled in the DMS, DPP, or DMP programs.

**GA221 PRINT PORTFOLIO (3.5 credits/60 clock hours)** The course focuses on the development of the student's print and digital portfolio in preparation for entering the graphic design profession. Several projects will encourage students to develop conceptual skills, to execute comprehensive projects, and to prepare for professional presentations. Students will design an identity portfolio campaign incorporating a resumé, and supporting body of work. At the end of the term, the students will have a physical print portfolio along with creating a personal online digital portfolio-based website. Prerequisites: Electronic Design I (Quark) or Electronic Design I or Electronic Design II (InDesign) or Electronic Design II, Typography, Introduction to Computer Graphics (Photoshop), Computer Graphics – Illustrator, Typography as Design, Graphic Design Studio I, Concept Development, Advertising Design, Publication Design, Web Site Design and Web Site Design II.

**PD110 PROFESSIONAL DEVELOPMENT (2.0 credit/24 clock hours)** Professional Development is designed to explore the fundamental building blocks to a student's success in school and ultimate success in the workplace. Topics include time, money, and stress management, professionalism, and teamwork. Prerequisite: None.

**DM224 PROFESSIONAL DEVELOPMENT FOR THE SONOGRAPHER I (1.0 credits/18 clock hours)** This course focuses on continued expansion of the student's sonographic knowledge and understanding of anatomy and pathology. Multiple case studies will be researched and presented throughout the term in which the intern was directly involved. Selected cases are chosen by the faculty for student presentation. Additional requirements may include on-site research, journal reviews, registry test preparation, and job search skill development. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS320 PROFESSIONAL DEVELOPMENT FOR THE SONOGRAPHER I (2.0 credits/21 clock hours)** This course focuses on continued expansion of the student's sonographic knowledge and understanding of anatomy and pathology. Multiple case studies will be researched and presented throughout the term in which the intern was directly involved. Selected cases are chosen by the faculty for student presentation. Additional requirements may include on-site research, journal reviews, registry test preparation, and job search skill development. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM225 PROFESSIONAL DEVELOPMENT FOR THE SONOGRAPHER II (1.0 credits/18 clock hours)** This course is a continuation of Professional Development for the Sonographer I and focuses on continued expansion of the student's sonographic knowledge and understanding of anatomy and pathology. Multiple case studies will be researched and presented throughout the term in which the intern was directly involved. Selected cases are chosen by the faculty for student presentation. Additional requirements may include on-site research, journal reviews, registry test preparation, and job search skill development. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS321 PROFESSIONAL DEVELOPMENT FOR THE SONOGRAPHER II (2.0 credits/21 clock hours)** This course is a continuation of Professional Development for the Sonographer I and focuses on continued expansion of the student's sonographic knowledge and understanding of anatomy and pathology. Multiple case studies will be researched and presented throughout the term in which the intern was directly involved. Selected cases are chosen by the faculty for student presentation. Additional requirements may include on-site research, journal reviews, registry test preparation, and job search skill development. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**HI237 PROFESSIONAL PRACTICE EXPERIENCE (11.0 credits/330 clock hours)** This course provides students with clinical experience to enhance their skills and knowledge in the health information field. The student will be placed in a health care setting such as a hospital, physician office, nursing home, prison setting, specialty healthcare facility, etc. Areas include the organization of the healthcare facility, record content, release of information, accreditation and licensing standards, coding and reimbursement systems, billing, statistics, EHR applications, quality management, utilization review, risk management, and other aspects pertinent to the setting. Prerequisites: Health Records in Other Settings, Medical Legal Aspects, Advanced Coding and Electronic Health Records.

**CP277 PROJECT MANAGEMENT (5.0 credits/60 clock hours)** This course is designed to provide up-to-date information on how good project management and effective use of software can help manage information technology projects. Students will study project management knowledge areas such as: project integration, scope, time, cost, quality, human resources, communications, risk, procurement management and stakeholder management, and process groups such as: initiating, planning, executing, monitoring and controlling, and closing to information technology projects. Prerequisite: This course must be taken in the term prior to the IT Capstone Project class.

**GA222 PUBLICATION DESIGN (3.5 credits/60 clock hours)** Using skills learned from previous classes, students will apply learned principles of publication design to produce a series of related projects. Students will be asked to solve complex design problems when working with lengthy manuscripts, multiple-page documents, large-scale formats, periodicals and/or books. In addition, they will create and integrate functional and typographical solutions that are sophisticated and visually distinctive. Prerequisites: Electronic Design I (Quark) or Electronic Design I or Electronic Design II (InDesign) or Electronic Design II, Typography, and Computer Graphics – Illustrator.

**IT228 PYTHON PROGRAMMING (4.0 credits/60 clock hours)** In this course students will learn the programming fundamentals of Python. Students will learn write scripts in both languages and execute them on both Windows and Linux operating systems. Prerequisite: Introduction to Programming & Logic.

**HI232 QUALITY IMPROVEMENT AND DATA ANALYTICS (4.5 credits/60 clock hours)** This course provides in-depth study of quality assessment, quality improvement, medical staff credentialing, utilization management and risk management. It examines the health care evaluation systems and the role of the health information professional in these processes. The topic of data analytics will be presented. Students will develop skills in collecting and analyzing data and learn how these techniques are used in decision making within health care organizations. Prerequisites: Health Data Content and Reimbursement and ICD Coding I.

**MG216 REAL ESTATE FUNDAMENTALS (3.0 credits/36 clock hours)** Real Estate Fundamentals is designed to familiarize students with the laws, terminology, and principles governing real estate. The definitions of land, real property and real estate are the basis from which the course is built. The concept of title as well as the transfer of property and rights therein will be discussed. An introduction to real estate financing, including mortgage law, documentation, foreclosure and the primary and secondary markets will be discussed. Prerequisite: None.

**MG217 REAL ESTATE PRACTICE (4.5 credits/60 clock hours)** Where Real Estate Fundamentals was a theoretical course focusing on the ownership rights and legalities of real property, Real Estate Practice emphasizes the practicalities of the real estate business. Subjects that will be covered in detail are the following: specialization within the real estate business, including brokerage and sales, property management, investment and appraisal, real estate finance, and closing of the real estate transaction. Title records, fair housing laws, and the Pennsylvania Real Estate Licensing and Registration Act will be examined. Prerequisite: Real Estate Fundamentals.

**AP109 RECORDS MANAGEMENT (2.0 credits/30 clock hours)** This course teaches the fundamentals of filing through a series of instructions, exercises, and quizzes. Using a practice file kit, the student will apply correct procedures to file and request records. Records retention, transfer, and disposition will be discussed. Alphabetic, numeric, correspondence, and subject systems will be used in accordance with popular ARMA rules. Prerequisite: None.

**CJ127 REHABILITATION OF THE OFFENDER (3.0 credits/36 clock hours)** Through examination of literature, this course will explore correctional programs designed to rehabilitate offenders. The study of both institutional treatment models and community-based models will include: family intervention, counseling, self-help programs, diversion, house arrest, community service, probation and halfway houses and others. Prerequisite: None.

**MK111 RETAILING (3.5 credits/60 clock hours)** This course examines the different aspects of working in a retail store. Duties such as merchandising inventory control, pricing, buying, store operations, display, and store management will be stressed. Field trips and retailing-oriented speakers will be used to give the student a true picture of the world of retailing. Prerequisite: None.

**IT216 SAN ADMINISTRATION AND DISASTER RECOVERY (4.0 credits/60 clock hours)** In this course students will setup a NAS device using various RAID technologies and then move to designing and building a SAN. The students will focus on replication of data, backups and plan disaster recovery. Prerequisite: TCP/IP.

**MK113 SELLING (3.0 credits/48 clock hours)** Principles of personal selling and selling techniques will be presented. Attention will be focused on the fact that personal selling is a key element of a firm's promotional strategy. Particular emphasis will be placed on building person-to-person relationships; how and why customers buy; and the role of salespeople as advisors, consultants, and partners to the buyer. Traditional topics such as prospecting, the sales presentation, negotiating resistance, and closing a sale will also be examined. Prerequisite: None.

**IT210 SERVER ADMINISTRATION (4.0 credits/60 clock hours)** This course prepares the student to administer networks using server operating systems. It will focus on updates to the software and in-depth coverage of the administration aspects of server operating systems. This course includes topics such as installing, configuring, managing and troubleshooting. Prerequisite: Networking Essentials.

**MG218 SMALL BUSINESS MANAGEMENT (4.0 credits/48 clock hours)** This course will feature a real project detailing the fundamental principles of starting and maintaining a real small business. Retail, manufacturing and service businesses will be examined. Emphasis will be placed on financing and managing business operations, developing and executing a marketing strategy, understanding business risks, and organizational structure and legalities. The course is project oriented. Prerequisite: None.

**GA235 SOCIAL MEDIA AND MARKETING FOR DESIGNERS (4.0 credits/60 clock hours)** With increasing emphasis on social media strategies, there is a need for design professionals to have end-to-end social media expertise. Students will learn the fundamental principles, techniques and technologies of social media visual communication and become familiarized with the tools and processes necessary to execute projects from concept to production. Through case studies, online sessions, and class exercises, students will learn best practices and develop the skills to connect business objectives with social media strategy, platforms and tactics. Prerequisites: None.

**MK110 SOCIAL MEDIA FOR BUSINESS (2.0 credits/36 clock hours)** Introduction to e-business functions using the Internet. Topics include search engine marketing (SEM), search engine optimization (SEO), e-business, social networking, blogging, discussion groups, e-mail, the different functions and applications of the Internet, and how interactive technologies have changed business and consumer practices. Emphasis on the effect of the use of interactive technology on a company's existing marketing mix and current and potential uses of the Internet for marketing tactics and strategies. Prerequisite: None.

**CJ128 SOCIOLOGY FOR CRIMINAL JUSTICE (4.0 credits/48 clock hours)** In this survey course, students are encouraged to think about society critically, by examining such topics as culture, socialization, social interaction, and social change. Included is the study of sociological perspectives, sociological imagination, and sociological research. The course specifically focuses on the sociology of deviant behavior so the students can apply the general theories to their work with criminal justice issues. Particular focus is on the effect of culture, groups, socialization, economics, gender, income disparity, roles and statuses and race on crime. The religious section expands to an understanding of the denominational makeup and religious conflict on prison systems. Government and social movement sections highlight protests, crowd control, riots and cults as criminal justice issues. Prerequisite: None.

**IT231 SOFTWARE ENGINEERING & APPLICATION DEVELOPMENT (4.0 credits/60 clock hours)** This course is an introduction to the models and issues concerned with the development of high-quality software. Application of software engineering methodology to the planning, specification, design, development, testing, and delivery of a large software project. Prerequisites: Data Structures and Algorithms.

**IM244 SOLID MODELING CAD (5.0 credits/72 clock hours)** An introductory course of 3D solid parametric modeling using Autodesk Inventor. This course will present methods to create part models and assemblies, and create multi-view drawings based on those models and assemblies. The course materials will be reinforced through hands-on examples and projects. Prerequisite: Mechanical CAD.

**CJ235 SPECIALIZED CERTIFICATIONS FOR CJ (2.5 credits/36 clock hours)** This course will instruct students in the areas of proper handcuffing, pepper spray and CPR techniques. Students will be taught the material through lecture and demonstrations. Then they will have to perform the techniques. At the conclusion of this course, students will be able to test and receive the following certifications: OCAT (Oleoresin Capsicum Aerosol Training), PATH (Practical and Tactical Handcuffing), and CPR (Cardiopulmonary Resuscitation). Prerequisite: None.

**GE260 STATISTICAL APPLICATIONS (3.0 credits/36 clock hours)** This course is designed to give the Diagnostic Medical Sonography student a basic knowledge of the statistics used in today's business world. Although most students do not plan to become statisticians, a working knowledge of descriptive and inferential statistics is required for most entry-level positions. The following areas will be covered: data classification, collection of data, introduction to sampling concepts, descriptive statistics, frequency distributions, graphing, cross tabulations, measures of central tendency, measures of variation and position, normal distribution and an introduction to probability. Prerequisite: Applied Algebra.

**GE258 STATISTICAL METHODS AND APPLICATIONS (4.0 credits/60 clock hours)** This course is designed to give the student a basic knowledge of the statistics used in today's business world. Although most students do not plan to become statisticians, a working knowledge of descriptive and inferential statistics is required for most entry-level positions. The following areas will be covered: collection of data, introduction to sampling concepts, descriptive statistics, frequency distributions, graphing, cross tabulations, measures of central tendency, measures of dispersion, introduction to probability, binomial distribution, normal distribution, hypothesis testing with one sample and related areas. Prerequisite: Applied Algebra.

**MG219 SUPPLY CHAIN MANAGEMENT (2.5 credits/36 clock hours)** Through readings, case studies, and lectures, the student will become familiar with various aspects of Supply Chain Management and Purchasing processes. Topics will include Supply Chain activities and functions, Supplier evaluation and selection, Supply quality management, Supplier performance measurement, Supplier development, Supply Chain analysis, Negotiation, Contract Management, and Purchasing Services. Prerequisite: None.

**IT204 TCP/IP (4.0 credits/60 clock hours)** This course in TCP/IP will cover topics essential to the installation, configuration, and administration of the TCP/IP protocol suite. Prerequisite: Networking Essentials.

**IM108 TECHNICAL DRAWING I (4.5 credits/60 clock hours)** This course is a practical approach to the fundamentals of manual engineering drawing and includes an introduction to computer aided drafting (CAD). Included are ANSI, ASME, AWS, and SI standards. Concepts covered include scales and precision measurement, auxiliary views, sections and dimensioning. Prerequisite: None.

**IM245 TECHNICAL DRAWING II (4.5 credits/60 clock hours)** An introduction to computer-assisted drafting systems using AutoCAD. This course will present the basic commands and techniques required to create, annotate, revise, and print technical drawings using a computer. The course material will be reinforced through hands-on examples and projects. Prerequisite: Technical Drawing I.

**CP130 TECHNICAL PRESENTATIONS (2.0 credits/24 clock hours)** This course covers principles of effective technical presentations and provides a structure for applying them in a professional setting common to the Information Technology profession. Prerequisite: Business Applications.

**GE259 TECHNICAL WRITING (2.5 credits/36 clock hours)** The students will apply their Business English I experience in learning how to write effective business documents. Types of documents include resumes, cover letters, technical descriptions, process descriptions, work instructions, and proposals. The students perform readability tests and learn how to improve existing documentation. Prerequisites: Business English I and Business Applications or Microsoft Office or Microsoft Word.

**CJ232 TERRORISM AND HOMELAND SECURITY (3.0 credits/36 clock hours)** This course studies the phenomena of international and domestic terrorism from the historical and criminal justice perspectives. Historical and political viewpoints are discussed, as well as a study of the changing trends in homeland security and justice. Prerequisite: None.

**OS200 THE VIRTUAL OFFICE ENVIRONMENT (3.5 credits/48 clock hours)** This course is designed to develop the students understanding of project management and the virtual office environment (Cloud Computing, Transcription, Scanning, etc.). Prerequisites: None.

**AC227 TOPICS IN ACCOUNTING (2.0 credits/24 clock hours)** This course will provide an examination of ethical dilemmas in accounting, an overview of PA Sales Tax, address changes in Income Tax Laws, and an understanding of accounting for Nonprofit organizations. Prerequisites: Intermediate Accounting I, Fundamentals of Income Tax, and Auditing (taken concurrently).

**GA126 TYPOGRAPHY (3.5 credits/60 clock hours)** This fundamental typography course focuses on the expressive and functional aspects of typography in graphic design. Assisting the student in forming a basic understanding of typography based design elements will enable them to advance themselves imaginatively, creatively, and eloquently. Prerequisite: None.

**GA229 TYPOGRAPHY AS DESIGN (3.5 credits/60 clock hours)** Continues the study of typography; this course will further examine the relationship of type and graphic design. Using traditional and computer generated typography as a dominant element, projects will be accomplished to study current typographic trends in graphic design. Prerequisite: Typography.

**GA227 TYPOGRAPHY – EXPRESSIVE & EXPERIMENTAL (3.0 credits/48 clock hours)** Emphasis is placed on the expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools. Prerequisite: Typography as Design.

**DM222 ULTRASOUND OF THE THYROID, BREAST, AND SUPERFICIAL STRUCTURES (4.5 credits/60 clock hours)** Describes diseases and sonographic anatomy of the breast, including discussion of X-ray, mammography, ultrasound screening, and biopsy. Presents endocrinology of the thyroid gland, including diseases such as thyroiditis, multinodular goiter, hyper and hypothyroidism, and various benign and malignant tumors. Also describes diagnostic blood tests for thyroid dysfunction. Other topics include evaluation of the testicles and prostate gland, superficial cysts, and muscle tumors (sarcoma). This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS322 ULTRASOUND OF THE THYROID, BREAST, AND SUPERFICIAL STRUCTURES (5.0 credits/60 clock hours)** Describes diseases and sonographic anatomy of the breast, including discussion of X-ray, mammography, ultrasound screening, and biopsy. Presents endocrinology of the thyroid gland, including diseases such as thyroiditis, multinodular goiter, hyper and hypothyroidism, and various benign and malignant tumors. Also describes diagnostic blood tests for thyroid dysfunction. Other topics include evaluation of the testicles and prostate gland, superficial cysts, and muscle tumors (sarcoma). This course includes an integrated, hands-on scanning component with required competency assessment. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM210 ULTRASOUND PHYSICS & INSTRUMENTATION I (3.5 credits/48 clock hours)** This course presents the basic physics of diagnostic ultrasound, including properties of pulse-echo ultrasound, display modes, instrumentation, and resolution. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM215 ULTRASOUND PHYSICS & INSTRUMENTATION II (3.5 credits/48 clock hours)** This course is a continuation of Ultrasound Physics & Instrumentation I and begins with discussion of the Doppler effect, calculation of flow velocities via the Doppler equation, methods of spectral analysis such as FFT (fast fourier transformation), analog and digital displays, and color Doppler. Covers properties of Doppler ultrasound instruments such as pulse repetition frequency (PRF), aliasing, and Nyquist limit. Includes discussion of power and intensity measurements of ultrasound instruments, and various methods of calculating dosage. Discussion of legal ramifications of output power of ultrasound instruments. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**IT201 UNIX/LINUX ESSENTIALS (4.0 credits/60 clock hours)** This course explores the Linux operating system and teaches students how to install, configure, and update a Linux operating system. Students will perform tasks such as creating, managing, and deleting user accounts, performing software installation and package management, writing bash scripts, installing and configuring various Linux distributions, automating the scheduling of tasks, managing remote access, and configuring network interfaces and services. Prerequisite: Introduction to Operating Systems.

**DS268 VASCULAR PATHOPHYSIOLOGY (3.0 credits/36 clock hours)** This course systematically presents the anatomy, physiology and pathophysiology of the vascular system, with an emphasis on the how it applies to performing vascular ultrasound examinations. Topics covered will include upper and lower extremity arterial and venous anatomy, cerebrovascular and intracranial arterial anatomy and visceral vascular anatomy. Students will learn venous and arterial hemodynamics, normal physiology and abnormal pathology identified in vascular testing such as venous thromboembolic disease, chronic venous insufficiency, atherosclerotic and aneurysmal disease processes and treatment options for both arterial and venous diseases. This course is taught concurrently with Vascular Pathophysiology Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM229 VASCULAR PATHOPHYSIOLOGY LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Duplex assessment of the anatomy, physiology and pathophysiology of the vascular system will be taught in conjunction with Vascular Pathophysiology. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS272 VASCULAR PATHOPHYSIOLOGY LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments. Duplex assessment of the anatomy, physiology and pathophysiology of the vascular system will be taught in conjunction with Vascular Pathophysiology. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS282 VASCULAR TECHNOLOGY I (3.0 credit/36 clock hours)** This course teaches applications of vascular ultrasound. Full vascular ultrasound protocols will be learned and will include ankle/brachial indices, lower extremity venous duplex and extracranial cerebrovascular duplex examinations. B-mode, color and spectral Doppler examination requirements will be taught as they relate to the most common vascular ultrasound examinations performed in a clinical setting. Each protocol will cover the examination purpose, indications, contraindications, logistics, examination technique, documentation and interpretation. The most current techniques will be taught following the guidelines provided by national credentialing and accreditation organizations and professional societies. This course is taught concurrently with Vascular Technology I Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM227 VASCULAR TECHNOLOGY I LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course teaching full vascular ultrasound protocols such as ankle/brachial indices, lower extremity venous duplex and extracranial cerebrovascular duplex examinations. B-mode, color and spectral Doppler examination requirements will be demonstrated as they relate to the most common vascular ultrasound, with required competency assessments for each examination demonstrated. This course is taught concurrently with Vascular Technology I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS239 VASCULAR TECHNOLOGY I LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course teaching full vascular ultrasound protocols such as ankle/brachial indices, lower extremity venous duplex and extracranial cerebrovascular duplex examinations. B-mode, color and spectral Doppler examination requirements will be demonstrated as they relate to the most common vascular ultrasound, with required competency assessments for each examination demonstrated. This course is taught concurrently with Vascular Technology I. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM250 VASCULAR TECHNOLOGY II (3.0 credits/36 clock hours)** This is course is a continuation of Vascular Technology I and teaches additional applications of vascular ultrasound. Full vascular ultrasound protocols will be learned and will include lower extremity arterial duplex, aorto/iliac duplex, upper extremity arterial and venous duplex, and transcranial Doppler examinations. B-mode, color and spectral Doppler examination requirements will be taught as they relate to vascular ultrasound examinations performed in a clinical setting. Each protocol will cover the examination purpose, indications, contraindications, logistics, examination technique, documentation and interpretation. The most current techniques will be taught following the guidelines provided by national credentialing and accreditation organizations and professional societies. This course is taught concurrently with Vascular Technology II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS323 VASCULAR TECHNOLOGY II (3.0 credits/36 clock hours)** This is course is a continuation of Vascular Technology I and teaches additional applications of vascular ultrasound. Full vascular ultrasound protocols will be learned and will include lower extremity arterial duplex, aorto/iliac duplex, upper extremity arterial and venous duplex, and transcranial Doppler examinations. B-mode, color and spectral Doppler examination requirements will be taught as they relate to vascular ultrasound examinations performed in a clinical setting. Each protocol will cover the examination purpose, indications, contraindications, logistics, examination technique, documentation and interpretation. The most current techniques will be taught following the guidelines provided by national credentialing and accreditation organizations and professional societies. This course is taught concurrently with Vascular Technology II Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM234 VASCULAR TECHNOLOGY II LAB (2.0 credits/36 clock hours)** This course is an integrated, hands-on scanning course taught as a continuation of Vascular Technology I Lab. It teaches full vascular ultrasound protocols including lower extremity arterial duplex, aorto/iliac duplex, upper extremity arterial and venous duplex, and transcranial Doppler examinations. B-mode, color and spectral Doppler examination requirements will be demonstrated as they relate to these protocols with required competency assessments for each examination demonstrated. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS324 VASCULAR TECHNOLOGY II LAB (3.0 credits/36 clock hours)** This course is an integrated, hands-on scanning course taught as a continuation of Vascular Technology I Lab. It teaches full vascular ultrasound protocols including lower extremity arterial duplex, aorto/iliac duplex, upper extremity arterial and venous duplex, and transcranial Doppler examinations. B-mode, color and spectral Doppler examination requirements will be demonstrated as they relate to these protocols with required competency assessments for each examination demonstrated. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM251 VASCULAR ULTRASOUND SPECIAL TOPICS (3.0 credits/36 clock hours)** This course teaches indirect physiologic vascular testing of the peripheral arterial and venous systems. Full examination protocols will be demonstrated including purpose, indications, contraindications, logistics, examination technique, documentation and interpretation. Students will learn to understand interpretation by focusing on numerous case presentations. Additionally, this course will also teach unusual vascular pathology encountered in a clinical setting and includes a term long research project involving with written and oral presentation. This course is taught concurrently with Vascular Ultrasound Special Topics Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS326 VASCULAR ULTRASOUND SPECIAL TOPICS (3.0 credits/36 clock hours)** This course teaches indirect physiologic vascular testing of the peripheral arterial and venous systems. Full examination protocols will be demonstrated including purpose, indications, contraindications, logistics, examination technique, documentation and interpretation. Students will learn to understand interpretation by focusing on numerous case presentations. Additionally, this course will also teach unusual vascular pathology encountered in a clinical setting and includes a term long research project involving with written and oral presentation. This course is taught concurrently with Vascular Ultrasound Special Topics Lab. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DM232 VASCULAR ULTRASOUND SPECIAL TOPICS LAB (1.0 credits/20 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments of the topics demonstrated as part of Vascular Ultrasound Special Topics. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**DS327 VASCULAR ULTRASOUND SPECIAL TOPICS LAB (2.0 credits/24 clock hours)** This course is an integrated, hands-on scanning course with required competency assessments of the topics demonstrated as part of Vascular Ultrasound Special Topics. Prerequisite: Must be enrolled in DMS, DPP, or DMP programs.

**GA233 VIDEO PRODUCTION AND EDITING (3.5 credits/48 clock hours)** This course introduces the student to video production and non-linear digital video editing. Instruction is given on basic techniques of projection incorporating camera operation, lighting, audio, and storyboarding. Using appropriate software, the student will learn how to operate desktop non-linear editors. Prerequisites: None.

**IT212 VOIP TELEPHONY (4.0 credits/60 clock hours)** In this course students will learn to setup VoIP phones on a LAN. Students will examine Cisco's VoIP solutions as well as alternative VOIP systems. Video conferencing solutions will also be examined. Prerequisite: TCP/IP.

**IT215 WEB SERVER ADMINISTRATION (4.0 credits/60 clock hours)** In this course students will learn to setup and administer web servers on both Windows and Linux platforms. Students will manage multiple virtual hosts, install SSL certificates, redirect pages, block access, and apply basic security practices to web servers. Prerequisites: UNIX/Linux Essentials and Networking Essentials.

**CP134 WEB SITE DESIGN (4.0 credits/60 clock hours)** This course introduces Website design skills and techniques using HTML resources, Adobe Dreamweaver and Web graphics editing software (Adobe Photoshop). Website planning, proper color selection, and content creation will be covered. Students will learn the basic techniques of manually creating Websites using Dreamweaver as well as using HTML/CSS programming code. Students will also learn to create and edit graphs, images and animation for the Web. Content Management Systems (CMS) based Website development will also be introduced. This course will provide the basic fundamentals to various types of Web development techniques and associated graphics, enabling students to create, modify and enhance commercially viable Web pages. Prerequisite: None.

**IT218 WEB SITE DESIGN II (4.0 credits/60 clock hours)** This course introduces advanced web site design techniques using Adobe Dreamweaver and advanced web graphics editing using Adobe Photoshop. Students will learn advanced techniques of creating web sites using Dreamweaver XHTML programming code. Advanced CSS implementation along with various methods of site design will be explored. Primary focus will be on further developing the students skills using <div> tag development, CSS/ CSS3/, responsive design techniques, and Javascript when developing a website, enabling students to create more dynamic, interactive, and commercially viable web pages. Prerequisite: Web Site Design.

**GE182 WRITING FOR CRIMINAL JUSTICE (4.5 credits/60 clock hours)** Students will apply the principles of grammar, punctuation, usage, composition, and critical thinking to writing effective legal and business messages. Students will learn acceptable business correspondence formats and will prepare a resume, a letter of application, and a thank-you letter. Students will also write a legal article for publication. As a final project, students will also produce a legal issue brief on recent legal legislation or case law. The legal brief will discuss the issues, identify stakeholders, and evaluate the pros and cons of the issue. Some writing assignments will team students with partners for a collaborative writing experience. Students will also take weekly vocabulary/writing quizzes, and the average score of all quizzes will equal one test score. Prerequisite: Business English II with a grade of C- or better.

# ACADEMIC INFORMATION

## Academic Honor and Excellence . . .

South Hills School of Business & Technology is fully committed to the highest standards of academic honor and excellence. We at SHSBT expect the same commitment from our students, staff, and faculty. Following is a list of expectations that we must adhere to in order for us to achieve our goals of academic honor and excellence. Although this list is not exhaustive, it does provide guidelines for everyone to follow.

1. Everyone (staff, faculty and students) will arrive on time for work, class, meetings, etc.
2. All students are required to attend all classes. Students are required to contact their instructors **in advance** if an absence is expected to occur. If it is impossible to convey advance notice, the student should notify the school before first period. Emergencies will still be viewed as an absence.
3. Students will demonstrate respect for others while communicating a point of view and while allowing others to do the same, ensuring that the campus is free from intimidation and harassment.
4. Students of all races, colors, genders, ages, religions, national origins, marital status, sexual orientation, ancestry, political beliefs, ethnicities, abilities, socio-economic backgrounds or veteran status are welcome to study and prepare for their career and lifelong learning.

## Academic Honesty Policy . . .

It is the policy of South Hills School to respond to academic honesty violations during the student's academic study with the following procedure:

1. **First Offense**—an "F" (0%) will be given for the exam or assignment.
2. **Second Offense**—for that class or any subsequent class, the student will be given an "F" in the particular course in which the offense occurred.

**Note:** Failure of a course may lengthen the time for program completion or in the DMS, DPP, and DMP programs may result in dismissal from the program.

3. **Third Offense**—for that class or any subsequent class, the student will automatically be expelled from school.

Academic honesty violations include cheating, plagiarism, and other forms of academic dishonesty. First, second, and third offenses apply to the entirety of the student's academic study at South Hills. When a student violates the honesty policy, he/she will sign a document to acknowledge understanding of the violation and consequences. This document will be kept in the student's academic file.

## Attendance . . .

In order to assure the best possible training, prompt and regular attendance is expected. All students must be present for tests and examinations.

A student should notify the school of his/her absence and the cause preferably before the first class in the morning. Repeated absences or late arrival for class will necessitate the student to meet with the school Director, the Director of Education, or an

Academic Affairs Officer to discuss the student's willingness to continue in the program. Excessive absences could result in dismissal.

If a student is absent from school for fourteen (14) consecutive calendar days before the ninth week of the term, the student will be withdrawn from school and receive a WD (withdraw, no grade) for all classes he/she was enrolled in that term. If the last date of attendance falls after the ninth week of the term, the student will be withdrawn from school and receive a "WF" (withdraw failing) for all classes he/she was enrolled in that term. Exceptions to this policy may be made by the Director or Director of Education.

Students who earn "WF" in all classes in any quarter will not be scheduled for classes in the subsequent quarter unless they schedule a meeting with Academic Affairs. Academic Affairs will review the student's academic status to determine whether he/she will be able to achieve satisfactory academic progress. If it is determined that the student will be able to achieve satisfactory academic progress as well as the graduation requirements by the end of the quarter, he/she will be permitted to continue with classes. If the student will not be able to achieve satisfactory academic progress, the student will be dismissed from his/her program and will lose all student financial aid. He/she may, however, continue training as a certificate student and the policy for reinstatement will apply. **The student will not be eligible for financial aid during this period and will be responsible for the cost of the certificate credits.**

Course Registration Cancellation. To be considered registered for a course, the student must attend within the first five days of the term. After the fifth day, a student's registration for any course(s) will be canceled, unless the student contacts the school to get approval for extenuating circumstances.

## Credit Structure, Outside Preparation . . .

Credit Structure. South Hills is a quarter credit school. To adequately comprehend content and achieve success in South Hills courses, time outside of class spent reading, studying, reviewing, practicing, researching, and completing assignments is required. The number of credit hours assigned to a traditionally delivered course is defined by Federal regulation for purposes of financial aid is based on the following definition.

1983—2017. Beginning in April 1983 and ending with the second-year graduating students in 2017, South Hills School was in compliance with criteria outlined by the PA Department of Education. South Hills defines one quarter credit as either:

- 14 direct faculty instruction periods (lecture) with not less than two hours of out-of-class work per hour of lecture
- Or 28 laboratory hours
- Or 42 internship hours
- Or an appropriate combination of all three per 10-12 week session

The credits for each course are determined by the following calculation: Lecture hours/14 + Lab hours/28 + internship hours/42. The resulting course credit is rounded down to the nearest 0.5 credit.

Fall Term 2016. Beginning on August 29, 2016, South Hills School is in compliance with criteria outlined by the PA Department of Education. South Hills defines one quarter credit as either:

- 10 direct faculty instruction periods (lecture) with not less than two hours of out-of-class work per hour of lecture

- Or 20 laboratory hours
- Or 30 internship hours
- Or an appropriate combination of all three per 10-12 week session

The credits for each course are determined by the following calculation: Lecture hours/10 + Lab hours/20 + internship hours/30. The resulting course credit is rounded down to the nearest 0.5 credit.

All first time students enrolled beginning in Fall 2016 follow the 10/20/30 quarter credit hour calculation.

Outside Preparation. As courses are developed, instructors from the content area meet to determine the number of hours of lecture and the number of hours of lab for that course, based on content. Homework is then developed to meet the number of hours required by Federal regulations. South Hills uses the following guidelines for time spent on homework.

|                              |  |
|------------------------------|--|
| Textbook reading             | @10 pages per hour (skimming, careful reading, review)       |
| End-of-Chapter Questions     | @1 hour per 10 questions                                     |
| Article Reading and Analysis | @6 pages per hour (study guides, workbook assignments, etc.) |
| Non-Critical Reading         | @20 pages per hour   |
| Study for Quizzes            | @2 hours   |
| Study for Tests              | @4 hours   |
| Group Project                | Variable time depending on project                           |
| Individual Project           | Variable time depending on project                           |
| Creating Formal Paper        | @2 hours per page  |
| Homework Practice            | @1/2 hour per lecture hour (math, accounting, grammar, etc.) |

## Credit Transfer, PLA Credit, Exemption Credit . . .

Credit Transfer. A quarter credit hour is a unit of measure, not necessarily an indicator of transferability of credit. Decisions concerning the acceptance of credits earned in any course taken at South Hills are made at the discretion of the receiving institution. South Hills makes no representation whatsoever concerning the transferability of any credit earned at the school to any other institution. Any student considering continuing his/her education at, or transferring to, another institution, must contact the registrar of that receiving institution to determine what credits earned at South Hills, if any, will be accepted by that institution.

Transfer credit from a career school, college or university accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) to South Hills School of Business & Technology is considered on an individual basis. No more than 50 percent of program credits can be transferred into a student's program. Technical (computer) courses or core program courses shall be considered for credit if they have been completed within the last five years (may be extended if an academic award was received or the student is working in the field). Specific or required math and science courses have a ten-year age limit. General education credits have no age limit.

In order to be considered for transfer credit, the student is asked to supply an official copy of his/her college transcript, along with a copy of the course description(s) before the start of his/her first term. Transfer credits will not be considered once the student has attended classes for the course he/she is attempting to apply the transfer credits to. The Director or Director of Education will decide any exceptions to this policy.

Transfer credit may be granted: (1) if the course taken at another post-secondary institution was successfully completed with the minimum

required course grade for that student's program at South Hills (with the exception of the DMS, DMP, DPP programs; see policy below), (2) meets the age of credits requirement, and (3) is comparable to the course given at South Hills School of Business & Technology. Students can choose to decline any transfer credits they have been granted should they decide to take the class at South Hills.

DMS, DMP, DPP Credit Transfer Policy. Any student wishing to receive transfer credit from another institution is responsible for providing the previous institution's official transcript along with course descriptions. Each course will be reviewed on an individual basis and is not guaranteed to apply to South Hills School course credit. A grade of "C" or better is required in each general education course, and a "B" or better in each specialty or technical course being reviewed, in order for transfer credit to be considered. Transfer credits must be declared and approved prior to the start of the program or no transfer credit will be granted.

South Hills School of Business & Technology reserves the right to ask the student to take an exemption examination in lieu of accepting transfer credits.

Prior Learning Assessment. Prior Learning Assessment credit (PLA) is available to students under certain circumstances (see Prior Learning Assessment section). If PLA credits are granted, the credits will be counted within the 50 percent transfer rule. A maximum of 8 PLA credits will be allowed.

Exemption Credit. Exemption tests are available for students to take for a limited number of classes. A \$25 fee is required for all exemption tests except Keyboarding. Exemption tests **must be taken prior** to the beginning of the term in which the student is scheduled for the class. The Director or Director of Education will decide any exceptions to this policy. A maximum of 12 exemption credits will be allowed.

No quality points will be awarded for credits received as transfer credits from another accredited school or through Prior Learning Assessment credit. Transfer credits or exemption credits will not be used in calculating the student's GPA, but will count as credits completed.

If a student is eligible to exempt a course or receives transfer or PLA credits, that student may take a reduced course load. The student is responsible to check with financial aid to determine what consequences, if any, this reduction in credits will have on his/her financial aid.

## Prior Learning Assessment . . .

Prior Learning Assessment evaluates an adult student's learning, which has been acquired outside the traditional classroom through documented military training, professional licenses and/or national certifications. PLA determines if this learning is equivalent to the academic curriculum of South Hills School, and is eligible for credit. A student who is interested in having prior learning assessed for possible credit must first have an interview with the Director of Education or Campus Director to determine the advisability of seeking credit based on prior learning. If the staff member agrees that the student's prior learning may meet the objectives of a required course, the individual will be asked to complete a Prior Learning Assessment Application, develop a portfolio, and submit a \$25 processing fee. This process is followed for each course a student is seeking PLA credits for. A maximum of 8 PLA credits will be allowed.

The granting of PLA credit applies only to specialized associate degree programs at South Hills School. PLA credit(s) may or may not be transferable. If a student plans to continue his/her education at another post-secondary school, that school should be contacted to find out what their policy on credit(s) regarding experiential or life learning.

The Prior Learning Assessment application must be completed prior to the beginning of the term in which the student is scheduled for class. **PLA will not be considered once the student has attended**



### classes for the course he/she is attempting to exempt through PLA.

For evaluation details and a PLA application, see Academic Affairs or your Campus Director.

### Clock Hours . . .

A clock hour is equivalent to 50 minutes of classroom instruction. The total clock hours listed for each program are the minimum required by the school for completion of a diploma or specialized degree.

### Make-Up Work . . .

Each faculty member will establish and publish his/her specific policies regarding the circumstances in which students are allowed to make up work, quizzes, and exams missed because of excused absences. If make-up work is allowed, students will not be charged any additional fees to submit this work.

### Grading . . .

Students are graded on the basis of overall performance, including class attendance, attitude, work and study habits, periodic examinations, and the attainment of the necessary levels of proficiency in class. An overall 2.0 average is required for graduation.

The grading scale used at South Hills School is below.

| Grade | Percentage            | Grade Points |
|-------|-----------------------|--------------|
| A     | 93-100                | 4.0          |
| A-    | 90-92                 | 3.7          |
| B+    | 87-89                 | 3.3          |
| B     | 83-86                 | 3.0          |
| B-    | 80-82                 | 2.7          |
| C+    | 77-79                 | 2.3          |
| C     | 73-76                 | 2.0          |
| C-    | 70-72                 | 1.7          |
| D+    | 67-69                 | 1.3          |
| D     | 63-66                 | 1.0          |
| D-    | 60-62                 | 0.7          |
| F     | Below 60              | 0.0          |
| WD    | Withdraw, No Grade    |              |
| WF    | Withdraw Failing      |              |
| EC    | Exempt Credit         |              |
| TC    | Transfer Credit       |              |
| PL    | Prior Life Assessment |              |
| P     | Pass                  |              |

All "F" and "WF" grades must be repeated. The mark of "I" (incomplete) is entered on the record when a student cannot complete course requirements because of extenuating circumstances within the normal time limit of the course. An incomplete grade must be replaced two weeks after the completion of the course or it automatically becomes the grade that the student earned at that point. The Director or Director of Education will decide on any exceptions to this policy.

Some courses may be impossible to grade with the usual grading scale. In those courses a Pass/Fail scale may be used. If a course is to be graded on this basis, the student will be notified by the instructor in the syllabus.

A student passing a Pass/Fail course will receive no quality points and the credits received will not be used in calculating the grade-point average. Failures are treated as an "F" in the usual scale.

A student must attain the required minimum grade in all courses in his/her curriculum. If this requirement is not attained, the course must be repeated. Minimum grade requirements for major courses vary in some programs, as indicated in the program standards listed below. If

a student changes his/her curriculum, it will be necessary for him/her to repeat any course for which he/she did not receive the minimum required grade for the new program.

#### Diagnostic Medical Sonography Program Standards

Students in the DMS program must earn a "B-" or better in Applied Algebra and a "C+" or better in all other classes. Failure to meet the minimum grade requirement results in the following:

- **Terms 1-3** - Students who receive one grade below the minimum grade requirement in any course will be withdrawn from the program but may reapply the following year. Readmission will be granted based on an interview with the DMS team and only if seats are available.
- **Terms 1-3** - Students who receive more than one grade below the minimum grade requirement will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.
- **Terms 4-9** - Students who receive one or more grades below "C+" in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program.

#### Health Information Technology Program Standards

Students in the HIT program must earn a "C-" or better in all classes.

#### Engineering Technology Program Standards

A "B" or better in Applied Algebra is required in the ET program. Students in the ET program must earn a "C-" or better in all other classes.

#### Business Administration – Accounting Program Standards

A "C+" or better in Accounting I, II, and III is required in the BAA program.

Instructors will distribute specific course grading requirements at the beginning of each course.

#### GPA Calculation

We use the following formula to determine the cumulative GPA:  
Total quality points (TQP) minus quality points from a repeated course (QPR); divided by total credits attempted (TCA) minus credits from a withdrawn course (CW), credits earned from a pass/fail course (CPF), and credits from a repeated course (CR).  
 $CGPA = \frac{TQP - QPR}{TCA - CW - CPF - CR}$

Changing Programs. When a student changes programs, only the credits attempted and grades earned for those courses which are applicable to the new program will be used to determine the GPA and satisfactory academic progress (SAP). SAP will be evaluated at the end of the term for the new program.

Alert/Warning. Students receive the notation(s) when the term and/or the cumulative grade-point average is below a 2.0 and/or when he/she falls below 67% of credits attempted per term or overall in his/her program.

Probation. See "Probation" under the section "Satisfactory Academic Progress."

### Prerequisites . . .

A prerequisite is a course you must successfully complete with the minimum grade or better before registering for another course.

Under no circumstances will a student be allowed to take a course if he/she has not earned the minimum grade required in the prerequisite course(s).

## Progress Reports (Report Cards) . . .

Students are able to view progress reports (report cards) in the student portal. The grade and grade-point average are indicated on the report. At the mid-term period, meetings will be held with those students whose grade falls below the minimum required grade in any course(s).

## Dean's List . . .

In 1979, a Dean's List was established to honor those students in all curricula who receive a grade-point average of 3.5 or better in any term. Students must be taking 6.0 credits (half-time) and in a program of study to be eligible for the Dean's List. At graduation, students will be further honored for maintaining high academic excellence for all terms attended.

## Transcript Requests...

The transcript is an official record of your academic history at South Hills School of Business & Technology. Official transcripts must be sent directly from South Hills School to the institution requesting them; those issued to the student are considered unofficial. Each student may receive transcripts – official or unofficial- at no charge.

Transcripts will not be issued if the student owes a balance to the school. Transcripts can be requested at: [www.southhills.edu/transcripts](http://www.southhills.edu/transcripts).

## Specialized Degree/Diploma Completion . . .

South Hills School understands that an interruption of a student's education may occur. Students often reapply and finish their education at a later date. Students enrolled in an ASB/AST degree or diploma program at South Hills School must complete that program within five years from the date they first enroll in that program. Any student wishing to complete a specialized degree/diploma in which he/she originally enrolled beyond this time must seek permission from the Director or Director of Education. Please see the Financial Aid section of this catalog for information about specialized degree completion as it relates to financial aid eligibility.

## Residential Learning . . .

South Hills School of Business & Technology delivers residential learning. All classes are held in the school's facilities.

## Changing Programs or Dropping & Adding Courses . . .

A student may contact an Academic Affairs Officer with a request to change programs at any time. The Academic Affairs Officer (main and Altoona campuses) or Academic Affairs Coordinator (Lewistown) will develop a projection of courses and the time which will be necessary to complete the new program. The change of program will become effective at the start of the following term.

A student may add a course no later than one week after the course begins. A student dropping a course after that time period and before the 75% time frame of the duration of the course will receive the notation, "WD" (withdraw, no grade), on the transcript. The 75% time frame of the duration of a course falls as follows:

| COURSE LENGTH | 75% DROP POINT       |
|---------------|----------------------|
| 12 weeks      | 9 <sup>th</sup> week |
| 10 weeks      | 7 <sup>th</sup> week |

Following that period of time, a student withdrawing from an individual course will take the grade earned for the entire course. Exceptions may be made for documented reasons.

To officially make any changes, the student must complete the official Drop/Change of Program/Withdrawal form, obtainable from the Academic Affairs office. The Drop/Change of Program/Withdrawal form is not effective until all signatures have been obtained on the form and the white form has been returned to Academic Affairs. In the case of dropping a course, the student is to continue to report to class until the form has been completed.

## Satisfactory Academic Progress (SAP) . . .

The academic year for students enrolled at South Hills School of Business & Technology is three 12-week quarters (terms) per year. The school determines at the end of each quarter that a student is progressing satisfactorily, using the grade-point average and rate of completion. The student is notified of "Alert", "Warning", or "Probation" status by a notation on his/her transcript and notification of a required meeting with the Academic Affairs and Financial Aid offices.

In order for a student to achieve SAP, he/she must meet each of the following criteria each time SAP is evaluated at the end of a term:

- Maintain at least a 2.0 GPA for the term as well as a 2.0 cumulative GPA.
- Earn at least 67% of credits attempted for the term as well as 67% of credits attempted overall in his/her program.

### Maximum Allowable Time Frame

The maximum allowable time frame for a student to complete a program in which he/she is enrolled is 1.5 times the length of the program (see Table 1 below). At the 50 percent point of his/her program, the student must have a minimum of a 2.0 cumulative GPA and he/she must have earned 67% of credits attempted. At the completion of the program, the student must have a 2.0 cumulative GPA in order to graduate. In programs longer than two years, at the two-year point (six quarters), students must have a minimum of a 2.0 cumulative GPA. In cases where a student enrolled in a two year program is still enrolled after two years, the student must have a minimum of a 2.0 cumulative GPA at the end of the two-year point (six quarters) and at the end of each subsequent academic year. **In no case can any student exceed one and one-half times the standard program length and receive the academic credential (diploma or ASB/AST degree) for which he or she is enrolled.**

Table 1

| School Program Length | Maximum Time Frame (School Program Length x 1.5) | 50% Evaluation Point* |
|-----------------------|--|-----------------------|
| 5 quarters            | 7 quarters                                       | End of 2nd quarter    |
| 6 quarters            | 9 quarters                                       | End of 3rd quarter    |
| 7 quarters            | 10 quarters                                      | End of 3rd quarter    |
| 9 quarters            | 13 quarters                                      | End of 4th quarter    |

*\*The 50% point for those students that have transferred, changed programs, reapplied or are attending part-time will differ from that of a student who finishes his/her program in the normal timeframe. Therefore, the 50% point for an off-track student will be based on total credits in his/her program and the mid-way point will be determined when a student has attempted 50% of the credits required to complete his/her program, or the term just prior to exceeding 50 percent.*

### Alert

Students receive this notation on his/her transcript corresponding to the first term he/she does not achieve SAP. Students will be notified

of the minimum requirement(s) in order to make SAP and consequences of not making SAP. The student may continue to attend in his/her program and continue to receive applicable financial aid. This subsequent term is known as Warning.

### **Warning**

Students receive this notation on his/her transcript following the term noted as Alert. **While on Warning, the student may receive one payment period (term) of financial aid.** At the end of the term on Warning, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term. If the student does not make SAP, he/she must formally appeal in writing to the school's Director of Education. Academic Affairs will determine the minimum amount of credits and GPA needed for the student to make SAP. The student is required to meet with the Director of Education, Academic Affairs, and Financial Aid regarding the appeal process/status.

**If it is determined that a student will be unable to achieve SAP as well as the graduation requirements as outlined above by the end of the following quarter, then the student will be dismissed from his/her program. He/she will lose all financial aid.** At this point, the student may continue as a certificate student or withdraw from school.

**Appeal Process** If a student does not meet SAP standards by the end of the payment period (term) on Warning, he/she must formally appeal in writing to the school's Director of Education in order to be considered for eligibility of financial aid and to continue under his/her current program of study. The student must explain what type of circumstances contributed to the unsatisfactory academic progress, as well as what has changed in the student's situation that would result in the achievement of progress. This explanation must be documented and will be considered in the appeal.

### **Probation**

If the appeal is granted, the student will be placed on Probation for one quarter and he/she will receive this notation on his/her transcript corresponding to the term on Probation. **Students may not be placed on Probation for more than one quarter.** Eligible students may continue to receive financial aid while on Probation.

During Probation, the student must earn a 2.0 for the quarter GPA and a 2.0 cumulative GPA and earn 67 percent of credits attempted in that quarter as well as 67 percent of credits attempted overall towards his/her program in order to maintain diploma or associate in specialized business or technology degree status. In addition, the student must meet the requirements of the 50 percent evaluation point (See Table 1).

At the end of the term on Probation, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term.

**If the student is unable to achieve SAP, he/she will be dismissed from his/her program. He/she will lose all financial aid.** At this point, the student may continue as a certificate student or withdraw from school.

**Certificate Status** If a student loses his/her diploma or ASB/AST degree status because of not meeting satisfactory academic progress, he/she may continue training as a certificate student. **Certificate students are ineligible for any student financial aid.**

**Reinstatement Procedure** Students who have been dismissed from their program for failure to achieve SAP during their probation term and wish to be reinstated as a diploma or ASB/AST degree candidate, must first reapply for school and attend as a certificate student. If the student demonstrates, after completing additional coursework and achieving a minimum quarter GPA of 2.0 and cumulative GPA of 2.0, and the student has earned 67 percent of credits attempted in that quarter as well as 67 percent of credits attempted overall towards

his/her new or intended program, and demonstrates that he/she is motivationally prepared to continue in the program, the student may be reinstated as a diploma or ASB/AST student. Credits taken by the student under the Certificate status will be counted as credits attempted, and will be used in calculating quarter/cumulative GPA towards his/her new or intended program. In no case can any student exceed one and one-half times the standard program length and receive the original academic credential (diploma or ASB/AST degree) for which he or she enrolled (see Table 1).

**Failure** Students who earn an "F" or "WF" in all classes in any quarter will not be scheduled for classes in the subsequent quarter unless they schedule a meeting with Academic Affairs. Academic Affairs will review the student's academic status to determine whether he/she will be able to achieve SAP in the subsequent quarter. If it is determined that the student will be able to achieve SAP as well as the graduation requirements by the end of the following quarter he/she will be permitted to continue with classes. If the student will not be able to achieve SAP, he/she will be dismissed from his/her program and will lose all student financial aid. The student may, however, continue training as a certificate student and the policy above for reinstatement will apply. **The student will not be eligible for financial aid during this period and will be responsible for the cost of the certificate credits.**

**Incompletes** An incomplete is identified on the report card with an "I." An incomplete grade must be replaced two weeks after the completion of the course or it automatically becomes the grade that the student has earned at that point.

This time frame may be adjusted at the discretion of the Director or Director of Education. After the two week period and the course completion, the student receives his/her grade, and the student's GPA and SAP are recalculated.

**Withdrawals** A student dropping a course within the 75% time frame of the duration of the course will receive the notation, "WD" (withdraw, no grade), on the transcript. The week where the 75% time frame of the duration of a course falls is as follows:

| COURSE LENGTH | 75% DROP POINT       |
|---------------|----------------------|
| 12 weeks      | 9 <sup>th</sup> week |
| 10 weeks      | 7 <sup>th</sup> week |

A student withdrawing after the 75% drop point from an individual course will take the grade earned for the entire course. Exceptions may be made for documented reasons.

A course with the designation of "WD" has no effect on the quarter's GPA and is not considered as credits earned in calculating the percentage needed for satisfactory academic progress. It is counted as credits attempted in determining the maximum course completion length allowed. For financial aid purposes, withdrawn course(s) count as credits attempted, but not earned, when calculating whether or not the student has earned 67 percent of credits attempted. A course with the designation of "WF" does have an effect on the quarter's GPA and is equal to zero quality points.

If a student has mitigating circumstances as to why he/she needed to withdraw from school after the 75% drop point, and has notified the school of such circumstances, he/she may appeal the withdrawal decision. The appeal regarding this decision must be made to the Director or the Director of Education in writing. A decision on the appeal will be made by the Director or the Director of Education. The student will be expected to explain what type of circumstances contributed to the need to withdraw and include the necessary documentation. The decision will be final.

**Repetitions** A student may only repeat a class one time after failing or receiving a grade lower than the required minimum grade in the class. If a student does not earn the required grade after repeating the class, he/she will be dismissed from his/her program and may not

reapply for any program for which that class is required. Exceptions to this policy may be made by the Director or Director of Education.

A repeated class is identified on the transcript with an asterisk beside the grade. When a class is repeated, the best grade is used when determining the cumulative GPA.

**Pass/Fail Courses** Pass/Fail courses do not affect the grade-point average. Credits for a failing class will count toward satisfactory academic progress.

**Change Program** When a student changes programs, only the credits attempted and the grades earned for those courses which are applicable to the new program will be used to determine the GPA and satisfactory academic progress (SAP). SAP will be evaluated at the end of the term for the new program.

## Program/Course Revisions . . .

Programs are reviewed annually by the Director of Education and program coordinators, with input from advisory boards and faculty directly involved with the program. The impetus to change often starts with the faculty and/or internship supervisors who are in contact with employers.

All course revisions are made by the instructor with direction from the other faculty and Director of Education as well as the Advisory Board. The revised syllabi are kept electronically on CourseWeb.

Once a consensus is achieved, the change is implemented in the following school year. The revisions are sent to the State Board of Private Licensed Schools and then to our accrediting agencies. Once approval is received, PHEAA and other applicable agencies are notified and an addendum is attached to the catalog.

## Learning Resource System . . .

The learning resource system of South Hills School of Business & Technology is comprised of three distinctly different resource structures. The three sources play a significant role in implementing, enhancing and supporting the academic programs at South Hills School. Our resource systems also promote life-long learning for students, faculty, and staff by providing the necessary resources to meet their information needs.

### Libraries:

Physical libraries which offer printed books and various learning resources are available at each of South Hills School's three locations. Books from South Hills' libraries can be loaned for up to two weeks.

**State College:** The main library is located in Room #13. Computers and a printer are also available in this room for students to conduct their online research in a quiet study area. An inventory list of the library's printed books can be accessed on school computer desktops. Additional program specific books, journals and reference materials are also kept at the main campus in Room #12 for allied health reference material, and in Room #15 for engineering reference material. The DMS Library at the CATO Building houses material specifically for the Diagnostic Medical Sonography program.

**Altoona.** The school's library is located in Room #111. Computers are also available in this room for students to conduct online research.

**Lewistown.** The school's library is located on the lower level of the building. An inventory list of printed books can be accessed on school computer desktops.

### Virtual Library:

The school's Virtual Library has been created by South Hills to provide its faculty and students with easy 24/7 access to various online resources from any internet connection. Our Virtual Library features many specialized research tools which have been organized into three

categories and are routinely updated. This extensive online resource listing has been created to assist our students as they undertake research projects for South Hills' programs and/or class-specific assignments.

The Virtual Library is a centralized list of links which provide quick, easy access to many electronic resources such as dictionaries, encyclopedias, software tutorials, newspapers, magazines, scholarly journals, mp3 files, e-books, federal census records, tables, maps and more.

Access to South Hills' Virtual Library is attained only through South Hills' CourseWeb.

### LIRN (Library and Information Resources Network):

LIRN is an extensive online learning resource subscription service which provides South Hills' students with millions of peer-reviewed and full-text journal, magazine, newspaper articles, E-books, podcasts, audio, and video resources to support their academic studies.

Access to South Hills' LIRN resource system is made to our students only through South Hills' CourseWeb. A Learning Resources "How to Manual" is also available online to assist students in navigating through the extensive resources and various database systems available to them through LIRN.

### Additional Libraries:

State College. Students have access to The Pennsylvania State University's Library (Curtin Road-PSU State College), Schlow Memorial Public Library (211 South Allen Street, State College), and the Centre County Library (200 North Allegheny Street, Bellefonte).

Altoona. The Altoona Public Library is located at 1600 5th Avenue. Thousands of books, eBooks and periodicals are available to choose from. Check the website for hours at [www.altoonapubliclibrary.org](http://www.altoonapubliclibrary.org).

Lewistown. The Mifflin County Library is located within walking distance of the school (123 North Wayne Street). The Library provides students with a selection of books and periodicals to choose from. Materials may be checked out for a two-week period [www.mifflincountylibrary.org](http://www.mifflincountylibrary.org). Lewistown campus is a member of the National Network of Libraries of Medicine.

## Internship Policy . . .

Internship policy includes:

1. A student enters into an internship only upon completion of all course work. No student may begin an internship until he/she has successfully completed all major courses through the fifth term (six-term programs) or the sixth term (seven-term programs) with a "C-" or better grade.
2. HIT and ET Programs—no student in the HIT and ET programs may begin an internship until he/she has successfully completed all courses with a minimum "C-" grade.
3. DMS, DMP, DPP Programs – students in the DMS, DMP and DPP programs must complete a First Aid & CPR-AHA certification course prior to internship.
4. DMS, DMP, DPP Programs—students in the DMS, DMP, and DPP programs should refer to the DMS Handbook for the internship requirements for those programs.
5. A student must have a minimum 2.0 cumulative grade-point average to go on internship.
6. The internship exists primarily for the benefit of the student intern. Student interns are considered trainees and must not displace any regular employee of the internship site.

Any exception made to the above policy will be determined by a joint decision of the student's faculty advisor, Internship Committee, and the Director of Education or Campus Director.

## Graduation and Graduation Requirements . . .

Graduation standards include:

1. Students enrolled in diploma and ASB/AST degree programs are required to have a minimum 2.0 cumulative grade-point average in courses required in their program in order to graduate from South Hills School.
2. Students must have completed the program of study for which they are enrolled with the required minimum grade for each course in their program.
3. Students are required to have completed the total credits listed for their programs.
4. The student's balance owed to the school must be paid in full to receive a diploma or transcript.

An Associate in Specialized Business Degree (ASB) will be issued to those students completing ASB programs who have met the standards listed above.

An Associate in Specialized Technology Degree (AST) will be issued to those students completing AST programs who have met the standards listed above.

A diploma will be issued to those students completing diploma programs who have met the standards listed above.

A certificate of achievement is issued to students taking one or more of the listed diploma or ASB/AST degree classes who have attained the standards above.

## Honors and Awards . . .

### Academic Awards

Students achieving a cumulative grade-point average of 3.75 or above will graduate with highest honors. Those achieving a cumulative grade-point average of 3.5 to 3.74 will graduate with honors.

The Karen Louise Weber Memorial Award was established by the students and faculty in memory of a graduate. The award is presented to the graduate with the highest academic achievement in the Administrative Medical Assistant program.

The Travis W. Mellott Memorial Award was established for the graduate with the highest academic achievement in the Business Administration – Accounting program.

The Kristi Joann Taylor Memorial Award is given to the Administrative Professional graduate with the highest academic achievement in the class.

The Earl P. Strong Memorial Award is given to the Business Administration – Management & Marketing graduate with the highest academic achievement. Dr. Strong was the third director of South Hills School.

The Terry French Memorial Award was established for the graduate with the highest academic achievement in the Information Technology program. Terry was an instructor at South Hills.

South Hills School of Business & Technology Awards are given in all other program areas.

In order to be eligible to receive any of the academic awards, a minimum of a 3.5 cumulative grade-point average must be achieved.

### Community Awards

The JoAnn M. Bonfatto Memorial Award was established in 2001 by her husband, Francis Bonfatto of Bellefonte. This memorial award is in memory of a former employee. Faculty/staff members are asked to

nominate a graduating student. The list of nominees then goes to a graduation committee where a recipient is chosen that typifies the following attributes: enthusiasm, willingness to help others, friendly and cheerful personality, dependability, and initiative. (State College)

The Ray Houseman Award was established in 2010 in memory of our former instructor, mentor, and friend. The recipient of this award is the graduate who has consistently displayed Ray Houseman's best qualities: his dependability, his friendly and cheerful personality, and most of all, his willingness to help others. Graduating students from each program nominate a graduating student of his/her major. A ballot is then distributed to faculty/staff members to choose the recipient. (Altoona)

The Juniata River Valley Chamber of Commerce Community Award is presented to the graduate who has volunteered his/her time and knowledge to enhance, improve, and positively affect the overall quality of the community. (Lewistown)

### The Founder's Award

The Founder's Award was created in memory of S. Paul Mazza, the founder of South Hills School of Business & Technology. It is presented to a graduating South Hills student from each of our three school locations who exemplifies the core values of the school's founder: kindness to others, integrity, school involvement, and a strong academic standing.

## Brush-up Privileges . . .

Brush-up privileges for all courses taken at South Hills School are offered without charge to all South Hills School of Business & Technology graduates who at some future time may need refresher practice. The offer is only for the same course(s) the graduate has previously taken and passed and is subject to the approval of the Director of Education.

## Veterans Regulations . . .

All students receiving assistance from the Veterans Administration are subject to the same policies followed by all students.

## Accreditation and Approvals . . .

### **Accredited by:**

Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, to award diplomas, associate in specialized business and associate in specialized technology degrees.

### **Licensed by:**

Commonwealth of Pennsylvania, Department of Education, Division of Occupational Schools, 333 Market Street, Harrisburg, PA 17126-0333, 717-783-8228.

### **Approved by:**

The Secretary of Education, Commonwealth of Pennsylvania, to award the Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST) Degrees

Commonwealth of Pennsylvania, Department of Education for training veterans

Commonwealth of Pennsylvania, Office of Vocational Rehabilitation, for the training of rehabilitation students

Pennsylvania Higher Education Assistance Agency (PHEAA) for state grants and special programs

Department of Health, Education and Welfare for the Pell (Federal) Grant Program

Health Information Technology Program at the State College and Altoona Campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) in cooperation with the sponsoring professional organization, the Health Information Management Association (AHIMA). Graduates are eligible to apply to sit for the national qualifying examination as a Registered Health Information Technician (RHIT).

The Diagnostic Medical Sonography AST degree program, the Diagnostic Medical Sonography Professional diploma program, and the Diagnostic Medical Sonography Professional Plus diploma program at the State College campus are accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to sit for the ARDMS certification examinations immediately upon completion of the program. Students are eligible to sit for the ARDMS Sonography Principles and Instrumentation examination during the last term of the program.

The Medical Assistant program at the State College, Altoona, and Lewistown campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES). Medical Assistant students at all campuses are eligible to sit for the Certified Medical Assistant exam through the American Association of Medical Assistants (AAMA).

Real estate courses (Real Estate Fundamentals and Real Estate Practice) approved by the Pennsylvania Real Estate Commission for students sitting for the sales exam.

## Affiliations . . .

South Hills School of Business & Technology or employees are members of:

Allegheny Mountains Convention and Visitors Bureau  
 Altoona/Blair County Development Corporation  
 American Academy of Professional Coders (AAPC)  
 American Health Information Management Association (AHIMA)  
 American Registry of Diagnostic Medical Sonographers Certification Committee  
 American Society of Echocardiography  
 Association for Healthcare Documentation Integrity (AHDl)  
 Bedford County Chamber of Commerce  
 Bellefonte Intervalley Area Chamber of Commerce  
 Big Valley Area Business Association  
 Blair County Chamber of Commerce  
 Blair County Employer Advisory Council  
 Business to Business  
 Centre County Convention & Visitors Bureau  
 Central Pennsylvania Health Information Management Association (CHIMA)  
 Chamber of Business & Industry of Centre County (CBICC)  
 Clearfield County Career and Technical Center (CCCTC)  
 Eastern Business Education Association  
 Explore Altoona  
 Greater Clearfield Chamber of Commerce  
 Human Resource Association of Centre County (HRACC)  
 Human Resource Management Association of Blair County  
 Huntingdon County Chamber of Commerce  
 Huntingdon County Career and Technology Center  
 International Association of Administrative Professionals (IAAP)  
 Juniata River Valley Chamber of Commerce  
 Juniata Valley Employer Advisory Council  
 Juniata Valley Visitor's Bureau  
 Lewistown Kiwanis Club  
 Mifflin and Juniata County Business & Education Committee  
 Mifflin County Academy of Science & Technology Advisory Board  
 Mifflin County Communities That Care  
 Mifflin County Planning Commission Internet Advisory Committee  
 Mifflin County School Counseling Advisory Council  
 Mifflin County Success Together Committee/ Education Division  
 Moshannon Valley Economic Development Partnership  
 Mount Union High School Business Department Advisory Board  
 National Business Education Association (NBEA)

Pennsylvania Association of Private School Administrators (PAPSA)  
 Pennsylvania Association of Student Financial Aid Administrators (PASFAA)  
 Pennsylvania Business Education Association (PBEA)  
 Pennsylvania Health Information Management Association (PHIMA)  
 Pennsylvania Kiwanis Circle K  
 Phi Beta Lambda (PBL)  
 Society for Human Resource Management (SHRM)  
 Society for Clinical Coding  
 Society of Diagnostic Medical Sonographers  
 Society of Manufacturing Engineers  
 State College Area Family YMCA  
 State College Area High School Career and Technology Center  
 Tyrone Area Chamber of Commerce  
 Western Pennsylvania Health Information Management Association (WPHIMA)

## Corporate Officer . . .

South Hills School of Business & Technology was incorporated in 1970 under the name of South Hills Secretarial School, Inc. The school operated under the name of South Hills Business School from 1973-1997. S. Paul Mazza III is the corporate President.

## Student Complaint/Grievance Procedure . . .

South Hills' student complaint procedures are designed to provide fair and prompt consideration to any complaint concerning the actions, decisions, or inactions of faculty or staff members. The student should first attempt to resolve the situation with the person whose action is being questioned. If the student does not feel the matter has been resolved, he or she may proceed through the following steps:

**Step 1:** The student may file a formal, written complaint to the Director or Director of Education within five (5) working days of the incident by filling out the South Hills Complaint, Grievance, Concern form. A copy of this form may be obtained from the Director of Education in State College or Campus Directors in Altoona and Lewistown.

The location Director or Director of Education will investigate the complaint and may conduct a conference with all involved parties in an attempt to resolve the complaint. The student will receive a written response from the location Director or Director of Education within ten (10) working days of receipt of the complaint.

**Step 2:** If the student is unsatisfied with the response from the location Director or Director of Education, the student may appeal in writing to Paul Mazza, the President. The President may take whatever steps are deemed necessary to resolve the matter and will render a final decision within ten (10) working days. If any complaint is not resolved to the student's satisfaction, the student may forward the complaint to the school's accrediting body (ACCSC) or The Pennsylvania Department of Education.

Students making complaints may not be subject to unfair actions as a result of filing a complaint.

### Accrediting Body Complaint Information

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting David Schaitkin, Director of Education or online at [www.accsc.org](http://www.accsc.org).

#### **State Complaint Information**

Students have the right to file complaints with the Pennsylvania Department of Education against a licensed school. The point of contact for student complaints is:

Pennsylvania Department of Education  
State Board of Private Licensed Schools  
333 Market Street  
Harrisburg, PA 171260333  
(717)783-0333

## **Administration and Staff . . .**

### **State College (Main Campus)**

**Maralyn J. Mazza, Owner & Director Emeritus**  
B.A., Bates College

**S. Paul Mazza, III, President**

**Mark Maggs, State College Campus Director**  
B.S., Lock Haven University

**David J. Schaitkin, Director of Education**  
M.B.A., Bloomsburg University  
B.A., Boston University

**Susan Vidmar, Assistant Director of Education**  
B.A., The Pennsylvania State University

**Natalie Lombardo-Beaver, Director of Regulatory Affairs**  
B.S., California University of Pennsylvania

**Carolyn L. Hettich, Assistant to the Director/Human Resources**  
Diploma, South Hills School of Business & Technology

**Holly Emerick, Director of Admissions**  
M.Ed., St. Francis University  
B.S., Mount Aloysius College  
A.S.T., South Hills School of Business & Technology

**David Andrus, Admissions Representative**  
A.S.B., Newport Business Institute

**Vickey A. Warshaw, Admissions Representative**

**Brittani Bell, Admissions Coordinator**  
A.S.B., South Hills School of Business & Technology

**Dennis C. Lingenfelter, Director of Student Outreach and Recruitment**  
B.S., The Pennsylvania State University

**Rebecca Klinger, Recruiter**  
A.S.B., South Hills School of Business & Technology

**Anne Falk, Director of Financial Aid**  
B.Ed., University of New Brunswick  
Diploma, Atlantic Business College

**Jennifer Palmer, Financial Aid Administrator**

**LeRoy Spicer, Financial Aid Administrator**  
A.S.T., South Hills School of Business & Technology

**Robin Weikel, Bursar**  
B.S., Susquehanna University  
Associate Degree, Williamsport Area Community College

**Trudy R. Musser, Assistant to the Bursar**  
Diploma, South Hills School of Business & Technology

**Ingrid Thompson, Academic Affairs Officer**  
B.S., The Pennsylvania State University

**Rachel Yoder, Academic Affairs Officer**  
A.S.B., South Hills School of Business & Technology

**Alexis Fogleman, Academic Affairs Assistant**  
A.S.B., South Hills School of Business & Technology

**Ellen Gilpatrick Spinelli, Career Services Coordinator**  
B.S., The Pennsylvania State University

**Lora Beamenderfer, Career Services Assistant**  
A.S.B., South Hills School of Business & Technology

**Brandy Kovach Kemmler, Student Services Coordinator**  
A.S.B., South Hills School of Business & Technology

**Misty Frederick-Ritz, Director of Marketing**

**Daniel Leshner, Video Producer & Photographer**

**Jodie LeMaster, Webmaster**  
A.S.T., South Hills School of Business & Technology

**Cheyenne Hoffman, Marketing & Admissions Assistant**  
A.S.B., South Hills School of Business & Technology

**Matthew R. Musser, Information Technology Manager**  
Certificate, South Hills School of Business & Technology

**Michele H. Spicer, MCSE, Systems Administrator**  
A.S.T., South Hills School of Business & Technology

**Ralph J. Catherman Jr., Network Administrator**  
A.S.T., South Hills School of Business & Technology

**Maximilian Musser, IT Support Specialist**  
A.S.T., South Hills School of Business & Technology

**Anja C. Lucas, Receptionist**

**Cindy Crater, Cafeteria Manager**

### **Altoona**

**Todd Estright, Altoona Campus Director**  
A.S.T., South Hills School of Business & Technology

**Patty Helbig, Altoona Director of Education**  
B.S., St. Francis University

**Dana M. Stoy, Altoona Director of Financial Aid**  
A.A.S., Pennsylvania Highlands Community College

**Lora Beamenderfer, Career Services Assistant**  
A.S.B., South Hills School of Business & Technology

**Kristie St. John, Admissions Representative**  
A.S., Columbia Southern University

**Jodi L. Jeffries, Network Administrator**  
A.S.T., South Hills School of Business & Technology

**Cheyenne D. McIntyre, Academic Affairs Officer**  
A.S.B., South Hills School of Business & Technology

**Paige Watchey, Student Services Coordinator and Financial Assistant**  
A.S.T., South Hills School of Business & Technology

**Paisley N. Deremer, Office Assistant**  
A.A. Pennsylvania Highlands Community College

### Lewistown

**Barbara E. Harer, Lewistown Campus Director**  
A.S.B., South Hills School of Business & Technology  
A.S.T., South Hills School of Business & Technology

**Reana Donaldson, Lewistown Director of Education**  
M.B.A., University of Phoenix  
B.A., Juniata College

**Paige Ruiz, Admissions Representative**  
A.S.B., South Hills School of Business & Technology

**Steven Russell, Financial Aid Assistant/ Library Assistant**  
A.S.B., South Hills School of Business & Technology

**Christine Sulouff, Career/Student Services & Academic Affairs Coordinator**  
A.S.B., South Hills School of Business & Technology

**Gloria Kline, Office Manager**  
Diploma, South Hills School of Business & Technology

### Learning Solutions Center

**Jeffry P. Stachowski, Community Outreach Director**  
B.S., The Pennsylvania State University

**Margaret Reams, Assistant, Corporate Training**  
A.S.B., South Hills School of Business & Technology

## Faculty . . .

### State College

**Jennifer Becker – Adjunct Instructor**  
A.A.S., Pennsylvania College of Technology  
Teaching Area: Engineering Technology

**Andrew Breon – Adjunct Instructor**  
A.S.T., South Hills School of Business & Technology  
Teaching Area: Engineering Technology

**Cathy Brown – Adjunct Instructor**  
Teaching Area: Business

**Jennifer Charney**  
**AP Program Lead Instructor**  
B.S., Lock Haven University  
Teaching Area: Office Technology

**Chris Coble – Adjunct Instructor**  
B.S., The Pennsylvania State University  
Teaching Area: Computer Technology

**James Colbert**  
A.S.T., Art Institute of Pittsburgh  
Teaching Area: Graphic Arts

**M. David Coopey**  
B.S., The Pennsylvania State University  
B.S., Bloomsburg State College  
Teaching Area: Math and Computer Technology

**Crystal Douglas, CMA (AAMA)**  
**MA Program Coordinator**  
A.S., Mount Aloysius College  
Diploma, Mount Aloysius College  
Teaching Area: Allied Health

**Wendy Eismont**  
B.S., The Pennsylvania State University  
Teaching Area: Accounting

**Josh Ervine – Adjunct Instructor**  
B.S., University of Pittsburgh at Johnstown  
Teaching Area: Computer Technology

**Heather Fink – Adjunct Instructor**  
A.S., Pennsylvania College of Technology  
Teaching Area: Engineering Technology

**Michael E. Gates**  
**BAMM Program Coordinator**  
B.S., The Pennsylvania State University  
Teaching Area: Business

**Mark Gentzel**  
M.Ed., The Pennsylvania State University  
B.S., Lock Haven University  
Teaching Area: English and General Education

**Rick Gority**  
B.A., The Pennsylvania State University  
Teaching Area: Computer Technology, Graphic Arts

**Susan Healy**  
M.S., Drexel University  
B.S., The Pennsylvania State University  
Teaching Area: Mathematics and Accounting

**John Henry – Adjunct Instructor**  
B.S., The Pennsylvania State University  
Teaching Area: Engineering Technology

**Elizabeth Ladrido, RDMS, RVT**  
B.S., The Pennsylvania State University  
Diploma, South Hills School of Business & Technology  
Teaching Area: Diagnostic Medical Sonography

**Beth A. Lampe, RDMS, RDCS**  
B.S., The Pennsylvania State University  
Certificate, Maryland Institute of Ultrasound Technology  
Teaching Area: Diagnostic Medical Sonography

**Ray Liddick**  
**GA Program Coordinator**  
B.F.A., Tyler School of Art, Temple University  
B.A., Tyler School of Art, Temple University  
Teaching Area: Computer Technology and Graphic Arts

**Nancy Lippincott – Adjunct Instructor**  
B.S., The Pennsylvania State University  
Teaching Area: Mathematics and Computer Technology

**Eleanor Martin – Adjunct Instructor**  
B.A., Kent State University  
Teaching Area: Business and Career Development



**James Thomas Masullo Jr. – Adjunct Instructor**

Ph.D., The Pennsylvania State University  
M.A., The Pennsylvania State University  
B.S., The Pennsylvania State University  
Teaching Area: English

**Karen Maynor**

**ET Program Coordinator**

B.S., East Tennessee State University  
Teaching Area: Engineering Technology

**John M. McCullough – Adjunct Instructor**

M.S., Bryn Mawr College  
B.S., Ursinus College  
Teaching Area: Criminal Justice and General Education

**Pamala G. Meister, RN**

B.S.N., York College of Pennsylvania  
Teaching Area: Allied Health

**Joseph Meyer – Adjunct Instructor**

M.S., Drexel University  
B.S., Philadelphia University  
Teaching Area: Computer Technology

**Amy E. Nimitz**

B.S., Indiana University of Pennsylvania  
Teaching Area: English and Speech

**Matthew Penning**

**IT Program Coordinator**

M.A., Webster College  
B.S., Liberty University  
A.A.S., Community College of the Air Force  
Teaching Area: Computer Technology

**Gary Powers**

M.S., Pepperdine University  
B.S., U.S. Naval Academy  
Teaching Area: Engineering Technology

**Mary M. Prorok, RN, MSN**

M.S., Indiana University of Pennsylvania  
B.S.N., St. Francis University  
A.S.N., Mount Aloysius Junior College  
Teaching Area: Allied Health

**Sharon A. Rivell – Adjunct Instructor**

M.Ed., The Pennsylvania State University  
B.S., The Pennsylvania State University  
Diploma, DuBois Business College  
Teaching Area: Office Technology

**Venus Shade**

M.S., Shippensburg University  
B.A., The Pennsylvania State University  
Teaching Area: Criminal Justice and General Education

**Brenna Shutika**

**BAA Program Coordinator**

B.S., The Pennsylvania State University  
Teaching Area: Accounting

**Eric Smith – Adjunct Instructor**

J.D., Widener University School of Law  
B.A., The Pennsylvania State University  
Teaching Area: Real Estate and Law

**Douglas Snyder – Adjunct Instructor**

A.S.T., South Hills School of Business & Technology  
Teaching Area: Engineering Technology

**Luciano Sormani – Adjunct Instructor**

A.S.T., South Hills School of Business & Technology  
Teaching Area: Graphic Arts

**Sarah Stoltz**

J.D., The Pennsylvania State University  
B.A., Mount Aloysius College  
Teaching Area: Law and English

**Brenda Ream Stover, RHIT, CCS, CPC, CPC-I**

**AMA Program Coordinator**

A.A., Hagerstown Medical Secretarial School  
A.S.B., South Hills Business School  
Teaching Area: Allied Health

**Jennifer L. Stover**

**CJ Program Coordinator**

M.Ed., Lock Haven University of Pennsylvania  
B.S., The Pennsylvania State University  
Teaching Area: Criminal Justice

**Kay A. Strigle, RHIA**

**HIT Program Coordinator**

B.S., University of Pittsburgh  
Teaching Area: Allied Health

**Greg Tressler, RT (R), RDMS**

A.R.D.M.S. Certification, Harrisburg Hospital of Radiologic  
Technology  
R.T. (R) Certification, Magnetic Resonance Imaging at Picker  
Radiology Technical Training Institute  
Teaching Area: Diagnostic Medical Sonography

**Tricia Turner, RDMS, RVT**

**DMS Program Director**

B.S., The Pennsylvania State University  
Diploma, South Hills School of Business & Technology  
Teaching Area: Diagnostic Medical Sonography

**Stephanie R. Wilson, RVT, RDMS**

**Assistant DMS Program Director**

B.S., Oregon Institute of Technology  
A.S.T., South Hills School of Business & Technology  
Teaching Area: Diagnostic Medical Sonography

**Altoona**

**Jamie Ellison, RHIA**

**HIT Program Coordinator**

B.S., University of Pittsburgh  
Teaching Area: Allied Health

**Suzanne M. Feathers, CMA (NCCT), LPN, CCS, MHA**

**MA Program Coordinator**

M.H.A., University of Phoenix  
L.P.N., Greater Altoona Career & Technology Center  
Teaching Area: Allied Health

**Patricia A. Helbig**

**BAMM Program Lead Instructor**

B.S., St. Francis University  
Teaching Area: Business and General Education

**Robert P. Helbig – Adjunct Instructor**

B.S., St. Francis University  
Teaching Area: Accounting

**Jeffrey Joiner**

M.Ed., Harvard University  
B.A., Harvard University  
Teaching Area: Computer Technology

**Louis Lombardi**  
**CJ Program Lead Instructor**  
J.D., Brooklyn Law School  
B.A., The Pennsylvania State University  
Teaching Area: Law and Criminal Justice

**Amy E. Nimitz**  
B.S., Indiana University of Pennsylvania  
Teaching Area: English and Speech

**Mary M. Prorok, RN, MSN**  
**AMA Program Lead Instructor**  
M.S., Indiana University of Pennsylvania  
B.S.N., St. Francis University  
A.S.N., Mount Aloysius Junior College  
Teaching Area: Allied Health

**Mindy Rok**  
**BAA Program Lead Instructor**  
M.B.A., Saint Francis University  
B.A., Saint Francis University  
A.S.B., Cambria-Rowe Business College  
Teaching Area: Accounting

**Guido J. Santella**  
**IT Program Lead Instructor**  
B.S., University of Delaware  
Teaching Area: Computer Technology

**Barbara A. Seeger**  
**AP Program Coordinator**  
B.S., Lock Haven University  
Diploma, Computer Learning Network  
Teaching Area: Computer and Office Technology

### Lewistown

**Laina DeCriscio, CMA (AAMA)**  
**MA Program Coordinator**  
B.A., Simpson College  
A.A., Des Moines Area Community College  
Teaching Area: Allied Health

**Reana Donaldson**  
**AP Program Lead Instructor**  
M.B.A., University of Phoenix  
B.A., Juniata College  
Teaching Area: English and Office Technology

**Jeff Foflygen**  
**IT Program Lead Instructor**  
A.S.T., South Hills School of Business & Technology  
Teaching Area: Computer Technology

**Matthew Ford – Adjunct Instructor**  
B.S., The Pennsylvania State University  
Teaching Area: Business

**Harry Geedey – Adjunct Instructor**  
M.Ed., The Pennsylvania State University  
B.S., Clarion University  
Teaching Area: Business and General Education

**Louis Lombardi**  
J.D., Brooklyn Law School  
B.A., The Pennsylvania State University  
Teaching Area: Law and Criminal Justice

**Cindy McCracken, RN – Adjunct Instructor**  
B.S.N., Goshen College  
Teaching Area: Allied Health

**John M. McCullough – Adjunct Instructor**  
M.S., Bryn Mawr College  
B.S., Ursinus College  
Teaching Area: Criminal Justice and General Education

**Bruce Molinaro, Adjunct Instructor**  
A.A., Pennsylvania College of Technology  
Teaching Area: Computer Technology

**Mary M. Prorok, RN, MSN**  
M.S., Indiana University of Pennsylvania  
B.S.N., St. Francis University  
A.S.N., Mount Aloysius Junior College  
Teaching Area: Allied Health

**Venus Shade**  
**CJ Program Lead Instructor**  
M.S., Shippensburg University  
B.A., The Pennsylvania State University  
Teaching Area: Criminal Justice and General Education

**Brenda Ream Stover, RHIT, CCS, CPC, CPC-I**  
A.A., Hagerstown Medical Secretarial School  
A.S.B., South Hills Business School  
Teaching Area: Allied Health

**Charles Wall IV**  
B.A., Juniata College  
A.S.T., South Hills School of Business & Technology  
Teaching Area: Computer Technology

**Ricky Wert – Adjunct Instructor**  
B.S., University of Phoenix  
A.S.T., South Hills School of Business & Technology  
A.S.T., Electronics Institutes  
Teaching Area: Computer Technology

**Emily Wible**  
**BAMM Program Lead Instructor**  
B.S., Central PA College  
A.S.B., Central PA College  
Teaching Area: Business

**SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY**  
**State College, Altoona, and Lewistown, PA**

**ADDENDUM #1 TO THE 2018-2019 CATALOG**

**Accreditation and Approvals**

*Replaces Diagnostic Medical Sonography paragraph on page 60 of the catalog*

The South Hills School of Business & Technology Diagnostic Medical Sonography programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography.

Commission on Accreditation of Allied Health Education Programs  
25400 US Hwy 19 N. Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

Graduates are eligible to sit for the ARDMS certification examinations immediately upon completion of the program. Students are eligible to sit for the ARDMS Sonography Principles and Instrumentation examination during the last term of the program.

**SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY**  
**State College, Altoona, and Lewistown, PA**

**ADDENDUM #2 TO THE 2018-2019 CATALOG**

**Scholarships** *Replaces Scholarship section on page 8 of the catalog.*

**South Hills School of Business & Technology Scholarship.** SHSBT will offer a maximum of eight new scholarships each school year. There are five scholarships awarded at State College, two at Altoona, and one at Lewistown. The scholarship is valued at 25 percent of the gross cost of tuition. It is given to those students who demonstrate economic hardship and would benefit from this scholarship. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability or national origin.

A student meeting the following qualifications for the scholarship must submit a letter of application to the Scholarship Committee for review. The application deadline is December 20. Applicants will be notified of the committee's decision within thirty (30) days of the application deadline.

Qualifications for the SHSBT Scholarship are as follows:

1. At the time of application, students must be enrolled full-time in a diploma or specialized degree program of study.
2. Students must have completed a minimum of one full term of study at the time of application.
3. Students must have a minimum 3.0 cumulative grade-point average in each term.
4. The student's financial records must prove financial need which is determined by the Scholarship Committee.
5. Students must have completed a FAFSA in a timely fashion and submitted forms for any applicable state and federal grants.
6. Submit a formally typed letter of application (1-2 pages) that indicates the applicant's name, program and year of study, educational and career goals. The applicant should state how receiving the school scholarship would benefit him/her in his/her pursuit of the stated goals. Other information pertinent for review by the committee is additionally welcome in the application letter.

The scholarship will be credited retroactively to the first term of the school year in which the scholarship is granted. It will be credited to the recipient's account on a term-by-term basis through graduation when eligibility is maintained. The school scholarship will be permanently forfeited when eligibility is lost.

**Maintaining the SHSBT Scholarship:**

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain full-time enrollment status.
  - (a) In the event a scholarship recipient must temporarily withdraw from school, he/she must promptly report this withdrawal to the Academic Affairs and the Business offices.
  - (b) After a leave of absence for a maximum of one term, he/she must personally arrange for reinstatement of the scholarship with the Business office.
  - (c) If withdrawn for more than one term, he/she must reapply for the scholarship.
3. Maintain acceptable behavior and attendance records while a student at SHSBT.

**Course Descriptions...** *Replaces Document Processing on page 37 of the catalog.*

**AP205 DOCUMENT PROCESSING (2.5 credits/36 clock hours)** This course is designed to develop the student's ability to take unarranged material and type it into error-free business documents. Proofreading, accuracy in formatting, and speed will be further developed through working with projects. Prerequisites: Introduction to Document Processing and Microsoft Word with a grade of C- or better.

**Administration and Staff...**

*The following person is removed from the State College staff listing and added to the Altoona staff listing on page 61 of the catalog.*

**Rebecca Klinger, Recruiter**  
A.S.B., South Hills School of Business & Technology

**SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY**  
**State College, Altoona, and Lewistown, PA**

**ADDENDUM #3 TO THE 2018-2019 CATALOG**

**Additional Admissions Requirements**  
**Diagnostic Medical Sonography Programs**

*Replaces paragraph on page 3 of the catalog.*

**Additional Admissions Requirements**  
**Criminal Justice Program**

*Replaces paragraph on page 4 of the catalog.*

**Additional Admissions Requirements**  
**Business Administration-Accounting Program**

*Replaces paragraph on page 5 of the catalog.*

**Additional Admissions Requirements**  
**Administrative Medical Assistant Program**  
**Health Information Technology Program**  
**Medical Assistant Program**

*Replaces paragraph on page 5 of the catalog.*

\*\*Documentation of criminal history from the Pennsylvania State Police Access to Criminal History is required for final acceptance into the program, as well as a child abuse clearance. The cost of these background checks are included in the program fees. An FBI background check is required for applicants who have not resided in Pennsylvania for the previous two consecutive years prior to enrollment. Cost of the FBI background check is variable and is the responsibility of the student. Additional criminal record and child abuse checks will be performed as a condition for internship placement.

**Transcripts Requests...**

*Replaces Transcript Requests section on page 56 of the catalog.*

The transcript is an official record of your academic history at South Hills School of Business & Technology. Official transcripts must be sent directly from South Hills School to the institution requesting them; those issued to the student are considered unofficial. Each student may receive transcripts – official or unofficial- at no charge.

Transcripts will not be issued if the student owes a balance to the school. Transcripts can be requested at: [www.southhills.edu/transcripts](http://www.southhills.edu/transcripts).

Transcripts are kept for 50 years by South Hills for all students who have graduated, terminated or withdrawn. Transcripts of academic performance for all students from the previous calendar year are consolidated into a digitized file in PDF format and stored separately.

**Administration and Staff...**

*The following person is removed from the staff listing under State College on page 61 of the catalog.*

**Rebecca Klinger, Recruiter**  
A.S.B., South Hills School of Business & Technology

*The following person is removed from the staff listing under Altoona on page 62 of the catalog.*

**Paige Watchey, Student Services Coordinator and Financial Assistant**  
A.S.T., South Hills School of Business & Technology

*The following replaces the entry for Mindy Rok on page 64 of the catalog.*

**Mindy Rok**  
**BAA Program Lead Instructor**  
M.B.A., Saint Francis University  
B.S., Saint Francis University  
A.S.B., Cambria-Rowe Business College  
Teaching Area: Accounting

**Entrance Dates...**

*Replaces Note under Entrance Dates on page 5 of the catalog.*

Note: Students applying to South Hills for their initial term of training must make sure all required admissions paperwork is received by the school before the end of the fifth school day of the term in order to be considered enrolled. This includes the receipt of all criminal background check results required for the program in which the student has applied. After the fifth school day of the term, enrollment will not be permitted.

*Replaces **Seven-Day Grace Period Policy** on page 5 and on page 11 of the catalog.*

**Grace Period Policy.** Students enrolling for the first time in a program of study at South Hills School of Business & Technology may attend classes up to and including the fifth school day in the first term of studies without incurring tuition or program fees if the student decides to no longer attend South Hills School. Students enrolled and/or returning students not defined as first time in a program of study at South Hills School of Business & Technology may be extended the same "grace policy" for extenuating circumstances (such as illness, death in family or other) at the discretion of the Director. Under this grace policy, the institution will credit any tuition fees the student may have incurred during the grace period and will rescind all of the student's financial aid that may have become earned by the institution in this grace period. Students who withdraw at any other time in the term or beyond the grace period will not be extended this grace period; tuition fees and financial aid will be prorated accordingly (please see "Refund Policy" in the Tuition & Fees/Refund Policy section).

*Replaces **Refund Policy** on page 11 of the catalog.*

**Refund Policy.** For students withdrawing from school after classes begin, the tuition and fee charges retained for each term will be based on the last date of attendance and determined as follows:

| Portion of the Term                               | Percent of Tuition Retained |
|---|-----------------------------|
| Prior to the First Calendar Day                   | 0%                          |
| First Five School Days*                           | 25%                         |
| After the First Five School Days in the First 25% | 45%                         |
| After the First 25% in the First 50%              | 70%                         |
| After the First 50%                               | 100%                        |

\*See Grace Period Policy.

Tuition and fee refunds will be made within 45 days of the last date of attendance.

Replaces **Course Registration Cancellation** on page 53 of the catalog.

**Enrollment Cancellation.** To be considered enrolled in a program, a first time enrolled student must attend by the fifth school day of their first term. A re-enrolled student returning after a previous withdrawal must attend by the fifth school day of the first term of their re-enrollment. In both circumstances, the student's enrollment will be cancelled after the fifth school day of that term if they have not attended up to that point, unless they have received prior approval from the Director for a delayed start. Students who are articulating from a university to South Hills are exempt from this policy if an articulation agreement exists between that university and South Hills.

## Changing Programs or Dropping & Adding Courses...

Replaces 2<sup>nd</sup> paragraph on page 56 of the catalog.

A student may add a course no later than the fifth school day of the term. A student dropping a course after that time period and before the 75% time frame of the duration of the course will receive the notation, "WD" (withdraw, no grade), on the transcript. The 75% time frame of the duration of a course falls as follows:

| COURSE LENGTH | 75% DROP POINT       |
|---------------|----------------------|
| 12 weeks      | 9 <sup>th</sup> week |
| 10 weeks      | 7 <sup>th</sup> week |

Following that period of time, a student withdrawing from an individual course will take the grade earned for the entire course. Exceptions may be made for documented reasons.

## Internship Policy...

Replaces section on page 58 of the catalog.

Internship policy includes:

1. A student enters into an internship only upon completion of all course work. No student may begin an internship until he/she has successfully completed all major courses through the fifth term (six-term programs) or the sixth term (seven-term programs) with a "C-" or better grade.
2. HIT and ET Programs—no student in the HIT and ET programs may begin an internship until he/she has successfully completed all courses with a minimum "C-" grade.
3. DMS, DMP, DPP Programs – students in the DMS, DMP and DPP programs must complete a First Aid & CPR-AHA certification course prior to internship.
4. DMS, DMP, DPP Programs—students in the DMS, DMP, and DPP programs should refer to the DMS Handbook for the internship requirements for those programs.
5. Students must begin their internship by the tenth school day of the internship term. The student will be withdrawn from the internship after the tenth school day if they have not begun their internship up to that point. This will result in the internship credits being dropped for that term and may affect financial aid.
6. A student must have a minimum 2.0 cumulative grade-point average to go on internship.
7. The internship exists primarily for the benefit of the student intern. Student interns are considered trainees and must not displace any regular employee of the internship site.

Any exception made to the above policy will be determined by a joint decision of the student's faculty advisor, Internship Committee, and the Director of Education or Campus Director.

**SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY**  
**State College, Altoona, and Lewistown, PA**

**ADDENDUM #4 TO THE 2018-2019 CATALOG**

## Administration and Staff...

*The following replaces the entry for Paisley Deremer on page 62 of the catalog.*

**Paisley N. Deremer, Student Services Coordinator and Office Assistant**  
A.A., Pennsylvania Highlands Community College

*The following replaces the entry for Steven Russell on page 68 of the catalog.*

**Steven Russell, Financial Aid Director/Library Assistant**  
A.S.B., South Hills School of Business & Technology

*The following person is added to the staff listing under Altoona on page 63 of the catalog.*

**Domenic Cerere III, Admissions Representative**  
A.S.B., YTI Career Institute

*The following person is added to the staff listing under Lewistown on page 62 of the catalog.*

**Ellie Sievers, Admissions Representative**  
A.A.S., Art Institute of Pittsburgh

*The following person is removed from the staff listing under Lewistown on page 62 of the catalog and added to the staff listing under State College on page 61 of the catalog.*

**Paige Ruiz, Admissions Representative**  
A.S.B., South Hills School of Business & Technology

## Entrance Dates...

*Replaces Note under Entrance Dates on page 5 of the catalog.*

Note: Students applying to South Hills for their initial term of training must make sure all required admissions paperwork is received by the school before the end of the fifth school day of the term in order to be considered enrolled. This includes the receipt of all criminal background check results required for the program in which the student has applied. After the fifth school day of the term, enrollment will not be permitted. Students who are articulating from a university to South Hills are exempt from this policy if an articulation agreement exists between that university and South Hills.

## Internship Policy...

*Replaces section on page 58 of the catalog.*

Internship policy includes:

1. A student enters into an internship only upon completion of all course work. No student may begin an internship until he/she has successfully completed all major courses through the fifth term (six-term programs) or the sixth term (seven-term programs) with a "C-" or better grade.
2. HIT and ET Programs—no student in the HIT and ET programs may begin an internship until he/she has successfully completed all courses with a minimum "C-" grade.
3. DMS, DMP, DPP Programs – students in the DMS, DMP and DPP programs must complete a First Aid & CPR-AHA certification course prior to internship.
4. DMS, DMP, DPP Programs—students in the DMS, DMP, and DPP programs should refer to the DMS Handbook for the internship requirements for those programs.

5. Students must begin their internship by the tenth school day of the internship term. The student will be withdrawn from the internship after the tenth school day if they have not begun their internship up to that point. This will result in the internship credits being dropped for that term and may affect financial aid. Students in the DMS, DMP, and DPP programs are exempt from the policy.
6. A student must have a minimum 2.0 cumulative grade-point average to go on internship.
7. The internship exists primarily for the benefit of the student intern. Student interns are considered trainees and must not displace any regular employee of the internship site.

Any exception made to the above policy will be determined by a joint decision of the student's faculty advisor, Internship Committee, and the Director of Education or Campus Director.

## Software Development & Programming

*Added to the Programs section starting on pg. 14 of the catalog*

The field of software development and programming continues to evolve as new technologies emerge, increasing the demand for skilled software developers. As a Software Development and Programming (SDP) major, you will receive training and practical hands-on experience developing applications for desktop and mobile operating systems, creating databases, and building web sites using platforms that are in high demand. The curriculum is regularly updated to ensure students are learning programming languages and technologies that employers are using.

Through a comprehensive educational training program including attention to theory, practice and application, students in the Software Development and Programming program will develop the knowledge, skills and competencies to succeed in the programming and software development fields.

The Software Development and Programming program prepares students to:

- Identify the operating system platform, components, inputs, interface requirements, and dependencies which ensure that a software project will achieve its objectives.
- Manage the process of developing designing, testing, and delivering a software application to meet user needs
- Create, retrieve, update, and delete information from modern database systems.
- Write programming scripts and applications using modern languages and software tools.
- Revise software for corrections, enhancements, or environment changes
- Perform quality checks to ensure software functions bug-free
- Collaborates effectively with others to achieve a common objective
- Utilize a version control system
- Develop a thorough understanding of data structures and algorithms
- Provide oral and written reports in both technical and non-technical environments
- Apply object oriented programming principles when developing projects
- Design web pages using HTML and content management systems
- Identify ways to solve problems or complete tasks

Upon completion of the Software Development and Programming program, the graduate will be awarded an occupational Associate in Specialized Technology Degree. The program is designed to provide students with the necessary skills to secure entry-level positions such as Application Developer, Database Administrator, Programmer,

Mobile Application Developer, .NET Developer, Software Developer, Web Developer, and Webmaster.

***The Software Development and Programming Program is offered at the State College location.***

**SOFTWARE DEVELOPMENT AND PROGRAMMING  
AST Degree Program  
123.0 credits/1959 clock hours/24 months**

| Code                | Course  | Credits     | Clock Hours |
|---------------------|---|-------------|-------------|
| <u>First Term</u>   |   |             |             |
| GE117               | Applied Algebra                                 | 4.0         | 60          |
| GE183               | Business English I                              | 4.0         | 60          |
| GE130               | History of IT                                   | 2.0         | 24          |
| CP127               | Introduction to Operating Systems               | 2.5         | 36          |
| CP132               | Introduction to Programming & Logic             | 4.0         | 60          |
| IT200               | Networking Essentials                           | 4.0         | 60          |
| PD110               | Professional Development                        | 2.0         | 24          |
|                     |   | <u>22.5</u> | <u>324</u>  |
| <u>Second Term</u>  |   |             |             |
| GE184               | Business English II                             | 4.0         | 60          |
| CP133               | Hardware  | 4.0         | 60          |
| IT100               | Intermediate Programming                        | 4.0         | 60          |
| IT201               | UNIX/Linux Essentials                           | 4.0         | 60          |
|                     |   | <u>16.0</u> | <u>240</u>  |
| <u>Third Term</u>   |   |             |             |
| CP135               | Business Applications                           | 4.0         | 60          |
| IT230               | Data Structures and Algorithms                  | 4.0         | 60          |
| CP129               | Introduction to SQL Databases                   | 4.0         | 60          |
| CP134               | Web Site Design                                 | 4.0         | 60          |
|                     |   | <u>16.0</u> | <u>240</u>  |
| <u>Fourth Term</u>  |   |             |             |
| IT214               | Android Application Development                 | 4.0         | 60          |
| IT232               | PHP   | 4.0         | 60          |
| IT231               | Software Engineering & Application Development  | 4.0         | 60          |
| CP130               | Technical Presentations                         | 2.0         | 24          |
| GE259               | Technical Writing                               | 2.5         | 36          |
|                     |   | <u>16.5</u> | <u>240</u>  |
| <u>Fifth Term</u>   |   |             |             |
| IT217               | Apple Application Development                   | 4.0         | 60          |
| IT233               | Content Management Systems                      | 4.0         | 60          |
| IT211               | JavaScript                                      | 4.0         | 60          |
| CD207               | Job Search Skills                               | 2.0         | 24          |
| CP277               | Project Management                              | 5.0         | 60          |
|                     |   | <u>19.0</u> | <u>264</u>  |
| <u>Sixth Term</u>   |   |             |             |
| GE178               | Human Relations in the Workplace                | 2.5         | 36          |
| IT225               | Information Technology Capstone Project         | 7.0         | 120         |
| MG116               | Introduction to Business                        | 4.5         | 60          |
| GE213               | Oral Business Communications                    | 2.0         | 24          |
| IT228               | Python Programming                              | 4.0         | 60          |
|                     |   | <u>20.0</u> | <u>300</u>  |
| <u>Seventh Term</u> |   |             |             |
| IT229               | Software Development and Programming Internship | 11.0        | 330         |
| CD214               | IT Career and Certification Preparation         | 2.0         | 21          |
|                     |   | <u>13.0</u> | <u>351</u>  |

**Program Requirements: Students in the Software Development and Programming program are required to purchase a laptop computer prior to the start of school. Specification requirements are furnished to the students when they enroll in the program.**

**IT233 Content Management Systems (4.0 credits/60 clock hours)**

This course focuses on the building of websites using commonly used Content Management Systems (CMS). Throughout the course the student will build a web page using a CMS framework. Students will create posts, create pages, add images, customize themes, import plugins, manage comments, explore e-commerce and social media, and focus on SEO. Prerequisite: Web Site Design and PHP.

**IT232 PHP (4.0 credits/60 clock hours)**

This course in web programming will introduce students to concepts of server-side scripting using PHP. Prerequisites: Web Site Design and Introduction to Programming & Logic.

**IT229 Software Development and Programming Internship 11.0 credits/330 clock hours)**

To fulfill the requirements of the internship, the student will participate throughout his/her final term in an on-the-job, work-experience program which is directly related to a computer-oriented area of business. Through hands-on computer experience under the supervision of a computer professional, the student will have the opportunity to enhance his/her education, computer skills and personal skills as well as an opportunity to observe the interaction of personnel within an employment environment. Prerequisite: As per internship policy.

**Course Descriptions...**

*Added to the Course Descriptions section starting on pg. 29 of the catalog*

1/11/19



**SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY**  
**State College, Altoona, and Lewistown, PA**

**ADDENDUM #5 TO THE 2018-2019 CATALOG**

## **Administration and Staff...**

*The following replaces the entry for Misty Frederick-Ritz on page 61 of the catalog.*

### **Misty Frederick-Ritz, Director of Marketing & Public Relations**

*The following person is removed from the faculty listing under Altoona on page 64 of the catalog.*

### **Mindy Rok BAA Program Lead Instructor**

*The following person is added to the faculty listing under Altoona on page 63 of the catalog.*

### **Mark Fusco BAA Program Lead Instructor**

M.S., Widener University  
B.S., Widener University  
Teaching Area: Accounting

## **Course Descriptions...**

*Replaces entry for Cisco Networking on page 34 of the catalog.*

**IT209 CISCO NETWORKING (4.0 credits/60 clock hours)** This course offers an overview of networking with Cisco hardware. Topics include: the OSI model, TCP/IP protocols, Router and IOS basics, Router configuration, network services, access lists, and switch basics and configuration. Prerequisite: None.

## **Application...**

*The following is added to the Application section on page 3 of the catalog.*

Admissions requirements are as follows:

- Interview
- High school diploma or equivalent or GED (high school attestation will be accepted for an applicant's "conditional acceptance" only pending South Hills receipt of the high school transcript or diploma)
- Successful completion of entrance assessment
- Application
- Completion of additional admissions requirements for Diagnostic Medical Sonography, Business Administration – Accounting, Graphic Arts, Criminal Justice, Software Development and Programming, and Medical programs

## **Additional Admissions Requirements Software Development and Programming Program**

In addition to the general admissions requirements, applicants for the Software Development and Programming program will be required to complete and pass a Technical Competency Assessment as well as an Online Learning Readiness Questionnaire.

**SOUTH HILLS SCHOOL OF BUSINESS & TECHNOLOGY**  
**State College, Altoona, and Lewistown, PA**

**ADDENDUM #6 TO THE 2018-2019 CATALOG**

**Accreditations and Approvals...**

*The following replaces the paragraph regarding the Diagnostic Medical Sonographer program accreditor on page 60 of the catalog.*

The Diagnostic Medical Sonography AST degree program, the Diagnostic Medical Sonography Professional diploma program, and the Diagnostic Medical Sonography Professional Plus diploma program at the State College campus are accredited by:

Commission on Accreditation of Allied Health Education Programs  
25400 US Hwy 19 N. Suite 158  
Clearwater, FL 33763  
727-210-2350  
mail@caahep.org

Graduates are eligible to apply for and take the ARDMS registry examinations prior to graduation; Students may apply to take the Sonography Principles and Instrumentation 1 year prior to graduation, and specialty examinations 60-days prior to graduation.

**Tuition & Fees/Refund Policy . . .**

*The following replaces the Program Fees section of the Tuition & Fees/Refund Policy on page 11 of the catalog.*

**Program Fees.** The following are the program fees per credit, applicable to students beginning school fall term 2018. A full disclosure of itemized fees is available upon request at the Business office. These fees will be adjusted if a student withdraws based on the Refund policy below. Also, the per-credit rate will be adjusted if the credit load carried is reduced due to a student dropping a class or classes.

| Program | Fee Per Credit | Program | Fee Per Credit |
|---------|----------------|---------|----------------|
| AMA     | \$2.00         | DPP     | \$2.50         |
| AP      | \$ .10         | ET      | \$0.00         |
| BAA     | \$ .10         | GA      | \$.40          |
| BAM     | \$ .30         | HIT     | \$3.40         |
| CJ      | \$ .90         | IT      | \$0.00         |
| DMS     | \$1.80         | MA      | \$4.20         |
| DMP     | \$2.30         |         |                |

**Administration and Staff . . .**

*The following person is removed from page 61 of the catalog.*

**David J. Schaitkin, Director of Education**

*The following person has a change of title on page 61 of the catalog.*

**Susan Vidmar,**  
**Director of Education**  
B.A., The Pennsylvania State University

# STUDENT INFORMATION

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## Academic Honesty Policy . . .

It is the policy of South Hills School to respond to academic honesty violations during the student's academic study with the following procedure:

7. **First Offense**—an “F” (0%) will be given for the exam or assignment.
8. **Second Offense**—for that class or any subsequent class, the student will be given an “F” in the particular course in which the offense occurred.

**Note:** Failure of a course may lengthen the time for program completion or in the DMS, DPP, and DMP programs may result in dismissal from the program.

9. **Third Offense**—for that class or any subsequent class, the student will automatically be expelled from school.

Academic honesty violations include cheating, plagiarism, and other forms of academic dishonesty. First, second, and third offenses apply to the entirety of the student's academic study at South Hills. When a student violates the honesty policy, he/she will sign a document to acknowledge understanding of the violation and consequences. This document will be kept in the student's academic file.

## Announcements and Bulletins . . .

State College. Announcements will be communicated through each student's South Hills email account, on the desktop, TV monitors, and by notices posted on bulletin boards throughout the building. Announcements over the loud speaker are given on a limited basis. Students are responsible for checking their South Hills email account for updated school information.

Lewistown. Announcements will be posted on the student message board and announced every day.

Altoona. Announcements will be communicated through each student's South Hills email account, on the desktop, and by notices posted on bulletin boards throughout the building. Announcements over the loud speaker are given on a limited basis. Students are responsible for checking their South Hills email account for updated school information

## Attendance . . .

In order to assure the best possible training, prompt and regular attendance is expected. All students must be present for tests and examinations.

A student should notify the school of his/her absence and the cause preferably before the first class in the morning.

Repeated absences or late arrival for class will necessitate the student to meet with the school Director, the Director of Education, or an Academic Affairs Officer to discuss the student's willingness to continue in the program. Excessive absences could result in dismissal.

If a student is absent from school for fourteen (14) consecutive calendar days before the ninth week of the term, the student will be withdrawn from school and receive a WD (withdraw, no grade) for all classes he/she was enrolled in that term. If the fourteenth day of his/her absence falls after the ninth week of the term, the student will be withdrawn from school and receive a “WF” (withdraw failing) for

all classes he/she was enrolled in that term. Exceptions to this policy may be made by the Director or Director of Education.

Students who earn “WF” in all classes in any quarter will not be scheduled for classes in the subsequent quarter unless they schedule a meeting with Academic Affairs. Academic Affairs will review the student's academic status to determine whether he/she will be able to achieve satisfactory academic progress. If it is determined that the student will be able to achieve satisfactory academic progress as well as the graduation requirements by the end of the quarter, he/she will be permitted to continue with classes. If the student will not be able to achieve satisfactory academic progress, the student will be dismissed from his/her program and will lose all student financial aid. He/she may, however, continue training as a certificate student and the policy for reinstatement will apply. **The student will not be eligible for financial aid during this period and will be responsible for the cost of the certificate credits.**

## Bus Service . . .

State College. CATA buses are available throughout the day at the bus stop on Waupelani Drive. Bus schedules may be found in the main lobby.

Altoona Branch Campus. The AMTRAN public bus service stops one block from the school at the corner of 6<sup>th</sup> Avenue and 58<sup>th</sup> Street, and at the corner of Boyce Avenue and 58<sup>th</sup> Street.

## Campus Safety & Security Policies/ Annual Crime Report . . .

South Hills School of Business & Technology publishes a Campus Safety & Security Policies/Annual Crime Report, which includes the school's policies and procedures regarding: crime/crime statistics; crime prevention/awareness programs; sexual assault, domestic violence, dating violence, and stalking; drug/alcohol abuse prevention programs; hate crimes, sex discrimination and harassment.

This report is required by Federal Law (VAWA). Students and employees are notified each fall via their South Hills' email account as to the availability of the October 1<sup>st</sup> Annual Crime Report on our website. For additional information go to [www.southhills.edu](http://www.southhills.edu), click “Disclosures” to view the *Annual Crime Report*.

## Cell Phones and Electronic Devices . . .

Cell phones are not permitted to be used during class time. They must be turned off or placed on “manner mode”. You should not transmit or receive any calls or text messages during class.

In addition, no electronic music devices or earphones should be used or visible during class time unless specifically authorized by the instructor.

If you have a personal situation that may require you to be reached by someone, then you should give the caller the South Hills phone number. Our front desk attendant will deliver **emergency** messages immediately, and other messages will be delivered as we are able. It is a good idea to share your class schedule with your “regular” callers so that they can avoid calling you during class time. The school expects full compliance with this policy. Offenders will be addressed by a school administrator.

## Class Schedule . . .

### Standard Schedule

| Schedule: Monday – Friday |                      |
|---------------------------|----------------------|
| Period                    | Time                 |
| 1                         | 8:00 am to 8:50 am   |
| 2                         | 9:00 am to 9:50 am   |
| 3                         | 10:00 am to 10:50 am |
| 4                         | 11:00 am to 11:50 am |
| Common Hour               | 11:50 am to 1:00 pm  |
| 5                         | 1:00 pm to 1:50 pm   |
| 6                         | 2:00 pm to 2:50 pm   |
| 7                         | 3:00 pm to 3:50 pm   |
| 8                         | 4:00 pm to 4:50 pm   |

### Two-Hour Delay

| Period      | Time                 |
|-------------|----------------------|
| 1           | 10:00 am to 10:40 am |
| 2           | 10:45 am to 11:25 am |
| 3           | 11:30 am to 12:10 pm |
| Common Hour | 12:10 pm to 12:40 pm |
| 4           | 12:40 pm to 1:20 pm  |
| 5           | 1:25 pm to 2:05 pm   |
| 6           | 2:10 pm to 2:50 pm   |
| 7           | 2:55 pm to 3:35 pm   |
| 8           | 3:40 pm to 4:20 pm   |

### Three-Hour Delay

| Period | Time                 |
|--------|----------------------|
| 1      | 11:00 am to 11:35 am |
| 2      | 11:40 am to 12:15 pm |
| 3      | 12:20 pm to 12:55 pm |
| 4      | 1:00 pm to 1:35 pm   |
| 5      | 1:40 pm to 2:15 pm   |
| 6      | 2:20 pm to 2:55 pm   |
| 7      | 3:00 pm to 3:35 pm   |
| 8      | 3:40 pm to 4:15 pm   |

## Code of Conduct . . .

South Hills School of Business & Technology considers each student to be a responsible person and is expected to uphold appropriate standards of behavior. In the event that a violation to the Code of Conduct occurs, South Hills will strive to utilize the incident as a teachable moment, imposing fair sanctions. However, should an individual commit an egregious violation of the Student Code of

Conduct, South Hills has the responsibility to impose the strictest sanction upon the student. The types of behavior subject to disciplinary sanctions include, but are not limited to:

**Academic Dishonesty**—Dishonesty or deception in the fulfillment of academic requirements. It includes cheating, plagiarism, unpermitted collaboration, using advantages not approved by the instructor, or knowingly allowing another student to plagiarize or cheat from one's work. Academic honesty violations will follow the *Academic Honesty Policy* procedures. See the Academic Honesty Policy located in the Academic Information section and included in this Student Information section.

**Representation Dishonesty**—Provision of false information to the institution by forgery, alteration or misuse of documents or records, falsifying a written or oral statement or submission of false identification to the institution.

**Mental or Bodily Harm to Self**—Conduct that causes harm or has the potential to cause harm to one's self including the intentional infliction of mental or bodily harm upon one's self.

**Mental or Bodily Harm to Others**—Conduct that causes harm or has the potential to cause harm to another individual, including:

- Behavior that intentionally inflicts mental or bodily harm on another person
- Behavior that attempts to inflict mental or bodily harm on another person
- Causing another individual to believe that the offender may cause mental or bodily harm to them
- Sexual misconduct
- Any act that demeans or degrades another individual
- Coercion of an individual to inflict mental or bodily harm to another person

**Discrimination**—Unequal treatment of a person based upon race, color, gender, age, religion, national origin, marital status, sexual orientation, ancestry, political beliefs, ethnicity, ability, socio-economic background or veteran status.

**Disruption/Obstruction**—Obstructing or interfering with instruction within a physical or virtual classroom.

**False Report of Emergency**—Causing, making or circulating a false report or warning of fire, explosion, crime or other threat to safety.

**Destruction of Property**—Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with School property including internship sites or the property of any person associated with the School.

**Theft or Possession of Stolen Property or Service**—Taking an item or utilizing a service without consent of a school administrator/instructor, or possessing property that can reasonably be determined to have been stolen from South Hills from an employee or student.

**Trespassing**—Forcible or unauthorized entry into the School.

**Possession of Weapons or Dangerous Materials**—Possession of a weapon or dangerous materials, including firearms, compressed-air guns, pellet guns, BB guns, knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous materials on school property.

**Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Alcohol**—Manufacture, distribution, sale, offer for sale, possession or use of any illegal drug or narcotic, or possession or use of alcohol while on campus or engaged in any school related activities.

**Use of Tobacco Products or Electronic Cigarettes in Unapproved Locations**—Smoking or use of tobacco products or electronic cigarettes in locations other than those approved for that purpose.

**Misuse or Abuse of Computers or Computer Networks**—Misuse, alteration, tampering with or abuse of any computer, computer system, service, program, data, or network, including telephone or computer lines and wireless networks. Abuse includes utilization of school computers or Internet access in order to access pornographic web sites or to distribute pornographic material.

**Stalking**—Engaging in conduct that is directed at a specific person that would cause a reasonable person to experience fear. Stalking may include non-consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, e-mail messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other undesired communication that elicits fear.

**Sex Discrimination and Harassment**—Conduct that discriminates, interferes with an individual's academic performance, or creates an intimidating, hostile or offensive environment in which to learn on the basis of an individual's gender.

#### **Disciplinary Sanctions**

In the event that a violation of the Code of Conduct occurs, South Hills will strive to utilize the incident as a teachable moment, imposing fair sanctions. However, should an individual commit an egregious violation of the Student Code of Conduct, South Hills has the responsibility to impose the strictest sanction upon the student. It is the policy of South Hills School to respond to Code of Conduct violations during the student's academic study with the following procedure:

1. **Written Reprimand**

A reprimand is an official written notification of unacceptable behavior that is in violation of the Student Code of Conduct. The reprimand will become a permanent document in the student's file. Any further misconduct may result in more serious disciplinary sanctions up to and including termination/expulsion.

2. **Expulsion**

Expulsion is the termination of enrollment at South Hills and prohibits the student from being present without permission on school property. The student will be unable to complete his/her program of study with the institution. The student is responsible for payment of tuition and fees and/or repayment of financial aid. The notification of expulsion becomes a permanent part of the student record.

## **Code of Conduct for the Business Administration-Accounting, Criminal Justice and Medical Programs. . .**

Students in the BAA, CJ, DMS, DPP, DMP, HIT, AMA, and MA programs are required to report any arrest and/or conviction to their program coordinator at South Hills within seven days of its occurrence. Failure to report the arrest or conviction may result in expulsion from the program. Once reported, the arrest or conviction will be reviewed by the administration. The student will be advised as to the course of action to be taken by the school which may result in disqualification from the program, depending on the nature and severity of the offense.

### **Copier . . .**

State College. Students may use the coin-operated copier located in the student commons area.

Altoona. Students may use the coin-operated copier located in the second-floor lobby of the 508 building or the coin-operated copier located in the library of the 541 building.

Lewistown. Students may use the coin-operated copier located in the student commons area.

## **Course Requirements . . .**

Each instructor will hand out a syllabus and course outline in each course. This syllabus will list specific course requirements and grading criteria.

## **Dismissal . . .**

South Hills School of Business & Technology reserves the right to require a student to withdraw for cause at any time.

## **Dress Code . . .**

In keeping with the businesslike environment of South Hills School of Business & Technology, it is expected that students will be neat, clean and dressed appropriately at all times. Short shorts, halter-tops, and muscle shirts are not permitted.

## **FERPA . . .**

The Family Education Rights and Privacy Act (FERPA) states that a student must authorize in writing the release of his/her educational records.

#### **Directory Information**

Under FERPA, South Hills is permitted to disclose directory information for all students. Directory information is listed below:

- Name, address, phone number, e-mail address
- Date and place of birth
- Program, enrollment status, dates of attendance
- Specialized degree/diploma, honors and awards
- Graduate's employers and job titles

Directory information is released for the following reasons:

**Financial Aid/Bursar**—tuition, disbursement of funds, financial eligibility, vouchers

**Academic**—transcripts, grades/GPA, transfer credits, Dean's list, enrollment verification

**Career Services**—employment, resumes, potential employers

#### **Financially Dependent Student**

Under FERPA, South Hills is permitted to disclose information from your educational records to your parent(s) if they claim you as a dependent for federal tax purposes.

#### **Financially Independent Student**

Under FERPA, South Hills is permitted to disclose directory information for all students. South Hills is not permitted to release additional information from your educational records to anyone without your permission.

#### **Non-Disclosure of Directory Information**

Students who request non-disclosure of directory information prevent South Hills from:

- Scheduling/answering questions with you via the telephone
- Forwarding resumes to potential employers
- Printing names in the commencement program
- Sending transcripts to future transfer colleges
- Verifying enrollment for insurance or employment

## Fire Drills . . .

Unannounced fire drills will be called throughout the year at the Main, Altoona and Lewistown campuses. When an alarm rings at the school, the students should follow the teacher's instructions and leave the building quietly and quickly. Students are to report to a designated assembly point and remain in this area until an accurate head count is taken. Students are not permitted to retrieve personal belongings, enter their vehicles, and/or leave the premises until told to do so. The escape routes are posted in each classroom.

## Gifts/Incentives . . .

To avoid all possible appearance of impropriety or appearance of giving preference to one student over another, employees will not accept gifts/incentives from students.

Students may express their appreciation to faculty and staff members with a thank-you letter or verbal thank you.

## Housing . . .

State College. Many reasonable apartment units are available in complexes surrounding South Hills School of Business & Technology. If you are interested in finding an apartment or roommates, contact the Admissions department.

South Hills School does not provide housing for out-of-town students, but it does offer assistance in finding apartments and bringing together students who are interested in apartment living.

## Immunization Policy...

South Hills School of Business & Technology does not require proof of immunization in order to enroll in classes or programs. However, proof of immunization may be required prior to beginning an internship. This will be based on the policies of the internship sites.

## IT Regulations . . .

### Regulations for using the computers of South Hills School:

1. Do not download or install anything that is not school related. This includes games, pictures, music, videos, etc.
2. Do not use other proxy servers to try to bypass our proxy server.
3. Do not visit web sites that are unprofessional and/or unacceptable. The IT Department logs every site that is visited, including the username, date and time.
4. Do not play games, check your email or surf the internet while an instructor is lecturing. Please be courteous to your instructors and classmates.
5. No food or drink is permitted in any computer room.

### There are four accounts you will use while at South Hills School:

1. **Network Account:** used to log on to the computers.
2. **Student Portal Account:** used to log on by the student from [www.southhills.edu](http://www.southhills.edu). This account displays your schedule, grades, etc.
3. **Student email account:** used to access email account supplied by South Hills School. Your email is [username@southhills.edu](mailto:username@southhills.edu). The web address to your student email is [email.southhills.edu](mailto:email.southhills.edu).
4. **CourseWeb Account:** Used to log on to "CourseWeb" where instructors can post assignments and announcements.

## Lunch and Cafeteria Services . . .

State College. A variety of breakfast and lunch items are served each day in the school cafeteria. A weekly menu is posted. Breakfast foods and drinks are served at 8 a.m.; lunch is served from 10 a.m. to 1:30 p.m. Students may also make use of the refrigerator and microwaves located in the dining area. Soda and snack machines are also available.

Lewistown. A refrigerator and microwave are located in the cafeteria. A soda machine is located in the student foyer area.

Altoona. One refrigerator, two microwave ovens, and vending machines are located in the student area of the 541 building. A microwave and vending machines are located in the 508 building.

## Name Change...

South Hills is required to use the student's legal name on all school records. Students who wish to change their legal name must submit documentation of the change to the Academic Affairs and Financial Aid departments. Proof of legal name change includes a copy of a driver's license, social security card, marriage certificate, divorce decree, or other legal documents. Without legal documentation, we cannot process the name change.

## Office . . .

State College. The office is open Monday, Tuesday and Friday from 8:00 a.m. to 4:30 p.m. and Wednesday and Thursday from 8:00 a.m. to 7:00 p.m.

Altoona. Monday, Tuesday, Thursday from 7:30 a.m. to 5:00 p.m., Wednesday from 7:30 a.m. to 7:00 p.m. & Friday from 7:00 a.m. to 3:00 p.m.

Lewistown. Monday from 7:30 a.m. to 7:00 p.m., Tuesday through Thursday from 7:30 a.m. to 5:00 p.m. & Friday from 7:00 a.m. to 4:00 p.m.

## Parking . . .

State College. Parking permits are required to be visibly hung from all parked vehicles. See Brandy Kovach for a parking permit. Parking is available in the student parking lot, in the parking area adjoining the YMCA, and on surrounding streets. Larger vehicles please use the back rows. Students are not permitted to use the faculty/staff/visitor parking lot in the front of the school. Note: Cars parked overnight will be towed.

Altoona. Parking is available in the lots located next to each location building. Please keep the visitor, permit, and handicap spots open for guests.

Lewistown. Parking is available for students on Dorcus Street, Water Street, and slow-pitch parking lot located by Rec. Park on South Dorcus Street.

## Pets . . .

Pets are not permitted in any South Hills buildings. The use of service animals is the only exception to this policy. The service animal policy must be followed if a service animal is medically necessary.

## Recycling . . .

South Hills School of Business & Technology participates in recycling. All empty soda cans are to be deposited in the appropriate containers located by the vending machines.

Many classrooms have recycling containers to be used for **white** computer paper, typing paper, and note paper.

## Schedules . . .

Students can view individual term schedules on the student portal. If at any time a scheduling conflict occurs, please contact the Academic Affairs Office regarding alternatives.

## Service Animals . . .

The American with Disabilities Act (ADA) defines a service dog as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding an individual with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

South Hills School of Business & Technology must comply with the ADA in allowing use of service animals for students and employees. Pets are now allowed on campus under this policy. (See policy on pets.)

## Smoking . . .

We have established our State College, Altoona, and Lewistown facilities as a smoke-free workplace. Smoking and tobacco products as well as e-cigarettes are not permitted in the building.

State College. Smoking is permitted in the smoking gazebo only.

Altoona. Smoking is permitted in the designated areas only.

Lewistown. Please use the designated smoking area which is located 15 feet from the back door entrance.

## Snow Days . . .

Impassable roads constitute a valid reason for canceling classes at South Hills School of Business & Technology. When classes are canceled because of snow, they must be made up by the school. Note: Snow days are allowed for in the calendar (extra days).

The school may issue a statement for a two-hour or three-hour delay in starting. Please refer to the Class Schedule section for those schedules.

If a student considers the roads dangerous in his/her area, he/she is to use his/her best judgment regarding attending school that day.

State College. Students should sign up for South Hills text alerts (see Text Alert section), listen to the school phone message, or check the South Hills website.

Altoona. Students should sign up for South Hills text alerts (see Text Alert section), check the South Hills website or tune in to either WTAJ TV, Altoona (CBS, Altoona), WJAC TV, Johnstown (NBC, Johnstown) or Froggy 98 Radio (WFGY).

Lewistown. Students should sign up for South Hills text alerts (see Text Alert section), check the South Hills website, or tune in to 95.7 (MERF Radio), or Channel 10 (WJAC TV).

## Student Activities and Organizations . . .

**Administrative Professional Club.** The mission of the AP club is to promote the Administrative Professional program and to support and encourage the academic, social, and professional pursuits of the AP students. The club fosters and encourages relationships between students, faculty, and industry professionals to prepare students for internships and a future career in the Administrative Professional field. (State College)

**Ambassadors.** South Hills Ambassadors are members of a service organization who represent the school on campus, in the community, in the workplace, and at high schools. The primary mission of the Ambassadors is to endorse the educational, personal, and professional benefits of being a part of the South Hills School community. Ambassadors assist with various office tasks and school events including orientation, group visits, career and job fairs, internship luncheons, and graduations. Membership is open to all students in all majors. (All locations)

**Circle K International.** Circle K International develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service. Members focus on making their campus and community better places in which to live and work. The goals are: to learn the importance of voluntarism and altruism in the world; to discover and develop leadership talents and skills that will be used in a future career and professional position; to apply concepts learned in the classroom to everyday situations when planning/organizing a project or event; to network with professional people in similar fields of interest through interaction with members of the sponsoring Kiwanis Club; to increase opportunities for scholarships for future education; and to increase professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences. (Lewistown)

**Club IT.** Club IT offers students the opportunity to build their computer skills through interaction with the community around them. Club IT also provides students with the opportunity to gain additional knowledge as well as networking opportunities within the local business community. The club shows students ways in which the skills they are learning apply to the real world and gets them accustomed to working with end-users. Membership is open to students in all majors. (All locations)

**C.O.P.S.** C.O.P.S. was formed in 2009 and stands for Community Outreach and Public Service Club. The idea of creating a Criminal Justice club was formed by first- and second-year Criminal Justice students. Student members vote on a governing body at the beginning of the school year to help run the club more efficiently. Students will have the opportunity to be proactive with community service projects during and after school. They work together as a group to accomplish their club goal. Membership is open to students who are enrolled in the Criminal Justice program, and who are in good academic standing. (All locations)

**Engineering Club.** The Engineering Club was formed in 2017 and is for students in the Engineering Technology program to give them the opportunity to build out-of-school experiences for future engineering careers. Club members participate in activities to educate youth on engineering, plan and organize sponsored community events, promote the engineering field at local career fairs and build their student portfolios. Membership is open to students who are enrolled in the Engineering Technology program. (State College)

**Entrepreneur Club.** The Entrepreneur Club is a network of students that come together to inform, support, and inspire each other to investigate various opportunities in the business community. Some of the benefits include face-to-face contact with community businesses, networking with other students interested in business and/or business ownership, and the opportunity to hear guest speakers from the community talk about a variety of entrepreneurial topics. Membership is open to students in all majors. (State College)

**Health Careers Club.** Health Careers Club provides a unique program of leadership development, motivation, and recognition exclusively for students pursuing health care careers. The Health Careers Club will help plan and organize sponsored events, provide educational opportunities for students enrolled in allied health programs and work with faculty advisors on activities and meetings. Membership is open to students who are enrolled in allied health programs. (Altoona and Lewistown)

**Phi Beta Lambda.** Phi Beta Lambda is an association of students preparing for careers in business-related fields. PBL promotes a sense of civic and personal responsibility and develops leadership skills. The members compete in state and national competitions and perform civic duties such as organizing blood drives and promoting school spirit. PBL strives to help students focus on business connections and community connections throughout the school year. Membership is open to students in all majors. (All locations)

**Student Forum.** Student Forum plays an important role in our students' lives. The group acts as a sounding board for the student body. It was formed in March 1975 as the Student Council. In 1985 the name was changed to Student Forum. The Forum sponsors cultural, educational, and recreational events throughout the year. Student Forum provides a channel of communication between students and the administration. Membership is open to students in all majors. (Altoona and State College)

**Tutors.** Tutors are current students volunteering their time to help other South Hills students with their academic progress throughout the school year. The student Tutors and the faculty work together assisting current students with their courses. Tutors provide tutoring in a variety of courses. Students must maintain a B or above in the course(s) for which they tutor. (All locations)

**Yearbook.** The Yearbook club offers students a chance to publish a book reflecting their time at South Hills. The club also builds skills in layout and design, editing and proofreading, photography, marketing, advertising, and sales. The club provides current students the opportunity to build friendships within the student body and the community. The yearbook serves as a memorable keepsake and networking tool for future events. Membership is open to students in all majors. (Lewistown)

**Alumni Association.** The South Hills Alumni Association was formed for the graduates of South Hills. With over 5,000 alumni from four locations, the Association continues to grow. A bi-annual alumni on-line newsletter published by the Association provides valuable news, profiles, and opportunities for continuing education and professional growth. Staying connected to South Hills helps strengthen professional and personal networking and provides inspiration to current students. Membership is open to all graduates of South Hills School of Business & Technology.

## **Student Services . . .**

South Hills offers the following programs, services, and resources to assist and support students.

**Academic Affairs.** Our Academic Affairs staff assists students in the areas of scheduling, program advising, academic concerns, and academic records. They are also available to discuss personal concerns and to provide referral information.

**Career Services.** South Hills has a Career Services staff who will assist you in finding your first job as well as with any changes you may wish to make later in your employment career. See Career Services section.

**Clubs and Activities.** South Hills has a variety of clubs and activities that students can participate in. See Student Activities and Organizations section.

**Faculty Advisors.** Each student will be assigned a faculty advisor who will be available to meet with the student throughout the school year to discuss academic concerns and provide program advising and information. In addition, the student will be assigned an internship supervisor who will be responsible for assisting the student in finding an internship, keeping abreast of the student's progress, and supervising the student while on internship. Often the faculty advisor will also be the internship advisor.

**Financial Aid.** Financing your education is another crucial area that makes your education possible. Our Financial Aid staff is available to assist you with your application for grants and loans, and the Bursar can answer any questions you have about your finances at South Hills School. See Financial Aid section.

**Library.** South Hills maintains both a physical library and an on-line electronic library for student use. See Library section.

**Students with Disabilities.** South Hills will make reasonable accommodations for students with disabilities. Students requesting accommodations must meet with the campus 504 Coordinator. See Services Available to Students with Disabilities section.

**Tutoring.** Student tutors are available to help fellow South Hills' students with their academic progress throughout the school year. See the Student Services Coordinator in State College and the Academic Affairs department at the Altoona and Lewistown campuses to request a tutor.

## **Student Store . . .**

The South Side Student Store offers South Hills apparel, as well as specialized products for various clubs and programs within the school. To make a purchase, visit our online store at [store.southhills.edu](http://store.southhills.edu).

**State College.** If you wish to pick up your items at the school to avoid shipping costs or you have any questions about your order, see Brandy Kovach.

**Altoona.** If you wish to pick up your items at the school to avoid shipping costs or you have any questions about your order, see Paige Watchey.

**Lewistown.** If you wish to pick up your items at the school to avoid shipping costs or you have any questions about your order, see Gloria Kline.

## **Text Alerts . . .**

Students are strongly encouraged to sign up to receive text alerts for Snow Days or Emergencies. To sign up for **State College**, text SC To 313131; for Altoona, text AL To 313131; for Lewistown, text LT To 313131. You will receive a confirmation text stating that you have opted in to receive texts from SHSBTPA. SMS message and data rates may apply.

## **Weapons . . .**

South Hills School of Business & Technology believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, South Hills School of Business & Technology prohibits all persons who enter company property from carrying a handgun, firearm, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers or other persons who have been given written consent by South Hills School of Business & Technology to carry a weapon on the property. Any student disregarding this policy will be subject to immediate termination.



# Calendar

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## **FALL TERM 2018**

August 24, 2018.....Orientation for New Students  
August 27, 2018...Orientation for Returning Students  
August 27, 2018 .....Fall Term Begins  
September 3, 2018.....Labor Day  
October 12, 2018.....In-Service Day  
November 20, 2018..... Fall Term Ends

## **WINTER 2018-2019**

December 3, 2018..... Winter Term Begins  
December 24, 2018.....Holiday Break Begins  
January 2, 2019.....Classes Resume  
January 21, 2019.....In-Service Day  
March 6, 2019..... Winter Term Ends

## **SPRING 2019**

March 18, 2019..... Spring Term Begins  
April 19, 2019.....Holiday Break  
May 3, 2019.....In-Service Day  
May 27, 2019.....Memorial Day  
June 12, 2019.....Spring Term Ends

## **SUMMER TERM 2019**

June 17, 2019..... Summer Term Begins  
July 4, 2019.....Independence Day  
August 26, 2019 ..... 10-Week Summer Term Ends  
September 2, 2019.....Labor Day  
September 10, 2019... 12-Week Summer Term Ends

## **FALL TERM 2019**

August 29, 2019 .....Fall Term Begins  
November 22, 2019..... Fall Term Ends

## **WINTER 2019-2020**

December 2, 2019..... Winter Term Begins  
March 5, 2020..... Winter Term Ends

## **SPRING 2020**

March 16, 2020..... Spring Term Begins  
June 10, 2020.....Spring Term Ends

## **SUMMER TERM 2020**

June 15, 2020..... Summer Term Begins  
August 24, 2020 ..... 10-Week Summer Term Ends  
September 8, 2020 ..... 12-Week Summer Term Ends

## **FALL TERM 2020**

August 31, 2020 .....Fall Term Begins  
November 24, 2020..... Fall Term Ends

## **WINTER 2020-2021**

December 1, 2020 ..... Winter Term Begins  
March 4, 2021 ..... Winter Term Ends

## **SPRING 2021**

March 15, 2021 ..... Spring Term Begins  
June 9, 2021 ..... Spring Term Ends

## **SUMMER TERM 2021**

June 14, 2021 ..... Summer Term Begins  
August 23, 2021 ..... 10-Week Summer Term Ends  
September 7, 2021 ..... 12-Week Summer Term Ends

*Note: Commencement is held in June and September. Dates are announced at the beginning of each school year via the online academic calendar.*

*Calendar dates are subject to change.*

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**State College  
Main Campus**  
480 Waupelani Drive  
State College, PA 16801  
814-234-7755

**Altoona Campus**  
541 58th Street  
Altoona, PA 16602  
814-944-6134

**Lewistown Campus**  
124 East Market Street  
Lewistown, PA 17044  
717-248-8140

[www.southhills.edu](http://www.southhills.edu)