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2016





**PITTSBURGH TECHNICAL INSTITUTE
AND AMERICAN ACADEMY OF CULINARY ARTS AT PTI**

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Oakdale, PA 15071

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PITTSBURGH TECHNICAL INSTITUTE

North Fayette Campus

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MISSION AND GUIDING PRINCIPLES

Mission

The mission of Pittsburgh Technical Institute, as a degree-granting institution, is to empower its students to succeed in today's dynamic world by integrating general studies and professional skills into a sound career-focused education necessary for students to realize their full potential and career goals.

Vision

Pittsburgh Technical Institute will expand our position as a first choice career college providing continued superior educational programs and an integrated campus community.

Guiding Principles

The guiding principles as established in the PTI strategic plan are:

- Academic Excellence and Student Success
- Outreach and Engagement
- Financial Stewardship
- Institutional Excellence

GENERAL INFORMATION

Accreditation

Accreditation assures that Pittsburgh Technical Institute (PTI) is recognized nationally as a credible institution of learning, maintains recognized and approved courses of study, employs competent faculty and staff, has adequate facilities and equipment, and has an appropriate and stable organizational structure.

Pittsburgh Technical Institute is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; telephone: (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Associate in Science Medical Assisting Program at the North Fayette campus is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; telephone: (727) 210-2350; (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Associate in Science Surgical Technology Program at the North Fayette campus is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; telephone: (727)-210-2350; (www.caahep.org) upon the recommendation of the Accreditation Review Committee – Surgical Technology (ARC-ST).

The Practical Nursing Certificate Program is accredited through fall 2018 by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. (404) 975-5000. www.acenursing.org

Degree Authority

In 2003, The Secretary of the Pennsylvania Department of Education authorized PTI to operate as a college and to award the Associate in Science degree to graduates of approved programs.

History

Pittsburgh Technical Institute first opened its doors in 1946 when it began the School of Management Engineering. In the 1960s, the Drafting Program (now Computer Aided Drafting) was introduced. In 1991, the Graphic Design Program was added. Thereafter PTI's continued growth added additional programs in: Business Administration, Computer Systems Specialist, Computer Programming, Multimedia Technologies, Marketing and Sales, Accounting Administration, Medical Office Administration, Medical Assisting, concentrations in Network Administration and Network Security & Computer Forensics, Safety & Security and Surgical Technology. In 2010, PTI was approved to offer online programs as well as a certificate in Practical Nursing. Electronics Engineering Technology was added to PTI's offering when Penn Technical Institute joined with PTI in 1996. Travel and Tourism was added to curriculum offerings in 1998 when PTI acquired the Wilma Boyd Career School, which later developed into additional concentrations in Hotel and Casino, and Restaurant Management.

Commencing with July 2013, PTI further expands offerings by adding Culinary Arts, Welding and an Oil and Gas concentration to the existing electronics program.

For specifics on established program dates, the PTI Profile is always available at the reception area of the facility.

PTI is Approved For:

- Approved for the training of state rehabilitation students.
- Approved for the training of veterans and war orphans.
- Approved by the U.S. Department of Justice, Immigration and Naturalization Service, for attendance by non-immigrant alien students.
- Approved for the training of dislocated workers through the CareerLink.
- Approved by the Ohio State Board of Career Colleges and Schools to recruit students.

- Approved by the West Virginia Council for Community and Technical College Education to recruit students.
- Designated by G.I. Jobs as a military-friendly school.
- PTI's Tutoring Center is authorized to issue certificates to tutors meeting College Reading and Learning Association requirements.
- PTI is an authorized Pearson Vue testing center.
- PTI is an authorized CLEP testing center.
- PTI is an authorized Kryterion testing center.
- Approved by the National Certification Board for Therapeutic Massage and Body Work (NCBTMB).
- Approved by the State of Ohio State Medical Board for Massage Therapy.
- PTI is an approved testing site (the National Center for Competency Testing).
- PTI is a school member of Associated Body Work and Massage Professionals (ABMP).
- PTI is approved by the Pennsylvania State Nursing Board to offer a certificate in Practical Nursing.

RIGHTS RESERVED

This catalog does not constitute a contract between Pittsburgh Technical Institute and the student or any other person. Pittsburgh Technical Institute reserves the right, with the approval of the Commonwealth of Pennsylvania, Department of Education, or other regulatory agencies, to add or withdraw any course or program and to make changes in curricula, tuition, regulations, or program designation. Pittsburgh Technical Institute may make changes in its regulations and published information that are determined by Pittsburgh Technical Institute to be in the best interest of the school, its faculty, and students. Due to attendance factors, any course or program may be cancelled.

LEGAL CONTROL

Pittsburgh Technical Institute is a private institution of higher learning in the form of a corporation which is incorporated under the laws of the Commonwealth of Pennsylvania. The Corporate Officers are the President and the Secretary/Treasurer.

NON-DISCRIMINATION POLICY

PTI affords every student all rights, privileges, and activities generally accorded or made available to students at PTI. PTI does not discriminate based on race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, genetic information or any other protected category under applicable local, state or federal law in the admission of its students, administration of its educational programs, policies, activities, loan programs, placement services, housing, and other offerings.

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance, may contact PTI's Director of Human Resources for more information:

Nancy Sheppard, SPHR; Director of Human Resources (acting Title IX Coordinator); 1111 McKee Road, Oakdale, PA 15071; 412-809-5311; 800-784-9675; sheppard.nancy@pti.edu.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

All students enrolled shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The student handbook includes more information on the confidentiality of student records, and detailed procedures for exercising such rights are available to students at the office of the Senior Vice President of Academic Affairs.

DISCLOSURE REQUIREMENTS

Under various sections of this publication and through information posted on www.pti.edu/consumerinfo we have provided information pursuant to the nature of educational programs, nature of financial charges and availability of financial assistance, and the employability of PTI graduates. Posted on the website are specifics by program on:

1. Related occupational titles
2. Program Tuition and Fees
3. Estimated book costs
4. Estimated housing
5. Title IV median loan debt
6. Graduate information with on time graduation rates
7. Percentage of graduates working in field
8. Percentage of graduates working part time
9. Average salary of graduates – employed full time
10. Institutional median loan debt

PROGRAMS OF STUDY

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

BUSINESS ADMINISTRATION

Associate in Science Degree

Concentration in Accounting Administration

The Accounting Administration Concentration is 21 months in length and consists of seven quarters. The student's classroom experience will be blended with real world expertise in a technological environment. They will be able to summarize financial information by preparing and interpreting financial statements to assist in management decision making. The well-rounded education will allow graduates to choose from multiple career options in public accounting, government, industry, and nonprofit organizations.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
ACCOUNTING CONCENTRATION		
ACC100	Financial Accounting 1	4
ACC110	Financial Accounting 2	4
ACC121	Accounting Principles	4
ACC122	Federal Taxes 1: Individual Taxes	4
ACC125	Payroll Accounting	4
ACC201	Accounting for Partnerships and Corporations	4
ACC222	Federal Taxes 2: Tax for Business Entities	4
ACC230	Accounting Information Systems	4
FIN120	Investment Management	3
MKT128	Advertising and Promotions	4
PROGRAM REQUIREMENTS		
BUS100	Introduction to Business	4
BUS106	Computer Applications	3
BUS109	Spreadsheet Applications	3
BUS110	Principles of Management	4
BUS205	Social Media for Business	4
FIN100	Principles of Finance	4
FIN110	Financial Management	4
GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GEM125	Personal Finance	4
GES140	Economics	4
GES150	Critical Thinking	4
GES250	Leadership Principles	4
TOTAL		110

BUSINESS ADMINISTRATION
Associate in Science Degree
Concentration in Management

The Management Concentration is 21 months in length and consists of seven quarters. It provides an intensive study of the management, marketing, computer, and business system techniques that enable businesses to operate efficiently.

Graduates are prepared for entry-level management positions in the areas of general business, customer service, human resources, sales, or finance.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
MANAGEMENT CONCENTRATION		
ACC100	Financial Accounting 1	4
ACC110	Financial Accounting 2	4
BUS100	Introduction to Business	4
BUS110	Principles of Management	4
BUS200	International Business	4
BUS220	Human Resource Management	4
BUS240	Small Business Management	4
BUS250	Entrepreneurship	2
HMA250	Meeting and Event Planning	4
MKT100	Principles of Marketing	4
PROGRAM REQUIREMENTS		
BUS106	Computer Applications	3
BUS109	Spreadsheet Applications	3
BUS205	Social Media for Business	4
BUS232	Database Applications for Business	3
FIN100	Principles of Finance	4
FIN110	Financial Management	4
GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship *	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GEM125	Personal Finance	4
GES140	Economics	4
GES150	Critical Thinking	4
GES250	Leadership Principles	4
TOTAL		104

* Students in the Business Administration online program will be scheduled for GSI212 Career Exploration Capstone.

COMPUTER AIDED DRAFTING
Associate in Science Degree
Concentration in Architectural Drafting

The Computer Aided Drafting Program is 21 months in length and consists of seven quarters. Students will follow industry standards such as ANSI (American National Standards Institute), be introduced to building codes such as ADA (Americans with Disabilities Act), and learn current industry design trends including LEED (Leadership in Energy and Environmental Design) through sustainable design. Students will apply this information to industry leading software: AutoCAD, MicroStation, Civil 3D, Plant 3D, Revit Architecture, Revit MEP and Revit Structural.

Graduates are prepared for a variety of entry level positions in the drafting industry and will work together with designers, detailers, architects and engineers.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
ARCHITECTURAL DRAFTING CONCENTRATION		
CAD101	Drafting 1	4
CAD106	MicroStation	4
CAD111	AutoCAD	4
CAD132	Architectural Drafting 1	4
CAD133	Mechanical Drafting 1	4
CAD134	Architectural Drafting 2	3
CAD147	Commercial Wiring Systems	3
CAD152	Industrial Pipe Drafting	3
CAD158	Building Systems	3
CAD159	Industrial Pipe Application Software	3
CAD201	Civil/Topographical Drafting	3
CAD206	Civil Application Software	3
CAD217	Structural Drafting	3
CAD221	Architectural Application Software 1	3
CAD234	Architectural Application Software 2	3
CAD236	Architectural Capstone	8
PROGRAM REQUIREMENTS		
CAD210	Statics & Strengths of Materials	4
GSD001	Steps to Career Success 1	1
CAD002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI199	Internship*	12
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GEM150	Algebra	4
GEM170	Physical Science**	4
GEM200	Trigonometry	4
GES150	Critical Thinking	4
Total		110

* Students may have options to choose from: GSI192 or GSI208 in combination with an additional General Education Elective.

**This course can be replaced by another approved General Education course.

COMPUTER AIDED DRAFTING
Associate in Science Degree
Concentration in Mechanical Drafting

The Computer Aided Drafting Program is 21 months in length and consists of seven quarters. Students will follow industry standards such as ANSI (American National Standards Institute), ISO (International Standards Organization), and GD&T (Geometric Dimensioning & Tolerancing). Students will apply these standards to industry leading software: AutoCAD, MicroStation, Plant 3D, Creo/Pro Engineer, Solidworks, Inventor and Revit Structural.

Graduates are prepared for a variety of entry level positions in the drafting industry and will work together with designers, detailers and engineers.

Course No. **Course Name** **Credits**

MECHANICAL DRAFTING CONCENTRATION

CAD101	Drafting 1	4
CAD106	MicroStation	4
CAD111	AutoCAD	4
CAD132	Architectural Drafting 1	4
CAD133	Mechanical Drafting 1	4
CAD138	Mechanical Drafting 2	3
CAD139	Mechanical Drafting 3	3
CAD143	Introduction to Parametric Modeling	3
CAD152	Industrial Pipe Drafting	3
CAD159	Industrial Pipe Application Software	3
CAD203	Energy Technology	3
CAD217	Structural Drafting	3
CAD226	Mechanical Application Software 1	3
CAD251	Mechanical Application Software 2	3
CAD253	Mechanical Applications 3	3
CAD254	Geometric Tolerancing	3
CAD256	Mechanical Capstone	8

PROGRAM REQUIREMENTS

CAD210	Statics & Strengths of Materials	4
GSD001	Steps to Career Success 1	1
CAD002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI199	Internship*	12

GENERAL STUDIES

GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GEM150	Algebra	4
GEM170	Physical Science**	4
GEM200	Trigonometry	4
GES150	Critical Thinking	4

Total **113**

* Students may have options to choose from: GSI192 or GSI208 in combination with an additional General Education Elective.

**This course can be replaced by another approved General Education course.

COMPUTER PROGRAMMING

Associate in Science Degree

The Computer Programming Program is 21 months in length and consists of seven quarters of study utilizing customized curriculum. Students are exposed to a variety of intense computer programming languages and application currently used in industry. Students gain a strong background in computer programming, web development, business and eCommerce, processes, and systems analysis.

Graduates are prepared for entry-level positions in the computer data processing field as computer programmers, operators, and support technicians.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAMMING CONCENTRATION		
ITP202	Project Management	3
ITP211	Programming Mobile Applications	3
ITP252	GUI Development	3
ITP262	Programming Enterprise Applications	4
ITP301	Introduction to Game Design	5
ITP306	Game Development 1	4
ITP312	Game Development 2	7
SSD152	Introduction to Information Systems	7
SSD251	Introduction to Computer Systems	4
SSD301	Object-Oriented Programming and Testing	8
SSD451	User-Centered Design and Testing	6
SSD552	Data Structures and Algorithms	7
SSD751	Database Systems	7
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GSD002	Steps to Career Success 2	1
GSD003	Steps to Career Success 3	1
GSD175	Career Development	2
GS1192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM125	Personal Finance**	4
GEM150	Algebra	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations**	4
GES250	Leadership Principles**	4
TOTAL		113

**This course can be replaced by another approved General Education course.

CRIMINAL JUSTICE
Associate in Science Degree

This program is 21 months in length and consists of seven quarters. This program is designed to train individuals for entry-level positions in Criminal Justice. Opportunities may exist in federal, state, or local law enforcement, corrections, private security management, corporate security management, probation, loss prevention (retail or industrial), emergency response management, insurance investigation and federal security agencies such as customs, FDA, homeland security, etc.

Graduates are prepared for entry-level leadership-track positions in both the private sector and the public sector.

As part of the admissions process applicants must complete a background check for entrance into the program.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
CRIMINAL JUSTICE CONCENTRATION		
SSA100	Introduction to Criminology and Criminal Justice	4
SSA110	Introduction to Policing	4
SSA115	Introduction to Homeland Security	4
SSA120	Criminal Procedure	4
SSA130	Principles of EOC/Dispatch	4
SSA200	Criminal Investigations	4
SSA205	Criminal Law	4
SSA210	Modern Corrections Issues	4
SSA225	Cyber Crime	4
SSA230	Juvenile Justice	4
SSA245	Casino and Lodging Security	4
SSA260	Security and Loss Prevention	4
SSA275	Act 235 Certification Preparation (or) SSA230	3
SSA280	Report Writing For Criminal Justice Professionals	4
PROGRAM REQUIREMENTS		
BUS106	Computer Applications	3
GSD001	Steps to Career Success 1	1
CJU002	Steps to Career Success 2	1
CJU003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GES100	Psychology**	4
GES150	Critical Thinking	4
GES175	Social Problems	4
GES200	Human Relations in Organizations**	4
TOTAL		103

**This course can be replaced by another approved General Education course.

CULINARY ARTS

Associate in Science Degree

The **American Academy of Culinary Arts** Program is 21 months in length and consists of seven quarters. Culinary Arts students receive hands-on instruction from renowned chefs and instructors and will learn and master everything from basic knife skills and sauce making to the principles of nutrition and how to match specific wines to complement certain foods. The curriculum also includes required general education courses in such areas as career development and critical thinking to help prepare students for the needs and expectations of today's employers.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
CULINARY ARTS CONCENTRATION		
CUL100	Introduction to Culinary Arts	8
CUL113	Fundamental Concepts of Cooking	2
CUL114	Sanitation	2
CUL115	Basic Knife Skills	1
CUL120	Effective Kitchen Design Principles	2
CUL130	Introduction to Fish/Shellfish and Meats	8
CUL140	Purchasing and Cost Control	2
CUL150	Culinary Elements of Wines and Spirits	2
CUL160	Baking and Pastry Fundamentals	8
CUL170	Nutrition and Menu Planning	4
CUL180	Fundamentals of Classical Cuisine/Garde Manger	7
CUL200	Advanced Intercontinental Cuisine	7
CUL210	Advanced Cooking and Pastry	7
HMA130	Hospitality Supervision	4
HMA215	Club & Restaurant Management	4
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
CUL002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI199	Internship*	12
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GES100	Psychology**	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES225	Cultural Diversity	4
TOTAL		116

* Students may have the option to choose Internship GSI192 in combination with GES250 Leadership Principles, or an alternative approved additional General Education Elective.

**This course can be replaced by another approved General Education course.

ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Science Degree

The Electronics Engineering Technology Program is 21 months in length and consists of seven quarters. It prepares students for a broad variety of employment opportunities in the electronics technology field. Graduates are prepared to work as field service technicians, customer service representatives, in house production, test technicians and power system technicians.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
ELECTRONICS CONCENTRATION		
ELT101	Math for Electronics	4
ELT115	Electricity	7
ELT125	Electronics 1	7
ELT126	Structured Wiring	4
ELT135	Electronics 2	7
ELT145	Digital Electronics	7
ELT146	Computer and Network Systems	4
ELT254	Communication Systems	7
ELT258	Electronics Devices and Systems	3
ELT266	Control System Electronics	7
ELT267	Microcontrollers	4
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
ELT002	Steps to Career Success 2	1
ELT003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH121	History of Technology**	4
GEM150	Algebra	4
GEM170	Physical Science	4
GES150	Critical Thinking	4
GES250	Leadership Principles**	4
TOTAL		106

**This course can be replaced by another approved General Education course.

ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Science Degree

Concentration in Oil and Gas Electronics

The Oil and Gas Concentration is 21 months in length and consists of seven quarters. It prepares students for a broad variety of employment opportunities in the Industrial Instrumentation and Process Control fields. Graduates can apply their skill and knowledge to the tristate region's surging oil and gas industry or in any industry around the world. Graduates are prepared to work as measurement technicians, instrumentation technicians, and any of the electronics jobs available in the electronics fields.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
OIL AND GAS ELECTRONICS CONCENTRATION		
ELT101	Math for Electronics	4
ELT115	Electricity	7
ELT125	Electronics 1	7
ELT135	Electronics 2	7
ELT145	Digital Electronics	7
ELT146	Computers & Network Systems	4
GOE141	Overview of the Oil and Gas Industry	4
GOE250	Industrial Communications 1	4
GOE251	Process Control 1	7
GOE265	Process Control 2	6
GOE266	Industrial Controllers	3
GOE273	Process Control 3	3
GOE276	Industrial Communications 2	3
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
ELT002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI193	Internship	4
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH121	History of Technology **	4
GEM150	Algebra	4
GEM170	Physical Science	4
GES150	Critical Thinking	4
GES250	Leadership Principles **	4
TOTAL		106

**This course can be replaced by another approved General Education course.

GRAPHIC DESIGN

Associate in Science Degree

The Graphic Design Program is 24 months in length and consists of eight quarters. Students develop critical and creative thinking processes and proficiency with the tools, applications, media and techniques of the graphic design industry, from traditional approaches to the use of computer generated design.

The Graphic Design Program prepares graduates for a variety of entry-level positions in advertising agencies, commercial art studios, publishing companies, manufacturing firms, government agencies and companies with in-house studios.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
GRAPHIC DESIGN CONCENTRATION		
GDA115	Design 1	3
GDA116	Drawing	1
GDA126	Color Theory and Techniques	3
GDA128	Typography	4
GDA129	Computer Illustration	3
GDA130	Digital Imaging	3
GDA136	Photography	3
GDA137	Web Design 1	3
GDA138	Computerized Page Make-Up	3
GDA139	Advanced Digital Imaging/Production	3
GDA143	Production	3
GDA144	Advertising Processes	3
GDA200	Portfolio Development 1	4
GDA201	Corporate Design	3
GDA203	Portfolio Development 2	4
GDA204	Multi-Page Documents	3
GDA205	Entrepreneurship	4
GDA210	Portfolio Web Development	3
GDA255	Web Design 2	3
GDA256	Design 2	3
MMA110	Interactive Media	3
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM125	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations**	4
TOTAL		109

**This course can be replaced by another approved General Education course.

HEATING VENTILATION & AIR CONDITIONING TECHNOLOGY

Associate in Science Degree

This degree is a 21 month program consisting of six quarters of instruction and one quarter of an internship. Coursework provides hands-on training necessary to gain entry level employment in the Heating, Ventilation, Air Conditioning, and Refrigeration fields. Students receive training in: customer service, ductwork and other tin /metal components, consultation on air distribution, control components, and "Green" technology, interpretation of blueprints and construction drawings, troubleshooting, testing and maintenance of equipment, installation and repair of residential and commercial equipment. Students will have the ability to complete the following certifications necessary for entry-level employment: R-410A, EPA 608 Universal, and ICE. Upon completion of the internship, all graduates will be encouraged to take the NATE® certification exam. Students will be trained on industry current equipment, combined with theoretical and practical knowledge. The program will assist students in developing a range of relevant and marketable skills.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
HVAC CONCENTRATION		
HVA108	Fundamentals of Electricity	5
HVA112	Heating Systems 1	5
HVA118	Welding and Sheet Metal Fabrication	4
HVA123	Customer Service and Career Development for HVAC	6
HVA128	Heating Systems 2	6
HVA133	Residential Refrigeration	6
HVA137	Hydronics	4
HVA143	HVAC-R Controls	4
HVA148	Commercial Refrigeration	5
HVA152	Load Calculations and Psychrometrics	6
HVA157	Troubleshooting and Diagnostics	3
HVA163	Chiller Systems	4
HVA168	Certification Preparation	5
PROGRAM REQUIREMENTS		
GSI199	Internship	12
GSD001	Steps to Career Success 1	1
GSD002	Steps to Career Success 2	1
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM095	Supplementary Mathematics	4
GEM100	Principles of Math	4
GEM150	Algebra	4
GES130	Ethics**	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
TOTAL		113

**This course can be replaced by another approved General Education course.

HOSPITALITY MANAGEMENT ADMINISTRATION
Associate in Science Degree
Concentration in Hotel and Restaurant Management

The Hospitality Management Administration program is 21 months in length and consists of seven quarters. It provides the student with diversified training in hospitality operations as well as a basic understanding of the casino industry with a basic foundation in computer applications, sales, management, and reservations. After completing two quarters of study, the students will have the opportunity of choosing the Hotel and Casino Management Concentration.

Graduates are prepared to work in a variety of positions within the hotel and casino industry such as meeting event planner, sales and marketing representative, front office agent, conference planner, franchise manager, and customer service specialist.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
HOTEL AND RESTAURANT CONCENTRATION		
BUS100	Introduction to Business	4
CUL114	Sanitation	2
CUL140	Purchasing and Cost Control	2
HMA106	Introduction to the Hospitality	4
HMA130	Hospitality Supervision	4
HMA200	Front Office Procedures 1	4
HMA205	Food and Beverage 1	4
HMA222	Resort Management	3
HMA236	Food and Beverage 2	4
HMA250	Meeting and Event Planning	4
HMA257	Rooms and Facilities Management	4
HMA263	Wines and Mixology	3
TTA145	Marketing and Selling the Travel Product	3
TTA255	Travelogue Presentation	2
PROGRAM REQUIREMENTS		
ACC100	Financial Accounting 1	4
BUS106	Computer Applications	3
BUS109	Spreadsheet Applications	3
GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
GS1192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES225	Cultural Diversity	4
GES250	Leadership Principles	4
TOTAL		102

HOSPITALITY MANAGEMENT ADMINISTRATION

Associate in Science Degree

Concentration in Travel and Tourism Management

The Hospitality Management Administration Program is 21 months in length and consists of seven quarters. The program enables the student to enter the growing hospitality industry in Travel and Tourism Management with diversified training in sales, management, and reservations. After completing two quarters of study, students will have the opportunity of choosing the Travel and Tourism Management concentration.

Graduates are prepared for positions such as customer service agent, flight attendant, airline reservation agent, travel office manager, meeting and event planner, corporate travel representative, and gate/station agent.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
TRAVEL AND TOURISM CONCENTRATION		
BUS100	Introduction to Business	4
HMA106	Introduction to the Hospitality	4
HMA130	Hospitality Supervision	4
HMA137	Introduction to Reservations	3
HMA250	Meeting and Event Planning	4
TTA100	Destinations	4
TTA113	Dynamics of Tourism	4
TTA116	Global Distribution Systems 1	3
TTA117	Global Distribution Systems 2	3
TTA145	Marketing and Selling the Travel Product	3
TTA225	Tourism and the Corporate Environment	4
TTA230	International Travel	4
TTA255	Travelogue Presentation	2
PROGRAM REQUIREMENTS		
ACC100	Financial Accounting 1	4
BUS106	Computer Applications	3
BUS109	Spreadsheet Applications	3
GSD001	Steps to Career Success 1	1
BUS002	Steps to Career Success 2	1
BUS003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GES100	Psychology**	4
GES150	Critical Thinking	4
GES225	Cultural Diversity	4
GES250	Leadership Principles**	4
TOTAL		101

**This course can be replaced by another approved General Education course.

INFORMATION TECHNOLOGY
Associate in Science Degree
Concentration in Network Administration

The Information Technology Degree Program is 21 months in length and consists of seven quarters. After completing five quarters of study, students will have the opportunity to choose a program concentration. Students may elect to concentrate in Network Administration which provides a thorough study of computer hardware, various operating systems, systems architecture and computer networking methodologies, design, and administration.

Graduates with the Network Administration concentration are prepared for entry-level positions in a variety of business and technical environments such as systems technicians, computer support personnel, help desk specialists, and network operators/administrators.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
NETWORK ADMINISTRATION CONCENTRATION		
ITA152	Technical Support and Customer Service	3
ITA203	Network Infrastructures	5
ITA224	Information Systems Administration	5
ITA229	Enterprise Systems Deployment	5
ITA230	Client Application Support	3
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GSD002	Steps to Career Success 2	1
GSD003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
ITA103	Introduction to Information Technology	2
ITA112	Desktop Operating Systems	5
ITA124	Hardware Technology 1	3
ITA126	Networking 1	5
ITA136	Networking 2	5
ITA142	Network Operating Systems 1	5
ITA165	Database Development	5
ITA195	Network Operating Systems 2	5
ITA196	Network Operating Systems 3	5
ITA211	Server Applications	3
ITS273	Information Security 1	4
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GEM125	Personal Finance**	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES250	Leadership Principles**	4
TOTAL		113

**This course can be replaced by another approved General Education course.

INFORMATION TECHNOLOGY

Associate in Science Degree

Concentration in Network Security and Computer Forensics

This program is 21 months in length and consists of seven quarters. After completing five quarters of study, students will have the opportunity to choose a program concentration. Students may elect to concentrate in Network Administration as described on the previous page. Qualified students who elect to concentrate in Network Security and Computer Forensics receive thorough training in information systems security, firewalls, cryptology, computer viruses, hacker protection, data recovery techniques, and computer investigation techniques. Acceptance into this concentration requires a GPA of 2.75 or above, attendance of 90% or above, a criminal background clearance, and Academic Chair approval. Students who are accepted into this program must maintain an overall GPA of 2.75 and 90% overall attendance to remain in the program.

Graduates with the Network Security & Computer Forensic concentration are prepared for entry-level positions in a variety of business, governmental, and law enforcement agencies working as computer security specialists, network operators/administrators, and computer forensic technicians.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
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NETWORK SECURITY AND COMPUTER FORENSICS CONCENTRATION

ITS264	Digital Forensics	5
ITS280	Regulatory Compliance	3
ITS281	Information Security 2	5
ITS287	Information Systems Auditing	5
ITS289	Ethical Hacking	4

PROGRAM REQUIREMENTS

GSD001	Steps to Career Success 1	1
GSD002	Steps to Career Success 2	1
GSD003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
ITA103	Introduction to Information Technology	2
ITA112	Desktop Operating Systems	5
ITA124	Hardware Technology 1	3
ITA126	Networking 1	5
ITA136	Networking 2	5
ITA142	Network Operating Systems 1	5
ITA165	Database Development	5
ITA195	Network Operating Systems 2	5
ITA196	Network Operating Systems 3	5
ITA211	Server Applications	3
ITS273	Information Security 1	4

GENERAL STUDIES

GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GEM125	Personal Finance**	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations	4
GES250	Leadership Principles**	4

TOTAL	<hr/>	114
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**This course can be replaced by another approved General Education course.

MEDICAL ASSISTING

Associate in Science Degree

The Medical Assisting Program is 21 months in length and consists of seven quarters. The objective of the program is to prepare graduates for entry level positions as Medical Assistants working in an ambulatory care environments such as physicians' offices, clinics, and out-patient hospital settings. The program requirements will culminate with an unpaid internship; the internship host may require a physical examination, TB testing, as well as drug screening at the expense of the student.

Detailed information regarding program matter is contained in the Medical Assisting Student Handbook.

A 70% final grade average must be attained in all medical-related courses to meet program objectives.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
MEDICAL ASSISTING CONCENTRATION		
MED106	Medical Terminology	5
MED111	Clinical Techniques 1	4
MED121	Clinical Techniques 2	4
MED126	Anatomy & Physiology 1	5
MED132	Clinical Techniques 3	4
MED134	Anatomy & Physiology 2	5
MED136	Communications in Healthcare	5
MED139	Clinical Techniques 4	4
MED144	Clinical Techniques 5	4
MED145	Diseases and Diagnostic Methods	5
MED146	Foundations of Health Insurance	5
MED152	Computerized Practice Management & E.H.R.	4
MED199	Healthcare Delivery in the Medical Office	5
MED208	Coding for the Medical Assistant	4
MED225	Pharmacology	5
MED248	Medical Laboratory	4
MED266	Medical Seminar	3
MED267	CMA Review	2
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
MED002	Steps to Career Success 2	1
MED003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GES100	Psychology	4
GES130	Ethics**	4
GES150	Critical Thinking	4
GES225	Cultural Diversity	4
TOTAL		122

**This course can be replaced by another approved General Education course.

MEDICAL OFFICE ADMINISTRATION

Associate in Science Degree

The Medical Office Administration Program is a 21-month program that prepares graduates for responsible entry-level positions as medical front office assistant, receptionist, medical billing and collections, medical coding, appointment scheduler, medical records clerk or medical transcriptionist in a variety of healthcare settings, including physicians' offices, medical centers, clinics, hospitals, nursing homes, ambulatory care centers, and medical billing and collections agencies.

The program is competency-based in medical studies, along with general education courses that add to a well-rounded graduate who will be qualified to work in many fields of medical employment. A 70% final grade average must be attained in all medical-related courses to meet the program objectives. Upon completion of the program, students will be eligible to take the National Coding Certification examination. This program is offered both on ground and online.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
MEDICAL OFFICE CONCENTRATION		
BUS106	Computer Applications	3
MED106	Medical Terminology	5
MED126	Anatomy and Physiology 1	5
MED134	Anatomy and Physiology 2	5
MED136	Communications in Healthcare	5
MED145	Diseases and Diagnostic Methods	5
MED146	Foundation of Health Insurance	5
MED151	Diagnostic and Procedural Coding for Physicians 1	4
MED152	Computerized Practice Management & E.H.R.	4
MED161	Diagnostic and Procedural Coding for Physicians 2	4
MED171	Diagnostic and Procedural Coding for Physicians 3	4
MED199	Healthcare Delivery in the Medical Office	5
MED201	Principles of Practice Management 1	5
MED225	Pharmacology	5
MED237	Principles of Practice Management 2	5
MED266	Medical Seminar	3
MED312	Chart Abstracting	4
MED321	Auditing and National Exam Preparation	4
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
MED002	Steps to Career Success 2	1
MED003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI192	Internship*	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GES100	Psychology	4
GES130	Ethics**	4
GES150	Critical Thinking	4
GES175	Social Problems	4
TOTAL		125

*Students in the Medical Office Administration online program will be scheduled for GSI212 Career Exploration Capstone.

**This course can be replaced by another approved General Education course.

MULTIMEDIA TECHNOLOGIES
Associate in Science Degree
Concentration in Video Production

The Multimedia Technologies Program is 24 months in length and consists of eight quarters. The Video Production concentration specializes in teaching students a firm grounding in the basic design skills dedicated to video, television and related industries. Students will gain insight into aspects of preproduction, recording of audio and video under studio and field conditions, 2D and 3D graphics and animation along with editing and the post production processes.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
VIDEO PRODUCTION CONCENTRATION		
GDA136	Photography	3
GDA205	Entrepreneurship	4
MMA111	Digital Design	3
MMA114	Design Concepts	3
MMA116	Audio/Video Editing 1	3
MMA118	Cinematography	3
MMA119	Audio/Video Editing 2	3
MMA120	Introduction to Post Production	3
MMA205	Motion Graphics 1	3
MMA206	Videography	4
MMA208	Audio Production 1	3
MMA209	Audio Production 2	3
MMA211	Motion Graphics 2	3
MMA212	Advanced Visual Effects	3
MMA215	Audio Production 3	3
MMA216	Video Senior Project	4
MMA217	Audio Production 4	3
MMA222	Advanced Editing	3
MMA227	Streaming & Podcasting	3
MMA229	Video Portfolio Development	8
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM125	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations**	4
TOTAL		112

**This course can be replaced by another approved General Education course.

MULTIMEDIA TECHNOLOGIES

Associate in Science Degree

Concentration in Web Design and Development

The Multimedia Technologies Program is 24 months in length and consists of eight quarters. The Web Design and Development concentration specializes in web design, development, and interactive technologies. Students learn to write efficient standards based code and to design interactions for screen based delivery. They explore both "front end" and "back end" development technologies and techniques used for delivering dynamic content on the web. Advanced classes explore object oriented programming, abstraction, and the latest interactive technologies. Students not only learn to program they also focus on design, user experience, typography, interactivity and animation. This unique blend of art and science prepares our students to devise, build and deploy websites, applications and interactive media.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
WEB DESIGN AND DEVELOPMENT CONCENTRATION		
GDA116	Drawing	1
GDA126	Color Theory and Techniques	3
GDA128	Typography	4
GDA129	Computer Illustration	3
GDA130	Digital Imaging	3
GDA136	Photography	3
GDA205	Entrepreneurship	4
MMA105	Web Authoring Design	3
MMA106	Client-Side Web Development	3
MMA107	Dynamic Content Management	3
MMA110	Interactive Media	3
MMA115	Web Design Concepts	3
MMA143	Delivery for the Web	3
MMA201	Server Side Scripting	3
MMA202	Interactive Design	3
MMA210	Interactive Development	3
MMA224	Advanced Interactive Technologies	3
MMA228	Web Portfolio Development	8
MMA240	Web Project Development	4
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GDA002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH120	Art History	4
GEM125	Personal Finance	4
GES100	Psychology	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations**	4
TOTAL		107

**This course can be replaced by another approved General Education course.

NURSING

Associate in Science Degree

The associate in science, nursing program, which has been approved by the Pennsylvania State Board of Nursing, prepares graduates to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program is 7 quarters in length (21 months). Standards that must be met, prior to admission to the program, include criteria based pre-entrance exams such as SAT or ACT or Critical Thinking, and a negative urine drug screening test. A comprehensive physical examination, including TB testing and verification of vaccination history and Act 33, 34, and 73 criminal clearances, will be required prior to enrollment in the first quarter, and will need to be updated annually. The following high school courses (units) or their equivalent are required by the State Board of Nursing: 4 units of English, 3 units of Social Studies, 2 units of Mathematics (1 of which is Algebra), and 2 units of Science with a related laboratory or the equivalent. Detailed information about admission requirements is contained in the ASN Student Guidebook, including advanced standing policies.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
NURSING CONCENTRATION		
RNU175	Introduction to Nursing	1
RNU181	Foundations in Nursing	3
RNU182	Clinical Practice 1	2
RNU186	Primary Care and Wellness	4
RNU187	Clinical Practice 2	3
RNU190	Lifespan Development	4
RNU192	Pharmacology Applications for RN Practice	2
RNU196	Acute Care of the Adult	6
RNU197	Clinical Practice 3	5
RNU201	Care of Adults with Chronic Illness	5
RNU203	Clinical Practice 4	6
RNU206	Nursing Care Evolving Family	5
RNU207	Clinical Practice 5	6
RNU211	Psychiatric/Mental Health Nursing	4
RNU213	Clinical Practice 6	3
RNU216	Professional Transition into Practice	8
RNU217	Clinical Practice 7	10
PROGRAM REQUIREMENTS		
NUR103	Anatomy & Physiology 1	4
NUR108	Microbiology	4
NUR111	Microbiology Lab	2
NUR113	Anatomy & Physiology 1 Lab	2
NUR118	Anatomy & Physiology 2	4
NUR119	Anatomy & Physiology 2 Lab	2
NUR129	Nutrition	4
NUR137	Pharmacology	4
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Math	4
GES100	Psychology	4
GES130	Ethics	4
GES150	Critical Thinking	4
GES175	Social Problems	4
TOTAL		135

SMART BUILDING TECHNOLOGY

Associate in Science Degree

The Smart Building Technology Program is 21 months in length and consists of seven quarters. It provides a foundation in electronics, building design, installation, and calibration of smart building systems according to established codes, standards and safety practices. Graduates will integrate, install, and provide field maintenance on audio/video equipment, security/surveillance systems, basic computer network systems, commercial integration systems, and energy management/lighting controls.

Graduates are prepared to work as entry-level installers, technicians, and designer positions in the smart building integration field such as, Electronic Systems Technician, Audio/Video Installer, Home Security Installer or Home Entertainment and Technology Sales/Service.

As part of the admissions process applicants must complete a background check for entrance into the program.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
SMART BUILDING TECHNOLOGY CONCENTRATION		
ELT101	Math for Electronics	4
ELT115	Electricity	7
ELT125	Electronics 1	7
ELT126	Structured Wiring	4
ELT135	Electronics 2	7
ELT146	Computer and Network Systems	4
SBT140	Entertainment Systems	3
SBT141	Applied Communications	4
SBT250	Audio and Video Systems	4
SBT251	Security and Life Safety	6
SBT260	Energy Management and Lighting Controls	6
SBT261	Project Management	3
SBT262	Green Technology	3
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success1	1
ELT002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI192	Internship	8
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEH121	History of Technology**	4
GEM150	Algebra	4
GEM170	Physical Science	4
GES150	Critical Thinking	4
GES250	Leadership Principles**	4
TOTAL		106

**This course can be replaced by another approved General Education course.

SURGICAL TECHNOLOGY

Associate in Science Degree

The Surgical Technology Program is 24 months in length and consists of eight quarters. Students in the Surgical Technology Program are trained in both academic and clinical settings that prepare the graduate for entry-level positions in an operating room setting, as well as various healthcare facilities such as hospitals and out-patient surgery centers. The program requirements will culminate with an unpaid internship at a professional healthcare facility. Students are required to maintain their own transportation to and from clinical assignments.

Detailed information regarding program matter is contained in the Surgical Technology Student Handbook.

A two-step TB test must be completed prior to enrollment and updated prior to beginning the fourth quarter. A comprehensive physical examination, verification of vaccination history, as well as ACT 33, 34, and 73 clearances are required prior to beginning clinical rotation in the 7th quarter. All costs are assumed by the student.

As part of the admissions process applicants must complete a background check for entrance into the program.

A 70% final grade average must be attained in all medical-related courses to meet program objectives.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
SURGICAL TECHNOLOGY CONCENTRATION		
MED106	Medical Terminology 1	5
MED145	Diseases and Diagnostic Methods	5
MED228	Pharmacology for the Surgical Technologist	5
NUR103	Anatomy and Physiology 1	4
NUR108	Microbiology	4
NUR113	Anatomy and Physiology 1 Lab	2
NUR118	Anatomy and Physiology 2	4
NUR119	Anatomy and Physiology 2 Lab	2
SGT102	Orientation to Surgical Technology	5
SGT112	Surgical Instrumentation	3
SGT114	Foundations of Surgery	3
SGT122	Surgical Preparation, Equipment, and Supplies	4
SGT126	Principles of Surgery	4
SGT205	Surgical Technology 1	4
SGT225	Surgical Technology 2	4
SGT235	Surgical Technology 3	4
SGT242	Surgical Technology 4	4
SGT252	Surgical Technology 5	4
SGT263	Clinical Rotation	8
SGT261	Clinical Rounds Review	2
SGT265	CST Review	2
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
SGT002	Steps to Career Success 2	1
SGT003	Steps to Career Success 3	1
GSD175	Career Development	2
GSI219	Surgical Technology Internship	12
GENERAL STUDIES		
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GEE211	Effective Speech	4
GEM100	Principles of Mathematics	4
GES100	Psychology	4
GES130	Ethics**	4
GES150	Critical Thinking	4
GES225	Cultural Diversity	4
TOTAL		131

**This course can be replaced by another approved General Education course.

WELDING TECHNOLOGY

Associate in Science Degree

The PTI Associate degree in Welding Technology is 21 months in length and consists of seven quarters. It provides foundation in SMAW, GMAW, and GTAW in both plate, pipe and tubes in all positions. It is designed to help meet the demand for skilled industrial and commercial welders, particularly in the dynamic oil and gas industry.

You will be trained on industry current equipment combined with theoretical and practical knowledge. The coursework is designed to help the student develop a diverse range of relevant and marketable skills.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
WELDING TECHNOLOGY CONCENTRATION		
WEL100	Gas Welding Plate and Pipe	5
WEL115	Metal Cutting and Fabrication	3
WEL125	Blueprint Reading & Welding Symbols	3
WEL215	General SMAW Practices (Equipment and Electrode Identification)	5
WEL217	Advanced Pipe Welding	5
WEL235	General Exotic Metals	3
WEL305	WELDING Certification /Prep	4
WEL325	SMAW Pipe Welding	5
WEL335	Advanced Plate Welding	3
WEL400	Gas Metal Arc Welding	3
WEL405	GMAW Pipe Welding	2
WEL410	Gas Tungsten Arc Welding	3
WEL415	GTAW Pipe Welding	5
WEL420	AWS SENSE MIG and TIG Prep	2
WEL425	GTAW & GMAW Uphill/Downhill Pipe Welding	4
WEL430	Flux Core Inner and Outer Shield	2
WEL440	Advanced Exotic Metals	2
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
WEL002	Steps to Career Success 2	1
GSD175	Career Development	2
GSI199	Internship	12
GENERAL STUDIES		
GEM100	Principles of Mathematics	4
GEM125	Personal Finance	4
GEE100	English Composition 1	4
GEE150	English Composition 2	4
GES150	Critical Thinking	4
GEE211	Effective Speech	4
GES130	Ethics **	4
GES200	Human Relations in Organizations	4
TOTAL		107

**This course can be replaced by another approved General Education course.

CERTIFICATE TRAINING PROGRAMS

CULINARY ARTS

The **American Academy of Culinary Arts** Certificate Program is 15 months in length and consists of five quarters. Culinary Arts students work under the supervision of industry recognized and honored chefs and managers and the curriculum focuses on healthy cuisine and nutrition, classical cuisine, and international cuisine instruction. The culinary arts certificate includes an internship so that students can practice first-hand the key aspects of their craft. Courses offered in this program are fully transferable to the Culinary Arts Associate Degree program.

Graduates of the Culinary Arts certificate will be prepared for positions in the culinary industry from restaurants to country clubs to bakeries.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
CUL100	Introduction to Culinary Arts	7
CUL113	Fundamental Concepts of Cooking	2
CUL114	Sanitation	2
CUL115	Basic Knife Skills	1
CUL120	Effective Kitchen Design Principles	2
CUL130	Introduction to Fish/Shellfish and Meats	7
CUL140	Purchasing and Cost Controls	2
CUL150	Culinary Elements of Wines & Spirits	2
CUL160	Baking and Pastry Fundamentals	7
CUL170	Nutrition and Menu Planning	4
CUL180	Fundamentals of Classical Cuisine/Garde Manger	7
CUL200	Advanced Intercontinental Cuisine	7
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
GSI199	Internship*	12
HMA215	Club Restaurant Management	4
GENERAL STUDIES		
GEE100	English Composition 1	4
GEM100	Principles of Mathematics	4
GES150	Critical Thinking	4
GES200	Human Relations in Organizations**	4
TOTAL		85

* Students may have the option to choose Internship GSI192 in combination with an additional general education elective.

**This course can be replaced by another approved General Education course.

HEATING, VENTILATION & AIR CONDITIONING TECHNOLOGY (HVAC)

This certificate is a 15 or 18-month program consisting of the equivalent of four or five quarters of instruction and one quarter of an internship. Coursework provides hands-on training necessary to gain entry level employment in the Heating, Ventilation, Air Conditioning, and Refrigeration fields. Students are trained in the following: customer service, ductwork and other tin /metal components, consultation on air distribution, control components, and interpretation of construction drawings, troubleshooting, testing and maintenance of equipment, installation and repair of residential and commercial equipment. Throughout the students education they will complete the following certifications necessary for entry-level employment: R-410A, EPA 608 Universal, and ICE. Upon completion of the internship, all graduates will be encouraged to take the NATE® certification exam.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
HVA108	Fundamentals of Electricity	5
HVA112	Heating Systems 1	5
HVA118	Welding and Sheet Metal Fabrication	4
HVA123	Customer Service and Career Development for HVAC	6
HVA128	Heating Systems 2	6
HVA133	Residential Refrigeration	6
HVA137	Hydronics	4
HVA143	HVAC-R Controls	4
HVA148	Commercial Refrigeration	5
HVA152	Load Calculations and Psychrometrics	6
HVA157	Troubleshooting and Diagnostics	3
HVA163	Chiller Systems	4
HVA168	Certification Preparation	5
GEM100	Principles of Mathematics	4
GSI199	Internship	12
TOTAL		79

MEDICAL CODING

This program is a 12-month certificate program in Medical Billing and Coding for students seeking to enter the medical billing and coding profession. Coursework provides hands-on experience necessary to gain entry-level employment in the medical billing and coding field for both physician offices and outpatient hospitals. Students gain experience in transforming written descriptions of diseases, injuries, procedures, and services into alphanumeric designations. Graduates are prepared for the national coding certification examination and prepared to work as medical billing and coding specialists. A 70% final grade average must be attained in all medical-related courses to meet the program objectives. This program is offered both on-ground and on-line. Courses offered in this program are fully transferrable to the Medical Office Administration Program.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
MED106	Medical Terminology	5
MED126	Anatomy and Physiology 1	5
MED134	Anatomy and Physiology 2	5
MED145	Diseases and Diagnostic Methods	5
MED146	Foundation of Health Insurance	5
MED151	Diagnostic and Procedural Coding for Physicians 1	4
MED152	Computerized Practice Management and EHR	4
MED161	Diagnostic and Procedural Coding for Physicians 2	4
MED171	Diagnostic and Procedural Coding for Physicians 3	4
MED199	Healthcare Delivery	5
MED312	Chart Abstracting	4
MED321	Auditing and National Exam Preparation	4
GSD001	Steps to Career Success 1	1
GSD175	Career Development	2
TOTAL		57

MICROSOFT NETWORK PROFESSIONAL

The program is a 12-month evening certificate program to prepare individuals to become a Microsoft Certified Solutions Expert in Server Infrastructure. Classes start every six months, consist of four (4) terms, and are taught by experienced information technology trainers.

MICROSOFT NETWORK PROFESSIONAL PLUS

The program offers an evening certificate program over approximately 15 months for individuals who wish to enter the Information Technology field, but have a very limited background in computers. This program begins with a very intense A+ technician training and is followed by the challenging MCSE: Server Infrastructure and CCNA certification tracks. Labs and other hands-on learning modules constitute a major portion of the learning process.

Graduates of both programs are prepared to work as network administrators, systems analysts, and Microsoft certified solutions experts. Courses in certificate training may transfer to Associate Degree level programs. Please refer to elective options, listed later in this catalog.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
CST035	A+ Service Technician	(10)
MNP104	Windows Server Administration Fundamentals	5
MNP113	Installing & Configuring Windows Server 2012	5
MNP123	Administering Windows Server 2012	10
MNP133	Configuring Advanced Windows Server 2012	5
MNP143	Designing & Implementing a Server Infrastructure	5
MNP163	Implementing an Advanced Server Infrastructure	5
MNP172	CISCO Certified Network Associate	5
TOTAL		<u>40</u> (50)

A+ SERVICE TECHNICIAN

Pittsburgh Technical Institute's Center for Certification and Adult Learning offers a 3-month evening certificate program that prepares individuals to take the COMPTIA A+ certification examination. This is a 132-hour course that covers materials found in the CompTIA A+ certification examination. It provides the students with hands-on experience and skill development needed to perform the hardware-associated and the software-associated tasks of installation, service and support of microcomputers. Students are given a solid, practical understanding of PC configuration, troubleshooting, and repair.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
CST035	A+ Service Technician	10
TOTAL		<u>10</u>

OIL & GAS ELECTRONICS

The PTI certificate in oil & gas electronics is a 9 month evening program that prepares students with an **electronics background** for a career as an instrumentation or measurement technician.

You will be trained on industry current instrumentation equipment that's found in the Industrial Instrumentation and Process Control fields. Graduate can apply their skill and knowledge to the tristate region's surging oil and gas industry or in any industry around the world.

Courses found in the O&G electronics certificate will transfer to the Oil & Gas Electronics Technology Associate in Science Degree.

As part of the admissions process applicants must complete a background check for entrance into the program.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
ELT117	Electronics Fundamentals	4
ELT145	Digital Electronics	7
GOE 141	Overview of the Oil and Gas Industry	4
GOE250	Industrial Communications	4
GOE251	Process Control 1	7
GOE265	Process Control 2	6
GOE266	Industrial Controllers	3
GOE275	Industrial Safety	1
GEM170	Physical Science	4
GSD175	Career Development	2
TOTAL		42

PATIENT CARE TECHNICIAN

The Patient Care Technician Program gives students the theoretical as well as the practical knowledge to offer direct patient care in various medical settings such as hospitals, clinics, medical centers, nursing homes, health agencies, home care, and rehabilitation centers. This 9-month program provides the flexibility for students to gain the skills necessary to function as patient care technicians, advanced nursing assistants, home health aides, phlebotomists, and electrocardiographers. These technicians are important members of the health care team and perform basic medical services as they assist doctors and nurses in caring for patients.

Students are eligible to test for phlebotomy certification and patient care technician certification through the National Center for Competency Testing (NCCT). A 70% final grade average must be attained in all courses to meet the program objectives. Clinical placement often requires background checks, drug screening, and fingerprinting.

Because the laws governing the practice of Patient Care Technicians vary widely from state-to-state, prospective students are strongly encouraged to research their state's requirements for practice.

As part of the admissions process applicants must complete a background check for entrance into the program.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
PCT101	Medical Terminology/Anatomy and Physiology/In Sickness and Health 1	6
PCT106	Introduction to Healthcare	5
PCT109	Clinical Skills 1	4
PCT117	Patient Care Skills 1	4
PCT118	Patient Care Skills 2	4
PCT121	Medical Terminology/Anatomy and Physiology/ The Body in Sickness and Health 2	6
PCT123	Clinical Skills 2	4
PCT136	Patient Psychology	6
PCT141	Medical Law and Ethics	6
PCT146	Phlebotomy and Testing Procedures	4
PCT151	Assisting with Clinical Situations	4
PCT160	Clinical Practice	3
GSD001	Steps to Career Success 1	1
TOTAL		59

PRACTICAL NURSING

The Practical Nursing Program, which is a certificate program approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, prepares graduates to sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The program is 12 months in length, consisting of four academic quarters, a total of 1,510 clock hours. Standards that must be met, prior to admission to the program, include criteria based pre-entrance exams and a negative urine drug screening test. A comprehensive physical examination, including TB testing and verification of vaccination history and Act 33, 34, and 73 criminal clearances, will be required prior to enrollment in the first quarter. These requirements may need to be updated each year if enrollment extends beyond 12 months.

A passing grade of C or higher in the classroom portion of each course and a passing grade (Pass) in clinical/lab will be required to progress from one quarter to the next, and to meet program objectives for graduation. Upon successfully passing the NCLEX-PN, graduates are qualified to work as a Licensed Practical Nurse (LPN) in a variety of settings, such as a hospital or medical center, outpatient clinic, surgical center, physician's office, hospice, home care, and long term care facility.

Primary areas of LPN practice include focused assessment and care planning, direct patient care, medication administration, assisting with patients' activities of daily living, as well as providing assistance to members of the health care team. The LPN works under the supervision of a Registered Nurse (RN) or physician.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
NUR103	Anatomy and Physiology 1	4
NUR108	Microbiology	4
NUR111	Microbiology Lab	2
NUR113	Anatomy and Physiology 1 Lab	2
NUR118	Anatomy and Physiology 2	4
NUR119	Anatomy and Physiology 2 Lab	2
NUR137	Pharmacology in Nursing	4
NUR143	Pharmacology Applications in Nursing	2
NUR151	Foundations of Nursing 1	4
NUR152	Nursing Practice 1	6
NUR161	Foundations of Nursing 2	4
NUR162	Nursing Practice 2	6
NUR165	Medical/Surgical Nursing Care of the Adult	4
NUR166	Nursing Practice 3	6
NUR170	Psychosocial and Psychiatric Issues	3
NUR175	Gerontology and Nursing Practice	3
NUR176	Nursing Practice 4	4
NUR180	Maternity Nursing	2
NUR181	Nursing Practice 5	3
NUR185	Pediatric Nursing	2
NUR186	Nursing Practice 6	3
NUR190	Transition into Nursing Practice	4
NUR191	Nursing Practice 7	6
TOTAL		84

THERAPEUTIC MASSAGE PRACTITIONER

This program offers a 900 clock hour certificate program to prepare individuals for a career in massage therapy. Coursework provides the necessary skills for applications and treatment goals of muscular and general relaxation, stress reduction, pain management, recovery from injury, health promotion, education, and body awareness. Graduates are prepared to work as entry level therapeutic massage practitioners in day spas, chiropractic offices, fitness centers, hospitals, and long-term nursing facilities. After completing the program, students are academically eligible to take the Massage and Bodywork Licensing Examination (MBLEX).

Because the laws governing massage and massage therapists vary widely from state to state, prospective students are strongly encouraged to research their state's requirements for licensure or certification at: <http://www.abmp.com> In addition, students in the program will be required to complete an Employment Background Investigation. Students graduating from the Therapeutic Massage program should be aware that they are responsible for meeting the training requirements in the state they wish to practice. A 70% final grade average must be attained in all courses to meet the program objectives. Courses in Clinic 1, 2, and 3 are held on Saturdays. The Pennsylvania Massage Therapy Licensure Section 20.21(c) requires Pittsburgh Technical Institute to submit the applicant's official transcript showing successful completion of study in the required subject matter and hours required by the licensure board. A student must attend 90% of all in-class supervised hours to meet the eligibility requirements for licensure. A student not meeting the 90% attendance requirement will be withdrawn from the class and will have to repeat the course.

Portions of some Therapeutic Massage Practitioner courses may be offered online. Refer to syllabus for detail.

As part of the admissions process applicants must complete a background check for entrance into the program.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
MED126	Anatomy & Physiology 1	5
MED134	Anatomy & Physiology 2	5
MED145	Diseases and Diagnostic Methods	5
TMP109	Spa Modalities	3
TMP117	Pregnancy and Infant Massage	3
TMP122	Clinic 1	1
TMP123	Introduction to Massage	5
TMP132	Clinic 2	1
TMP141	Kinesiology	5
TMP142	Clinic 3	1
TMP152	Swedish Massage	3
TMP208	Business Ethics	4
TMP222	Medical Massage	3
TMP228	Clinical Massage	3
TMP246	Deep Tissue Massage	3
TMP252	Massage Seminar	4
GSD001	Steps to Career Success 1	1
GSI191	Internship	5
TOTAL		60

WELDING TECHNOLOGY

The PTI certificate in Welding Technology is designed to help meet the demand for skilled industrial and commercial welders, particularly in the dynamic oil and gas industry.

You will be trained on industry current equipment combined with theoretical and practical knowledge. The coursework is designed to help the student develop a diverse range of relevant and marketable skills.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
PROGRAM CONCENTRATION		
WEL100	Gas Welding Plate and Pipe	5
WEL115	Metal Cutting and Fabrication	3
WEL125	Blueprint Reading & Welding Symbols	3
WEL215	General SMAW Practices (Equipment and Electrode Identification)	5
WEL235	General Exotic Metals	3
WEL305	WELDING Certification /Prep	4
WEL325	SMAW Pipe Welding	5
WEL335	Advanced Plate Welding	3
WEL400	Gas Metal Arc Welding	3
WEL410	Gas Tungsten Arc Welding	3
WEL420	AWS SENSE MIG and TIG Prep	2
WEL430	Flux Core Inner and Outer Shield	2
WEL440	Exotic Metals Advanced	2
PROGRAM REQUIREMENTS		
GSD001	Steps to Career Success 1	1
GSD002	Steps to Career Success 2	1
GSD175	Career Development	2
GENERAL STUDIES		
GEM100	Principles of Mathematics	4
GEM125	Personal Finance	4
TOTAL		55

STUDENT ELECTIVE OPTIONS

Courses listed under certificate programs may be taken as electives in the corresponding associate degree programs. Total credits may vary slightly from that listed under the associate degree programs of study on previous pages of this catalog.

Transferability from MNP Certificate to IT Degree

<i>Microsoft Network Professional</i>		<i>Information Technology</i>	
MNP104	5	ITA126	5
MNP113	5	ITA195	5
MNP123	10	ITA211	3
		ITA152	3
MNP133	5	ITA203	5
MNP143	5	ITA224	5
MNP163	5	ITA229	5
MNP172	5	ITA136	5
CST035	10	ITA103 (2) and ITA124 (3) and ITA152 (3)	8

Transferability of PN Courses to ASN Program

NUR103	4	NUR103	4
NUR113	2	NUR113	2
NUR108	4	NUR108	4
NUR111	2	NUR111	2
NUR118	4	NUR118	4
NUR119	2	NUR119	2
NUR137	4	NUR137	4

Note: Course content does not vary by program completion date; however, total credits completed may vary depending on date of credit conversion process.

COURSE DESCRIPTIONS

ACC100 Financial Accounting 1 **4 Credits**

This course introduces the basic principles and procedures of accounting. Emphasis is placed on analyzing business transactions, cataloging, journal entries, posting to the general ledger, and preparing financial statements (income statement, owner's equity statement, and balance sheet).

ACC109 Payroll Accounting **4 Credits**

In this course, students will learn all aspects of payroll procedures. Students will learn processing, tax withholding, pre-tax benefit plans, W-2 completion, W-4 completion, payroll tax filing and journal entry recording. *Prerequisite: ACC110*

ACC110 Financial Accounting 2 **4 Credits**

In this course, students will examine additional accounting concepts as they relate to sales and purchase transactions through the use of subsidiary ledgers, cash management and banking procedures, and payroll computations and taxation. In addition, students will get in-depth instruction for accruals and deferrals. The course will wrap up with preparing the financial statements and closing procedures for a merchandising business.

Prerequisite: A "C" grade or higher in ACC100.

ACC121 Accounting Principles **4 Credits**

In this course, students will examine Generally Accepted Accounting Principles, accounts receivable and uncollectable accounts, notes payable and receivable, and merchandise inventory valuation. Property plant and equipment concepts of acquisition, depreciation and disposition will be taught. *Prerequisite: A "C" grade or higher in ACC110.*

ACC122 Federal Taxes 1: Individual Taxation **4 Credits**

This course is a study of the Internal Revenue Code as it affects individuals and sole proprietorships. Basic competence in tax research, terminology, and tax calculation are emphasized. Appreciation, confidence, enthusiasm, and interest in tax topics is a hoped for outcome of students.

ACC201 Accounting for Partnerships & Corporations **4 Credits**

In this course, students will expand into accounting for partnerships and corporations. The concepts addressed will include and understanding of the entity and accounting for profits and losses. The second part of this course will cover financial statement analysis; vertical, horizontal and ratio, and in-depth look at the statement of cash flow and introduction to departmentalizing and profit centers. *Prerequisite: A "C" grade or higher in ACC121.*

ACC222 Federal Taxes 2: Taxes for Business Entities **4 Credits**

This course continues the study of the Internal Revenue Code as it affects partnerships, corporations (including S corporations), and estates and trusts. Basic competence in tax research, terminology, and tax calculations are emphasized. *Prerequisite: ACC122*

ACC230 Accounting Information Systems **4 Credits**

This course provides the students with hands-on experience in applying fundamental accounting principles within a computerized environment. Using computer technology, students gain experience setting up and maintaining accounts, recording transactions in the general and special journals, preparing payroll, completing the accounting cycle, and setting up accounting records for new companies.

BUS002 Steps to Career Success 2 **1 Credits**

The purpose of this course is to develop an understanding of the nuances of the business and hospitality industries. Topics will include industry related organizations, social networking, employer expectations and other professional skills.

BUS003 Steps to Career Success 3**1 Credits**

The purpose of this course is to apply professional skills and to become actively involved in business and/or hospitality industry related activities.

BUS100 Introduction to Business**4 Credits**

This course provides a thorough survey of major business functions, focusing on modern business procedures. Topics include international business, economics, management, marketing, accounting, social responsibility and ethics, innovation, and entrepreneurship.

BUS106 Computer Applications**3 Credits**

This course provides the student with an introduction to multiple office-based applications. The student will use the knowledge gained in this course as a foundation for implementing and developing projects in various applications including spreadsheets, word processing, presentation software, and the PTI network.

BUS109 Spreadsheet Applications**3 Credits**

This course guides students with little spreadsheet experience and enables them to become knowledgeable, confident spreadsheet designers and users. The course utilizes hands-on examples, tutorials, and reinforcement to develop spreadsheet design in a wide variety of disciplines, including marketing, accounting, finance, and operations.

BUS110 Principles of Management**4 Credits**

This course provides an overview of the major functions of operational and human resources management. Upon completion of this course, the students should be able to integrate behavioral and systems approaches with traditional analysis and demonstrate Total Quality Management and Continuous Quality Improvement methods in the management process.

BUS200 International Business**4 Credits**

The study of international business concepts is designed to better prepare students to master the aspects of worldwide business functions. The course covers international trade, the international monetary system, and their relationship to business. Students also evaluate countries as potential sites for business operations.

BUS205 Social Media for Business**4 Credits**

The course focuses on Social Media and how this is used in Business. Topics include the influence of Social Media, Social Media Goals and Strategies, Rules of Engagement, and Social Networking.

BUS220 Human Resource Management**4 Credits**

This is an introduction to the principles, policies and procedures of personnel management. The course focuses on the acquisition, training, and maintenance of human resources for organizations. Topics include legal principles for human resource managers, salary and benefits, workplace diversity, equal employment opportunity, recruitment and selection, orientation/training, appraisal of performance, and discipline.

BUS232 Database Applications for Business**3 Credits**

This course introduces students to the design and use of databases for business applications. Using database computer software, students will plan and develop a variety of databases for business. Topics covered include database planning, creation of records, searching for data using database queries, development of forms for data entry, and report design.

BUS240 Small Business Management**4 Credits**

This course introduces the challenges of entrepreneurship including the start-up and operations of a small business. Topics include types of small business ownership (including franchising and home-based business), financing alternatives, and issues of a small business (including personnel, marketing, site location, and managerial decision-making).

Upon completion, students should be able to develop a business plan tailored to a small business.

BUS250 Entrepreneurship

2 Credits

This is a capstone course which incorporates the skills and material learned in the core courses of the Business Management Program in which the student will develop and present and promote a business at a simulated trade show to a live audience.

CAD002 Steps to Career Success 2

1 Credit

This course introduces students to the employment opportunities in their chosen degree and the professionalism needed for employment. The course utilizes graduates and employers to discuss employment, professionalism and the skillsets needed to be a successful employee. The students will see examples of what the industries have to offer and will learn 1st hand the skills needed to be successful and what it takes to maintain a career.

CAD101 Drafting 1

4 Credits

This course is an overview of the practices and techniques utilized within the drafting industry. Topics include: oblique, perspective, isometric and orthographic sketching, sectioning, dimensioning practices and basic print reading.

CAD106 MicroStation

4 Credits

This course is an introduction to the unique language, command methods and application of the MicroStation software. Topics included: display methods, view manipulation, drawing techniques, construction methods, manipulation methods, editing methods, dimensioning practices, and plotting techniques specific to this software. *A 70% grade must be attained at this level to continue into CAD related courses.*

CAD111 AutoCAD

4 Credits

This course is an introduction to the unique language, command methods and application of the AutoCAD software. Topics included: display methods, view manipulation, drawing techniques, construction methods, manipulation methods, editing methods, dimensioning practices, and plotting techniques specific to this software. *A 70% grade must be attained at this level to continue into CAD related courses.*

CAD132 Architectural Drafting 1

4 Credits

This course is an introduction to the principles of architectural drafting and building materials as they apply to residential structures. Students will apply proper drafting standards and construction material knowledge to create architectural floor plans, elevations, building sections, wall sections, details, and schedules. *A 70% grade must be attained at this level if continuing into Architectural Concentration. Prerequisites: CAD106 and CAD111.*

CAD133 Mechanical Drafting 1

4 Credits

This course is an overview of the mechanical industry. Topics include terminology, print reading, geometric construction methods, drawing layouts, precision measurement, basic threads, basic assemblies, dimensioning techniques as they apply to the mechanical industries. *A 70% grade must be attained at this level if continuing into the Mechanical Concentration. Prerequisites: CAD106 and CAD111.*

CAD134 Architectural Drafting 2

3 Credits

This course is an introduction to the principles of architectural drafting and building materials as they apply to commercial structures. Students will apply proper drafting standards and construction material knowledge to create architectural floor plans, elevations, building sections, wall sections, details and schedules. *Prerequisites: CAD132.*

CAD138 Mechanical Drafting 2

3 Credits

This course is a continuation to the practices of drafting as applied to the mechanical industry. Advanced topics learned in CAD133 as well as gears, fasteners, manufacturing

techniques and practices; finish marks advanced dimensioning techniques, tolerancing methods and the utilization of Machinery's Handbook. *A 70% grade must be attained at this level to continue into CAD139. Prerequisites: CAD133.*

CAD139 Mechanical Drafting 3

3 Credits

This course will continue the practices of the mechanical industry by introducing the student to material properties, weldment drawings, cams and jigs and fixtures to create documentation and drawings used in the industry. *Prerequisites: CAD138.*

CAD143 Introduction to Parametric Modeling

3 Credits

This course is an introductory course to parametric modeling using the software called Inventor. Students will create 3-dimensional parametric models, assemblies and construction documents as they relate to industry standards. *Prerequisite: CAD133.*

CAD147 Commercial Wiring Systems

3 Credits

This course will introduce to drafting practices and techniques needed to create commercial wiring systems drawings. Topics include electrical lighting and power plans, data control systems, communication systems, block diagrams, and construction documentation. *Prerequisites: CAD106 and CAD111.*

CAD152 Industrial Pipe Drafting

3 Credits

This course is an introduction to the principals of pipe drafting as applied to commercial and industrial structures. Topics include material and connection types, creation of commonly used pipe drawings, selection of drafting symbols and pipe and instrumentation diagrams, methods, and techniques. *Prerequisites: CAD106 and CAD111.*

CAD158 Building Systems

3 Credits

This course is an introduction to the principles of the mechanical systems used within a building. Students will learn symbology and standard drafting practices as applied to HVAC and fire protection drawings as they apply to commercial building projects. *Prerequisites: CAD106 and CAD111.*

CAD159 Industrial Pipe Application Software

3 Credits

This course is an introduction to the principles of Piping Drafting as applied to Autodesk Plant 3D software. Topics to include, material types, preparation of commonly used piping drawings, placing and building of equipment, piping and instrumentation diagrams, generation of isometric, and orthographic drawings.

CAD201 Civil/Topographical Drafting

3 Credits

This course is an introduction to the principals and practices specific to the civil and topographical drafting industries. Students will learn proper drawing methods as they relate to residential and commercial structures. Topics include: site planning and preparation, surveying methods, legal descriptions, contouring and the basics of landscaping. *Prerequisites: CAD106 and CAD111.*

CAD203 Energy Technology

3 Credits

This course will introduce the student to different types of energy such as renewable energies and fossil energies. Topics to include the extraction, conversion, transportation, storage and use of energy as it relates to the energy fields. *Prerequisites: CAD133.*

CAD206 Civil Application Software

3 Credits

This course introduces the student to the software Civil 3D. Students learn how this database driven software manipulates data specific to the creation of civil related drawings and construction documents. *Prerequisites: CAD106.*

CAD210 Statics & Strengths of Materials**4 Credits**

This course is an introduction to principles of mechanics of structures as they relate to the engineering industries. Topics include the calculation of: stress and strain of material, static equilibrium, support reactions, beam analysis, design properties and the effect of materials on a structure. *Prerequisites* GEM200.

CAD217 Structural Drafting**3 Credits**

This course is an introduction to principles and practices specific to the structural drafting industries. Students will learn proper drawing methods as they relate to commercial structures. Topics include steel frame construction, beam and column connection detailing and fabrication drawings. *Prerequisites: CAD106 and CAD111.*

CAD221 Architectural Application Software 1**3 Credits**

This course introduces students to the software Revit Architecture. Students will learn to navigate the building information software's project browser and create 3-dimensional commercial buildings and the corresponding construction documents as they apply to commercial drafting industry. *A 70% grade must be attained at this level to continue into CAD236. Prerequisite: CAD111.*

CAD226 Mechanical Application Software 1**3 Credits**

This course introduces students to the software Creo. Students will be introduced to modeling tools, modification commands, the interface and advanced techniques to create 3-dimensional parametric models and mechanical documents. *A 70% grade must be attained at this level to continue into CAD251. Prerequisite: CAD133.*

CAD234 Architectural Application Software 2**3 Credits**

This course is a continuation of CAD221 Architectural Application Software 1. Students will be introduced to Revit MEP and continue to refine the standards and practices learned in CAD221. The focus of this course will be placed on the HVAC, Plumbing, Electrical, and Fire Protection features that the student will apply to the commercial drafting industry. *A 70% grade must be attained at this level to continue into CAD236. Prerequisite: CAD221.*

CAD236 Architectural Capstone**8 Credits**

Participation in this course requires the completion of a capstone project that integrates the student's knowledge and skills acquired during the completion of architectural concentration curriculum. Students will learn current design practices to incorporate sustainability and energy efficiency into their final project. *A 70% grade must be attained for completion of this final class. Prerequisites: CAD134 and CAD234.*

CAD251 Mechanical Application Software 2**3 Credits**

This course is a continuation of CAD226. Students will use modify the interface and use advanced techniques such as: sweeps, blends, helical sweeps, cuts, family tables and parameters to create complex models, detail drawings and assembly drawings. *Prerequisite: CAD226.*

CAD253 Mechanical Applications 3**3 Credits**

This course introduces students to the software called SolidWorks. Students use advanced techniques to create 3-dimensional parametric models, assemblies and construction documents as they relate to industry standards. *Prerequisite: CAD133.*

CAD254 Geometric Tolerancing**3 Credits**

This course introduces the student to the fundamentals of geometric dimensioning and tolerancing. Topics include form control, datums, orientation control, location control, profile control and runout control as it relates to the mechanical industry. *Prerequisite: CAD133, CAD138, CAD139.*

CAD256 Mechanical Capstone**8 Credits**

Participation in this course requires the completion of a capstone project that integrates the student's knowledge and skills acquired during the completion of the mechanical concentration curriculum. A 70% grade must be attained for completion of this final class. *Prerequisite: CAD139 and CAD251.*

CJU002 Steps to Career Success 2**1 Credits**

The purpose of this course is to develop an understanding of the nuances of the criminal justice field and related industries. Topics will include industry related organizations, social networking, employer expectations and other professional skills.

CJU003 Steps to Career Success 3**1 Credits**

The purpose of this course is to apply professional skills and to become actively involved in the criminal justice field and related industry activities.

CST035 A+ Service Technician**10 Credits**

A+ Service Technician is a 132-hour course that covers material found on the Comptia A+ certification test. This course provides students with the hands-on experience and skill development needed to perform the hardware-associated tasks of installation, service, and support of microcomputers. Students also gain the hands-on experience in the software-associated tasks of installation, service, and support on microcomputers. Students are given a solid, practical understanding of PC configuration, troubleshooting, and repair. Students are given instruction and self-study materials that assist them in preparing for the COMPTIA A+ certification examination.

CUL003 Steps to Career Success 2**1 Credits**

The purpose of this course is to develop an understanding of the nuances of the culinary arts industries. Topics will include industry related organizations, social networking, employer expectations and other professional skills.

CUL100 Introduction to Culinary Arts**8 Credits**

In this introductory course, students get their first hands-on experience in a professional kitchen. Topics include the fine art of sauce making (stocks, glazes, essences and all major soup categories), proper techniques for preparing salads, dressings and garnishes, and the principles of vegetable, starch and breakfast cookery. As they practice fundamental cooking techniques, students acquire basic knife skills and have an opportunity to prepare breakfast and mid-day meal classics. Throughout the course, strong emphasis is placed on safety, creativity and plate presentation.

CUL113 Fundamental Concepts of Cooking**2 Credits**

This course introduces the student to the underlying principles of the culinary arts profession. Students will become familiar with culinary terminology, industry standards, high-end kitchen equipment, and the many varieties of fruits, vegetables and herbs at their disposal. The hierarchy of the professional kitchen is discussed, including various staff member roles and responsibilities. Students are also exposed to the complex selection, planning and time management procedures involved in daily kitchen operations.

CUL114 Sanitation**2 Credits**

This course introduces the student to the various components of sanitation and safety in a food production environment. After studying the origins of food borne diseases and preventative measures enforced by regulatory agencies, students learn proper procedures for handling food, cleaning and sanitizing their work area, and safely using and maintaining kitchen equipment. Upon successful completion of this course, students are certified in sanitation procedures approved by the American Culinary Federation and/or the National Restaurant Association.

CUL115 Basic Knife Skills**1 Credit**

This course teaches the student fundamental knife skills used in the culinary arts. Students will learn to identify the different types of knives, their construction and their use in the kitchen. Students will learn to identify the different types of products used in production and how to prepare them using the classical cuts used in culinary preparations.

CUL120 Effective Kitchen Design Principles**2 Credits**

The course outlines the best practices for designing a safe and effective professional kitchen, based on functional relationships, equipment space, and operating efficiencies. Students then get an opportunity to apply these principles to the design of their own mock kitchen.

CUL130 Introduction to Fish/Shellfish and Meats**8 Credits**

In this course, students learn the intricacies of round/flat fish and shellfish fabrication, preparation, and garnishing. Emphasis is placed on knife skills, yield results and proper storage for various types of fish. A sister unit covers the fabrication, preparation and garnishing of red meats, poultry, and game. Students become knowledgeable in muscle and bone structure of various meats, proper knife selection, and butchery equipment. Through lectures, demonstrations and hands-on activities, students gain experience in the preferred methods for cooking meats and fish, with emphasis on portion control, creativity and plate presentation. As a follow-up to earlier sanitation training, students learn the special requirements associated with handling and storing meats and fish.

CUL140 Purchasing and Cost Control**2 Credits**

This course exposes students to the process of planning, purchasing and controlling supplies in a food service environment, with the ultimate goal of cost containment. Students gain practical experience in the entire purchasing cycle, from supplier selection, forecasting, price negotiation and ordering, to inventory, storage and disbursement of food and kitchen supplies.

CUL150 Culinary Elements of Wines and Spirits**2 Credits**

Students gain an understanding of the important role of wines and spirits in the professional kitchen. They learn to differentiate between the chief wine regions of Europe and America and how to match specific wines to specific foods. In addition to hands-on practice in incorporating a wide variety of wines and alcohol into classic entrees and desserts, students gain exposure to proper techniques for wine tasting, bottle reading and front-of-the-house wine service.

CUL160 Baking and Pastry Fundamentals**8 Credits**

In this course, students learn the unique principles and chemistry involved in professional baking. They become versed in baking terminology, equipment, ingredients, weights and measures, and formula conversions. Special baking and design techniques are used to prepare a variety of baked goods and pastries, including basic breads, quick breads, cookies, pies and tarts, creams and mousses, cakes and frostings, and pate a choux, crepes and phyllo doughs. Students also learn the delicate technique for tempering chocolate and its use in soufflés and other classic pastries. The preparation and storage of ice creams and sorbets will also be covered. Specific sanitation requirements for the bakeshop are emphasized throughout the course.

CUL170 Nutrition and Menu Planning**4 Credits**

This course introduces students to fundamental nutrition principles and how to apply these concepts to the planning of healthy, yet appealing, menus. Topics include basic nutrients, label reading, and recipe analysis. Students will be familiarized with special dietary needs and how to skillfully adapt menus to address these restrictions. As a final project, students apply course principles to the design of a cycle menu.

CUL180 Fundamentals of Classical Cuisine/Garde Manger**7 Credits**

The goal of this advanced course is to build upon the students' solid foundation in culinary arts by delving into classical French, Italian and Spanish cuisine. In addition to studying

specific terminology, cooking techniques and presentations associated with each classical style, students gain an appreciation for the history and global influence of each cuisine type. This course also explores the organization, responsibilities, and equipment of the cold kitchen. Students get hands-on experience preparing simple platter layouts, cold hors d'oeuvres, and advanced salads in classical forms for receptions and buffets. Training includes exposure to tools for sausage making, grinding and smoking. Proper sanitation procedures are reinforced throughout the course.

CUL200 Advanced Intercontinental Cuisine

7 Credits

In this higher-level course, the students' previous training in classical European cuisine is complemented by an exploration of selected global cuisines of Asia, Middle East, Latin America and Germany. Emphasis is placed on gaining familiarity with the history, culture, indigenous ingredients, and food presentations of each region. Students have an opportunity to prepare, taste and evaluate dishes from these regions using traditional and contemporary cooking techniques and ultimately put their skills and creativity to the test in high-end culinary competitions. Kitchen sanitation requirements are emphasized throughout the course.

CUL210 Advanced Cooking and Pastry

7 Credits

In this capstone course, students get the chance to apply their full range of culinary skills to the design and preparation of a full menu, complete with appetizer, fish course, entrée, salad and dessert. The focus is on contemporary American cuisines and the hottest culinary trends sweeping the nation. Students participate in a series of other industry-based projects, including confection design, shadowing a practicing chef in industry, and creating original recipes.

ELT002 Steps to Career Success 2

1 Credit

In this course, students review their math skills using the NCCER Construction Math Module. Upon completion, they can sit for the construction math certification test.

ELT003 Steps to Career Success 3

1 Credit

In this course, students review their electronics fundamentals. Upon completion, they can sit for the CET certification test.

ELT101 Math for Electronics

4 Credits

This course provides students with math skills necessary to solve problems in electricity and electronics. It consists of a review of arithmetic, algebra, equations, right triangle solutions and complex numbers.

ELT115 Electricity

7 Credits

Electricity and electronic systems are explored through the study of DC and AC fundamentals. Practical experience in parallel and series circuit analysis is gained by means of electronic bench test equipment and troubleshooting.

ELT117 Electronics Fundamentals

4 Credits

This online course re-introduces the students to fundamental concepts of electricity that have been learned before or experienced on the job. The study includes direct current, switching and control, magnetism, basic electrical instruments, alternating current, and applications to basic devices.

ELT125 Electronics 1

7 Credits

This course is an introduction to transformers, diodes, rectifiers, filters, and regulators. Semiconductor fundamentals are presented and learners master competencies in constructing, measuring, troubleshooting and analyzing filter and basic semiconductor circuits. *Prerequisites: ELT 101 and ELT115.*

- ELT126 Structured Wiring** **4 Credits**
 The course introduces students to low voltage cable wiring technology. It includes the design, construction, maintenance and interconnection of intelligent control systems.
- ELT135 Electronics 2** **7 Credits**
 This is a course to expand the competencies of semiconductor concepts. FET, Operational amplifier and BJT circuits are explored as they apply to real world electronic systems. Students construct, analyze, and troubleshoot complete switching and amplifier circuits.
Prerequisite: ELT125.
- ELT145 Digital Electronics** **7 Credits**
 This course introduces students to logic gates, flip-flops, counters, registers, and code converters. Students gain practical experience by constructing, testing and troubleshooting digital circuits and systems. *Prerequisite: ELT135.*
- ELT146 Computer & Network Systems** **4 Credits**
 Students tear down and reassemble a personal computer, install the operating system, set up wired and wireless networks, and configure IP devices.
- ELT254 Communication Systems** **7 Credits**
 Students survey all fundamental aspects of modern electronic communication and telecommunications. Basic concepts in AM, FM, TV, RF, telephone, pulse encoding, and fiber optics are covered and applied to contemporary wired and wireless systems.
Prerequisite: ELT145.
- ELT258 Electronics Devices and Systems** **3 Credits**
 Students review all critical concepts and measurement techniques through analysis and troubleshooting of a variety of electronic systems. *Prerequisite: ELT145.*
- ELT266 Control System Electronics** **7 Credits**
 This course introduces students to industrial automation and control methods. Hardware includes Programmable Logic Controllers, industrial sensors, conveyor systems and robotics. Theoretical concepts are reinforced through group-based Design Challenges.
Prerequisite: ELT254.
- ELT267 Microcontrollers** **4 Credits**
 Students are introduced to programming the BASIC Stamp Microcontroller. The program techniques control LEDs, switches and robotic motion and are reinforced through individual Design Challenges. *Prerequisite: ELT145.*
- FIN100 Principles of Finance** **4 Credits**
 This course focuses on financial techniques used in making business decisions. Fundamental principles of finance provide students with the basic tools necessary to analyze projects and justify investment in them. Students learn how to use a variety of capital budgeting techniques which shed light on the financial impact of choosing between various projects.
- FIN110 Financial Management** **4 Credits**
 Financial Management will present the necessary tools required to objectively approach and solve financial problems. The course facilitates the student's ability to synthesize and incorporate the presented tools as well as other academic and professional experiences into a standard yet flexible model for solving financial management problems. This course will discuss and teach the tools required to objectively make: capital budgeting, capital structure and working capital decisions. Through case studies, lectures, videos, readings and exams, students learn the basic concepts and how to apply them in financial decision making. As the course progresses, new topics and skills are integrated into a more sophisticated framework of financial understanding.

FIN120 Investment Management**3 Credits**

This course will provide an opportunity for students to blend the theory of investments with the practical demands of investment management. The course objectives include an understanding of the process of establishing a portfolio strategy with a real portfolio, gaining knowledge of the mechanics of trading, principles of equity valuation and technical analysis. Students actively manage a portfolio through the semester.

GDA002 Steps to Career Success 2**1 Credit**

This course introduces students to the employment opportunities in their chosen degree and the professionalism needed for employment. The course utilizes graduates and employers to discuss employment, professionalism and the skillsets needed to be a successful employee. The students will see examples of what the industries have to offer and will learn 1st hand the skills needed to be successful and what it takes to maintain a career.

GDA115 Design 1**3 Credits**

This course focuses on the fundamentals of the visual design elements of line, shape, and color, with the emphasis on creative thinking and problem solving using various techniques and methods. *A 70% grade must be attained at this level to continue into GDA256 Design 2.*

GDA116 Drawing**1 Credit**

This course introduces the foundation of drawing through the five elements of art (line, space, value, form, and texture). A series of activities will focus on visual demonstrations of gesture drawing, form, perspective, and developing concepts through visual representations of imagery and typography.

GDA126 Color Theory and Techniques**3 Credits**

This course introduces the basic principles of harmony and contrast. Fundamental theories pertaining to color perception and design are introduced and practiced. The student's skills with color design and communication are developed and refined through project creation and critique. Areas of focus in this course include color theories, models, digital production, traditional techniques and print.

GDA128 Typography**4 Credits**

This course focuses on the fundamentals of typography and introduces the students to aspects of type for display and text design. Students become familiar with the categories of type and a variety of font families. They also become proficient at choosing fonts to match a specific message.

GDA129 Computer Illustration**3 Credits**

In this course students use the computer as a drawing tool. Students will become aware of the industry markets of cartooning, technical illustration, and typography and how these can work in different designs and page layouts. *A 70% grade must be attained at this level to continue into Graphic Design related courses.*

GDA130 Digital Imaging**3 Credits**

This course utilizes techniques associated with designing computer graphics and page make-up for desktop publishing. Emphasis is on the exploration of illustration, photo retouching and manipulation, working toward finished results primarily for print and Web. *A 70% grade must be attained at this level if continuing into GDA139.*

GDA136 Photography**3 Credits**

This course provides an introduction to the concepts, techniques, procedures, and application of photography. Students will use cameras in studio and field conditions to capture images to meet the requirements of assignments designed to develop specific skills and competencies. Emphasis is placed on basic compositional rules, common features of

a DSLR camera with appropriate lenses, lighting, and exposure. *A 70% grade must be attained at this level if continuing into MMA118 and GDA139.*

GDA137 Web Design 1

3 Credits

This course introduces the processes of designing web pages for publishing on the World Wide Web. Students learn to apply their visual design skills within the constraints and limits specific to this medium. Students gain an understanding of the Internet environment and the process of website design and development. Students learn basic HTML programming, image creation, and page layout with graphics and web design applications. *A 70% grade must be attained at this level to continue into GDA255 Web Design 2.*

GDA138 Computerized Page Make-Up

3 Credits

This course focuses on the capabilities of the Macintosh computer as a working tool in producing graphic art. The emphasis will be on using the computer and software as design tools and learning to merge text and graphics to create ads, newsletters, and logos for desktop publishing.

GDA139 Advanced Digital Imaging/Production

3 Credits

This course focuses on advanced image manipulation and editing techniques. Industry standards are explored for print and web production. Students develop the skills necessary to create original images and artwork.

GDA143 Production

3 Credits

This course introduces the principles and methods needed to prepare traditional and electronic artwork. Specific areas of study include art rescaling, photo cropping, color separation, digital photography, file management, and a basic introduction to electronic separations and printing.

GDA144 Advertising Processes

3 Credits

This course examines the creative side of advertising, through foundation theories and practical applications. Students are challenged to closely observe and understand advertising in today's market.

GDA200 Portfolio Development 1

4 Credits

This course focuses on advanced layout and design skills. The student explores more complex visual communication theories, and apply them to a variety of appropriate media. Creative problem solving and presentation skills are reinforced using reliable design principles and skillful digital and conventional methods. *A 70% grade must be attained at this level to continue into GDA203 Portfolio 2.*

GDA201 Corporate Design

3 Credits

This course examines corporate identity programs and the use of trademarks and logos from concept to presentation. Emphasis is on the use of type and design and how it is applied in the corporate environment.

GDA203 Portfolio Development 2

4 Credits

This course will enable students to further develop their portfolio and presentation skills for potential employers. Students will also develop an electronic portfolio using industry preferred software to demonstrate their familiarity and proficiency with the computer. *A 70% grade must be attained for completion of this final class. Prerequisites: GDA201, GDA255.*

GDA204 Multi-Page Documents

Credits 3

This course highlights the study, examination and use of typography when creating page layouts and how to prepare and design multiple-page documents. The students develop skills in a computer page layout program to prepare for the industry's need for competence in magazine, booklet, brochure and catalog design.

GDA205 Entrepreneurship**4 Credits**

This course provides a thorough survey of business practices from a creative professional perspective. Topics include contracts, invoicing, copyrights, freelancing, client relations, operations, management, proposals, and accounting.

GDA210 Portfolio Web Development**4 Credits**

In this course, students create a comprehensive and original campaign to complete their portfolio. This submission is fully researched, proposed, designed and produced by the individual student, down to planning and incorporating their own photographs and support elements. As an individualized assignment, students are encouraged to explore concepts and processes that advance their current design skills using print, web and interactive media. *A 70% grade must be attained for completion of this final class.*

Prerequisite: GDA255.

GDA255 Web Design 2**3 Credits**

This advanced course builds on the students' basic Web authoring skills by focusing on the demands, details, and subtleties of creating web pages. The processes of graphic and multimedia creation, adding interactivity, color use, file management and formats, testing, publishing and publicizing are addressed. Students introduce interactivity and multimedia elements to enhance their personal sites, and design and develop a commercial website. *A 70% grade must be attained at this level to continue into GDA210 Portfolio Web Development. Prerequisite: GDA137.*

GDA256 Design 2**3 Credits**

This course will assist students in developing a variety of approaches to effective visual communication using elements of design, photography and a wide range of creative processes. Students will use suitable design principles for a project directed at a specific target audience. *Prerequisite: GDA115.*

GEE099 Principles of Writing**0 Credits**

This class focuses on fundamental writing elements needed to succeed in college level courses. Mastery of sentence structure, grammar and usage, punctuation, and mechanics will be emphasized with a focus on improvement of basic writing skills at both the sentence and paragraph levels. *This class is graded as a pass/no pass course. Based on student scores on the institutional placement exams, a determination will be made as to whether this class remains on the student layout. Students placed in GEE099 must pass this course concurrently with GEE100 English Composition 1 before proceeding to GEE150 English Composition 2.*

GEE100 English Composition 1**4 Credits**

This writing course focuses on the writing of descriptive narrative, cause and effect, and process essays from the initial stage of prewriting to final revisions and editing. Topics included are purpose, audience, development, focus and organization, as well as word usage and sentence structure. Elements of grammar, spelling, and punctuation are reviewed. Assigned readings are part of class discussion and writing assignments.

Prerequisite: Satisfactory performance on the writing proficiency exam; otherwise, students must have concurrent success with GEE099 and GEE100 before proceeding on to GEE150.

GEE150 English Composition 2**4 Credits**

This writing course is a continuation of the fundamentals introduced in GEE100 English Composition 1. Library and electronic research techniques and guidelines are thoroughly covered. Advanced persuasive writing and research-based persuasion are emphasized using citations and works cited according to MLA guidelines. Analytical and critical thinking skills are developed through students' evaluation of their own writing and assigned readings. *Prerequisite: Satisfactory performance on the writing proficiency exam or GEE100.*

GEE211 Effective Speech**4 Credits**

This course focuses on the various dimensions of effective speaking with emphasis on audience analysis, reasoning, organization, evidence, and delivery. Throughout the course, the student is acquainted with the various types of speeches and their effectiveness through critical and analytical reading, individualized and group exercises and projects, and class discussions. Students deliver a variety of speeches, including informative and persuasive speeches.

GEH120 Art History**4 Credits**

This general studies course focuses on the history of art and design. Lessons and projects provide students with approaches to creative thinking, understanding visual communication, and discovering meaning through discussion and research. Lectures and other activities are designed to enhance the student's understanding of the relationship between historical developments and artistic production.

GEH121 History of Technology**4 Credits**

This general studies course exposes students to the evolution of technology and its impact on society. The course will emphasize the overall impact of major technological innovations and inventions that fundamentally altered the world as well as look at some of the great thinkers that helped advance technologies throughout history.

GEM095 Supplementary Mathematics**0 Credits**

This course, taken during the same quarter as GEM100 Principles of Mathematics, focuses on providing students with supplementary instruction in the topics covered in GEM100 Principles of Mathematics: whole numbers, fractions, decimals, percentages, ratios, measurement (both English and Metric systems), and an introduction to Algebra. This course is graded as a pass/no pass course. Instructional delivery will be given in both a traditional classroom as well as an instructional computer lab for the utilization of learning software. *Based on student scores on the institutional placement exams, a determination will be made as to whether this class remains on the student layout. Students placed in GEM095 Supplementary Mathematics must pass this course concurrently with GEM100 Principles of Mathematics.*

GEM100 Principles of Mathematics**4 credits**

This general studies course involves a review of the principles of mathematics. Topics to be discussed include whole numbers, fractions, decimals, percentages, ratios, measurement (both English and Metric systems), and an introduction to Algebra. *For programs that require additional mathematics classes, students must earn a "C" or better grade in this course to advance to the next required math course.*

GEM125 Personal Finance**4 credits**

This course blends financial theory with financial applications while providing an understanding of the U.S. financial structure. Emphasis is placed on budgeting, personal income and expenditures, present and future value calculations, personal financial statements, and finance and credit alternatives.

GEM150 Algebra**4 Credits**

This general studies course involves various algebraic operations including signed numbers, evaluating expressions, simplifying and solving algebraic equations, factoring, functions and their graphs, and word problems relative to the respective fields. *Prerequisite: Satisfactory performance on the mathematics proficiency examination or GEM100.*

GEM170 Physical Science**4 Credits**

This General Education course surveys the foundational concepts behind classical physics, exploring basic principles of mechanics, thermodynamics, waves, and optics. This course is intended for programs that require little or no science background. *Prerequisite: Satisfactory performance on the mathematics proficiency examination or GEM100.*

GEM200 Trigonometry**4 Credits**

This general studies course involves the use of applied trigonometric functions. Topics include concepts of geometry, Pythagorean Theorem, trigonometric identities relative to right triangles, the law of sine and cosine, logarithmic functions, and an introduction to vectors. *Prerequisite: GEM150.*

GES100 Psychology**4 Credits**

This course introduces the student to basic psychological principles. Topics include neuroscience and behavior, states of consciousness, learning, development, personality, health psychology, psychological disorders, and social psychology.

GES105 Child Psychology**4 Credits**

This general studies course examines the basic principles and theories of child development from conception to adolescence. The class provides an overview of physical, social, emotional, and intellectual development, as well as covers the genetic and environmental influences on development.

GES130 Ethics**4 Credits**

This general studies course focuses on ethical and legal principles and social responsibilities as they relate to everyday challenges. Students explore modes of applying ethical standards to issues such as personal accountability, environmental problems, interpersonal relations, and emerging social systems.

GES140 Economics**4 Credits**

This course provides a survey of core economic concepts. Students are exposed to the ideas needed for a basic understanding of macro and micro economic principles.

GES150 Critical Thinking**4 Credits**

In today's information age, critical thinking skills are vital for success. This course utilizes case studies to teach reasoning, analysis, and evaluation skills in everyday situations. Students learn the importance and benefits of critical and creative thinking, work through steps to understand, analyze, and evaluate specifics of argument and persuasion, and practice solving problems using critical thinking skills.

GES175 Social Problems**4 Credits**

This course involves analysis of major social problems confronting American society with special emphasis on critical thinking abilities in evaluating causes, effects, and various approaches in dealing with social problems. Discussion includes such topics as mental illness, crime, juvenile delinquency, race relations, pollution, population, urbanization and influences detrimental to family stability: divorce, alcoholism, gambling, and drug use.

GES200 Human Relations in Organizations**4 Credits**

This general studies course focuses on effective human relations in organizations. Specific areas of study include work relationships, ethical choices, team building, conflict management strategies, diversity in the workplace, and work-related stress.

GES225 Cultural Diversity**4 Credits**

This course encourages understanding and appreciation among people of divergent backgrounds, cultures, and nationalities. Topics covered include technological changes, travel, political systems, immigration, and religious beliefs that have created a world in which people from different cultures increasingly interact. The course will explore similarities and differences through different media such as movies, documentaries, magazine articles, and more.

GES250 Leadership Principles**4 Credits**

Students will understand the concepts of leadership and supervisory roles, planning, decision-making, performance management, strategic management, team building, group and organizational dynamics, and functions in an organization. This class teaches how to

be an effective leader in a dynamic, diverse, and continuously evolving business environment. Concepts of goal-setting, motivation, time management, and other interpersonal skills are taught. Students will become familiar with successful leadership practices through case studies and research practices.

GOE141 Overview of the Oil and Gas Industry

4 Credits

This course provides a non-technical overview of the oil and gas industry. Topics include geological process related to the formation of hydrocarbons, drilling and completing wells, managing oil and gas production, transportation, processing, and the conversion into various products.

GOE250 Industrial Communications 1

4 Credits

This course explores the realms of industrial automation communication techniques. Wired communication methods such as: RS485, RS232, HART, Ethernet, Field Bus, and other industrial communication protocols will be examined. The learner will work hands-on with a variety of industry standard communication tools. The course also includes industrial wireless communication methods and wireless network topologies. *Prerequisite: ELT145.*

GOE251 Process Control I

7 Credits

An exploration of the fundamental concepts regarding closed loop control systems. From terminology to methodologies, the learner is introduced to the typical concepts and equipment involved in a process control system. Process instrument bench calibration methods and accuracy analysis is accomplished using industry standard instruments and Fluke® calibrators. The learner will explore the various instrumentation utilized for measuring the four major process variables: temperature, pressure, level, and flow. *Prerequisite: ELT145.*

GOE265 Process Control 2

6 Credits

The learner's basic knowledge of process instrumentation and control is expanded upon with an in depth hands-on analysis of pressure, level, and flow measurements. Installation, calibration, control loop tuning, and control loop troubleshooting is an integral part of the learner's unique hands-on experience. Reading control system documentation and drawings, such as Loop and P&ID diagrams, is integrated into this course. *Prerequisites: GOE250, GOE251.*

GOE266 Industrial Controllers

3 Credits

Automation controllers, such as PLCs, PACs, and Mass Flow Controllers, are the core subjects of study in this course. From basic On/Off control to proportional control, the learner will gain hands-on experience with discrete and analog input/output operations. Ladder Logic programming, communications, and system diagnostics/troubleshooting complete this study of controller operations. *Prerequisites: GOE250, GOE251.*

GOE273 Process Control 3

3 Credits

The combination of all control system technology will be applied in the study of advanced controls. Team projects will provide the stage for Feedforward, Ratio, and Split-Range control concepts. The learner will demonstrate the full body of acquired knowledge through a variety of hands-on applications.

GOE276 Industrial Communications 2

3 Credits

This course is a hands-on follow-up to the Industrial Communications 1 theory class. Students set up a variety of actual industrial communications systems.

GSD001 Steps to Career Success 1

1 Credit

The purpose of this course is to acclimate students to the available resources to maintain their focus on achieving career goals. The course is scheduled for all students in the 1st quarter, one hour per week.

GSD002 Steps to Career Success 2**1 Credit**

The purpose of this course is to develop an understanding of the nuances of industry. Topics will include industry related organizations, social networking, employer expectations and other professional skills. The course offering will vary by quarter depending on the program offered, one hour per week

GSD003 Steps to Career Success 3**1 Credit**

The purpose of this course is to apply professional skills and become actively involved in industry related activities. The course offering will vary by quarter depending on the program offered, one hour per week.

GSD175 Career Development**2 Credits**

The focus of this course is on preparing students for the upcoming job search process. They will produce a series of critical job search documents, including a resume, reference page, cover letter and thank you letter. These documents are applied to job search activities that give students the opportunity to hone their interview skills, research potential employers, complete an online job application, and experience a mock interview scenario.

GSI192 Internship**8 Credits**

The Internship is a cooperative effort between the Institute and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 240 hours work experience.*

GSI193 Internship**4 Credits**

The Internship is a cooperative effort between the Institute and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 120 hours work experience.*

GSI199 Internship**12 Credits**

The internship is a cooperative effort between the Institute and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 360 hours work experience.*

GSI203 Internship**6 Credits**

The student will gain therapeutic massage experience in an actual practice to help implement the knowledge and competencies acquired in previous courses. The unpaid internship experience is supervised by an on-site supervisor in conjunction with the Medical Academic Chair. *Students may not accept tips or get paid during their internship experience. Prerequisite: The student is required to successfully complete all courses and requirements in the Therapeutic Massage Program prior to internship placement.*

GSI206 Internship**12 Credits**

The internship is a cooperative effort between the Institute and the professional community. The combination of internship work experience and coursework is designed to provide the students with an opportunity to apply the knowledge, skills, and attitudes learned in their major in a related working environment.

GSI207 Practicum**8 Credits**

This course helps students gain practical experience in their field of study that will enhance their skills and integrate knowledge learned in the program. Students will apply theory, concepts, and skills involving specialized interactions within and among different business, hospitality, and criminal justice organizations. *Successful completion of this course requires a grade of "C" or better.*

GSI208 Simulated Internship**8 Credits**

This in-house internship is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in an environment that simulates the responsibilities of an actual workplace. *This internship requires 240 hours of employment.*

GSI209 Internship**9 Credits**

This internship is a cooperative effort between the Institute and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in their major in a related working environment. *This internship requires 256 hours work experience.*

GSI212 Career Exploration Capstone**8 Credits**

This course is designed to provide opportunities for students to integrate knowledge from their core and concentration courses, to gain insight into the meanings of professionalism and professional practice, and to reflect on the norms of their profession. Students will apply theory, concepts, and skills involving specialized interactions within and among different professionals in their field. *Successful completion of this course requires a grade of "C" or better.*

GSI219 Surgical Technology Internship**12 Credits**

The 360-hour Internship experience will be conducted in a facility where there is an opportunity to observe, assist, learn, and perform in an on-the-job setting. It is a cooperative effort between the Institute and the professional community. It is designed to provide the students with an opportunity to apply the knowledge and skills learned in the classroom and while on their clinical rotation. It must be noted that some internships begin at 6:00 a.m. Students are responsible for transportation to and from their affiliated site, via their own reliable automobile. Students are responsible for parking at their own expense. The CST examination will be administered at PTI prior to the end of the internship.
Prerequisite: Satisfactory completion of all course requirements.

HMA106 Introduction to the Hospitality**4 Credits**

This course prepares the students for careers in the hotel, restaurant, travel and tourism fields. Students will gain insight into each of the specific areas as well explore challenges facing the industry.

HMA130 Hospitality Supervision**4 Credits**

This course focuses on managing people from the hospitality supervisor's viewpoint. It includes techniques for increasing productivity and controlling labor costs, time management, and managing change. It also stresses effective communication and charts key responsibilities of a supervisor in a lodging or food service operation. Students refine strategies designed to motivate employees and resolve conflicts with staff, guests, and suppliers.

HMA137 Introduction to Reservations**3 Credits**

This course provides instruction, demonstration and hands-on application using the simulated SABRE global distribution system. Students will gain an understanding on how to create and modify passenger name records, reserving airline reservations. Topic discussed include the five mandatory fields and pricing domestic itineraries.

HMA200 Front Office Procedures 1**4 Credits**

This course presents a systematic approach to front-office procedures by detailing the flow of business through a hotel, from the reservation process to check-out and settlement. The course also examines the various elements of effective front-office management, paying particular attention to the planning and evaluation of front-office operations and to human resources management.

HMA206 Food and Beverage 1**4 Credits**

This course focuses on leadership within food and beverage operations. Focusing on a variety of staff needed to run a variety of food and beverage operations to include restaurants, hotels, banquet facilities, and on-site food and beverage operations. Responsible alcohol service will also be introduced in this class.

HMA215 Club & Restaurant Management**4 Credits**

The students learn all aspects of effectively managing a restaurant. Topics include development of a marketing plan, restaurant promotion, menu pricing, menu design and cost control. The critical human resource factor of managing a restaurant will also be discussed, including employee selection, training and development, and employee motivation.

HMA222 Resort Management**3 Credits**

This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning, development, financial investment management, and marketing that deal with the unique nature of resort business.

HMA236 Food and Beverage 2**4 Credits**

This course is a continuation of HMA205 Food and Beverage Management I. It covers various categories of food and beverage operations including casual/theme restaurants, banquets and catered events, room service, and on-site operations. Procedures for getting ready for service, and the delivery of service are presented with a clear focus on the unique types of menus for restaurant and banquets, menu design, and menu trends are also addressed. Labor control, food cost and menu pricing will be covered. *Prerequisite: HMA205 Food and Beverage Management.*

HMA250 Meeting and Event Planning**4 Credits**

This course is designed to be a resource and learning tool for today's beginning meeting and event planning professionals. It will define the scope of the MICE industry, while describing marketing and sales strategies to attract markets with specific needs. Students will design a proposal for a given scenario as well as participate in various school functions and volunteer opportunities in the community.

HMA257 Rooms and Facilities Management**4 Credits**

This course presents a systematic approach to managing housekeeping and maintenance operations within the specified facility. Planning, staffing and organizing will be discussed. Technology used in the rooms and throughout the facility will be covered. As part of the course, the students will tour the facilities of a hotel and/or casino.

HMA263 Wines and Mixology**3 Credits**

This course is an introduction to the traditions and production methods behind each major category of alcoholic beverage (vodka, gin, rum, tequila, whiskey, bourbon, Scotch, beer, and wine). Students will explore flavor profiles and common uses of popular brands through discuss. The very hands-on session will cover mixing techniques for different types of drinks (straight and rocks; highballs; juice drinks, multi-liquor drinks; martinis; frozen drinks; pousse-café; hot drinks; beer and wine cocktails), as well as recipes for classic and modern cocktails. Students will learn about bar setup, glassware, pouring and how to correctly build each type of drink. Emphasis will be placed on proper sanitation procedures for beverage service in addition to the fundamentals of responsible alcohol management.

HVA108 Fundamentals of Electricity**5 Credits**

This course will provide the student with working knowledge and theory of electrical safety and various types of HVAC-R electrical components used in the HVAC-R industry. *A 70% grade must be attained at this level to continue on to HVA127 and HVA131.*

- HVA112 Heating Systems 1** **5 Credits**
 This course is designed to give the student a working knowledge of various types of heating systems: gas furnaces, both natural gas and propane fuels, oil heat. This course will provide the student with theory connected to the installation, service, and troubleshooting. *A 70% grade must be attained at this level to continue on to HVA127 and HVA131.*
- HVA118 Welding and Sheet Metal Fabrication** **4 Credits**
 This course will introduce the students to the skills associated with construction drawings, welding and sheet metal fabrication needed for the HVAC industry.
- HVA123 Customer Service and Career Development for HVAC** **6 Credits**
 This course will provide the students with the skills and working knowledge associated with the interaction with customers and clients in the HVAC industry. The course will also provide the students with the tools needed to develop a resume for positions in the HVAC career field.
- HVA128 Heating Systems 2** **6 Credits**
 This course is designed to give the student a working knowledge of various types of heating systems: heat pumps and electrical furnaces. This course will provide the student with theory connected to the installation, service, and troubleshooting of heat pumps and electrical furnaces. *A 70% grade must be attained at this level to continue on to HVA136 and HVA147.*
- HVA133 Residential Refrigeration** **6 Credits**
 This course is designed to give the student the ability to understand refrigeration theory. The student will understand the basic refrigeration cycle; have the working knowledge of residential refrigerators and air conditioning systems. The student will be able to braze copper tubing and demonstrate the ability to use hand tools that is required in the HVAC-R field. *A 70% grade must be attained at this level to continue on to HVA147.*
- HVA137 Hydronics** **4 Credits**
 This course will provide the student with the working knowledge of low-pressure boilers, zoning applications relative to hot water heat application of electronic and mechanical controls specific to hot water heating. *A 70% grade must be attained at this level to continue on to HVA162.*
- HVA143 HVAC-R Controls** **4 Credits**
 This course will provide the student with working knowledge and theory of DDC and pneumatic controls used in the HVAC-R industry
- HVA148 Commercial Refrigeration** **5 Credits**
 This course will provide the student with the working knowledge of refrigeration theory and operation for commercial refrigeration, Ice Machine and commercial roof top units. *A 70% grade must be attained at this level to continue on to HVA162. Prerequisite: HVA136.*
- HVA152 Load Calculations and Psychrometrics** **6 Credits**
 This course will provide the student with the working knowledge of tools to hand calculate heating and cooling loads and determine heating and air conditioning equipment size. They will also understand air and its properties.
- HVA157 Troubleshooting and Diagnostics** **3 Credits**
 This course will provide the student with the working knowledge necessary to identify and troubleshoot problems that occur in HVAC-R equipment.
- HVA163 Chiller Systems** **4 Credits**
 This course will provide the student with the working knowledge of low-pressure and high pressure chillers, Chiller application of electronic and mechanical controls specific to chillers

systems. Students will prepare and take the EPA 608 Universal Exam. *Prerequisite: HVA147.*

HVA168 Certification Preparation

5 Credits

This course will prepare the students to take the Industry Competency Exam (ICE), and the North American Technician Excellence exam (NATE®). The successful completion of these certification exams will provide the opportunity for the students to illustrate their knowledge and competency when entering the HVAC-R industry.

ISC100 Independent Study

4 Credits

The independent study option provides students the opportunity to work with an instructor on a particular planned topic or creative project not addressable through any other course format. The student and an instructor identify the subject of study; design a strategy for investigation, plot manageable milestones and plan appropriate assessments. Proposals for the Independent Study option must be accepted for supervision by a faculty member and be approved by the Academic Chair.

ITA103 Introduction to Information Technology

2 Credits

This course provides an introduction to the role and function of computers in business. Topics include the impact of computers on society, ethical issues, application/system software, external/internal hardware, and the Internet.

ITA112 Desktop Operating Systems

5 Credits

This course introduces students to a variety of computer operating systems. The course focuses on the installation of operating systems, major components of each of these systems, resource and memory management, and basic operations. Students gain an understanding of each operating system's advantages, differences, and requirements.

ITA124 Hardware Technology 1

3 Credits

This course is designed to provide the comprehensive knowledge and skills necessary to install, maintain, upgrade, and repair computer hardware and software on PC workstations and networked systems. Upon successful completion of this course, students will be able to build and configure microcomputer systems, diagnose system hardware or software problems and perform actions necessary to make corrections. *Prerequisite: ITA103.*

ITA126 Networking 1

5 Credits

This course provides the student with the fundamentals of networking concepts and techniques. Topics covered include the theoretical models of networking, topologies, protocols, network design, layout, network implementation and troubleshooting.

ITA136 Networking 2

5 Credits

This course is designed to have the student focus on servicing and supporting CISCO routers and switches. Upon completion, student will possess the knowledge, skills and understanding needed to configure, maintain and troubleshoot routers, routing and routing protocols on networks. *Prerequisites: ITA142 and 126.*

ITA142 Network Operating Systems 1

5 Credits

This course introduces a variety of network operating systems. The student gains an understanding of the basic functions of network administration, configuration, installation, network devices and cabling. *Prerequisites: ITA112 and ITA126.*

ITA152 Technical Support and Customer Service

3 Credits

This course is designed as a study of technical support/help desk concepts and techniques for supporting computers and computer services. This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. The student will be involved with actions and events related to helpdesk procedures and processes. Emphasis is on

solving user related issues, needs analysis, troubleshooting, and interaction with users.

Prerequisite: ITA124.

ITA165 Database Development 5 Credits

This course presents full coverage of planning, creating, and manipulating records using database computer software. Topics include managing, arranging, and searching for data of existing databases using database software to create reports, labels and letters, and linking databases. *Prerequisite: ITA103.*

ITA195 Network Operating Systems 2 5 Credits

This course provides the foundation for installing and supporting current versions of Microsoft Windows Operating Systems used in a network environment. The goal of the course is to provide the necessary skills to install, configure, troubleshoot and support desktop and server versions of these operating systems. *Prerequisite: ITA142.*

ITA196 Network Operating Systems 3 5 Credits

This course is designed as a hands-on, complete overview of the many aspects of the Linux operating systems. Students will gain knowledge in such areas as basic commands, system commands, shells, editors, the Graphical User Interface, user management and administration. *Prerequisite: ITA195.*

ITA203 Network Infrastructures 5 Credits

This course provides the student with the knowledge and techniques for setting up directory services and network infrastructures in a corporate environment. Emphasis is on networking services such as DHCP and DNS, as well as routing and directory services. *Prerequisite ITA195.*

ITA211 Server Applications 3 Credits

This course introduces the student to common applications found on most modern networks, ranging from mail servers to database and back-up servers. The course focuses on major functions of these applications and prepares the student to provide the necessary entry-level support. *Prerequisite: ITA195.*

ITA224 Information Systems Administration 5 Credits

This hands-on capstone course is a culmination of methods and procedures used in installation, configuration, troubleshooting, support and maintenance of client/server technologies and network deployment. This high-level course integrates knowledge attained in several prior courses and synthesizes it into a complex simulation of real-world situations. Students are provided with typical business scenarios that require them to analyze alternative solutions and recommend strategic processes. *Prerequisites: ITA196, ITA136 and ITA203.*

ITA229 Enterprise Systems Deployment 5 Credits

This project-based, capstone course examines the methods and procedures used in the design, implementation, configuration and maintenance of modern virtual and non-virtual computer systems. Topics include the planned deployment for hardware and software installations, performance monitoring, analysis and benchmarking system configurations, implementation of troubleshooting procedures and the use of change controls used to evaluate computer systems. Additional emphasis will focus on the individual and group communication process, documentation of system related issues and the strategic management issues unique in the information technology environment. *Prerequisites: ITA124 and ITA126.*

ITA230 Client Application Support 3 Credits

This course is designed as a study of technical support of various business client-side applications. This course prepares students to train and support end-users. Topics include supporting email clients, Microsoft Share Point, Web clients and Virtual Conferencing in a corporate environment. Students will be involved with actions and events related to helpdesk procedures and processes. Students will use procedures and processes in line

with common helpdesk methodology. Emphasis is on solving user related issues, needs analysis, troubleshooting, and interaction with users. *Prerequisites: ITA152 and ITA211.*

ITP202 Project Management

3 Credits

This course focuses on teamwork, projects analysis, and collaborative problem solving as it relates to the information technology field. Students will be exposed to a variety of project management principles, practices, and technical tools.

ITP211 Programming Mobile Applications

3 Credits

This course serves as an introduction to the development of applications for mobile devices including the techniques necessary to create both basic and advanced programs. The discussion topics will include, but are not be limited to: User Interface Components, User Interaction, Multi-view Applications and Basic Data Persistence. *Prerequisites: SSD251 and SSD301*

ITP252 GUI Development

3 Credits

This course uses visual programming techniques to develop GUI applications. Emphasis is on the development of GUI applications that use advanced programming to combine database, data structure, and robust programming techniques to produce programs that have the look and feel of commercial applications developed in industry. *Prerequisite: SSD552.*

ITP262 Programming Enterprise Applications

4 Credits

This capstone course requires the student to work in a group environment, creating an enterprise application utilizing the concepts, techniques, and skills developed in the computer programming curriculum. *Prerequisites: SSD451 and SSD552.*

ITP301 Introduction to Game Design

5 Credits

This course introduces students to the rigorous field of interactive simulation and video game design in a 2D environment. Topics of discussion include the issues inherent in the process of game design and the skills and tools necessary for story and character development. The focus of the course will be hands-on development of 2D computer games. *Prerequisite: SSD301 or SSD552.*

ITP306 Game Development 1

4 Credits

This course is a continuation of ITP301 Introduction to Game Design and will focus on 2D Graphics and Animation, User Interface, Interactivity, Game States, Levels, Sound Effects and Music. The focus of the course will be hands-on development of 2D computer games. *Prerequisite: ITP301.*

ITP312 Game Development 2

7 Credits

This course deals with the study of the technology, science, and art involved in the creation of computer games. The focus of the course will be hands-on development of 3D computer games. *Prerequisite: ITP306.*

ITS264 Digital Forensics

5 Credits

This course is designed to provide the student with an introduction to the Computer Forensics field of study. Topics covered in this course will assist the student with the proper collection, analyzing and storage of digital evidence. Students will also learn the process of completing a computer investigation using various computer forensic utilities and software applications throughout the course. *Prerequisite: Acceptance into the Network Security and Computer Forensics concentration or Academic Chair approval.*

ITS273 Information Security 1

4 Credits

This introductory course is designed to provide students with fundamental concepts of Network Security. Student will be introduced to terms and techniques related to providing confidentiality, integrity and availability of information.

ITS280 Regulatory Compliance**3 Credits**

This course is designed to provide the student with the concepts of specific legislation regarding Information Technology. The emphasis will focus on HIPAA, Sarbanes Oxley, Privacy Act of 1974 and the Buckley Amendment. *Prerequisite ITS273.*

ITS281 Information Security 2**5 Credits**

This course is designed to increase the depth of knowledge and skills of the Network Security and Computer Forensics student charged with administering and securing information systems and networks. The student will learn host system hardening, system availability monitoring, network access control and applied encryption technologies, intrusion detection systems, as well as logging, forensics, and incident analysis and response techniques. *Prerequisite: Acceptance into the Network Security and Computer Forensics Concentration or Academic Chair approval and successfully passing ITS273 with a minimum "C" grade.*

ITS287 Information Systems Auditing**5 Credits**

This course introduces the concepts of Information Systems audits and controls based on related standards, guidelines and best practices. Instruction in policy review will enable students to apply appropriate controls to enterprise governance, ensuring confidentiality, integrity and availability of information. Students will learn business continuity and disaster recovery planning techniques. *Prerequisites: Acceptance into the Network Security and Computer Forensics Concentration or the Academic Chair approval, and successfully passing ITS273 with a minimum "C" grade.*

ITS289 Ethical Hacking**4 Credits**

This course is designed to provide the student with the terminology and acceptable practices associated with ethical hacking techniques. Students will learn the role and skills sets required to become an ethical hacker for the purpose of vulnerability research. Additionally, students will become familiar with the legal implications of hacking and the specific law(s) pertaining to this practice. *Prerequisites: Acceptance into the Network Security and Computer Forensics Concentration or the Academic Chair approval; Students must sign a Code of Ethics to participate in this class, and successfully pass ITS273 with a minimum "C" grade.*

MOA002 Steps to Career Success 2**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical record management, medical record documentation, medical terminology, concepts of professionalism, HIPAA regulation, concepts of anatomy, verbal and non-verbal communication skills, and basic coding principles.

MOA003 Steps to Career Success 3**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical office administrative functions, medical terminology, concepts of anatomy, physiology, and pathology, medical coding, concepts of professionalism, best communication practices for the medical environment, fundamentals of health insurance, and medical record abstracting.

MED002 Steps to Career Success 2**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical record management, medical record documentation, medical terminology, concepts of professionalism, HIPAA regulation, concepts of anatomy, verbal and non-verbal communication skills, blood borne pathogen standards, as well as a review of core clinical competencies.

MED003 Steps to Career Success 3**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical office administrative functions, medical terminology, concepts of anatomy, physiology, and pathology, medical coding, concepts of professionalism, best communication practices for the medical environment, fundamentals of health insurance, as well as a review of all core clinical competencies.

MED106 Medical Terminology**5 Credits**

This course introduces the student to the language of medicine. Using a systemic approach, students learn roots, prefixes, suffixes and combining forms to build a usable medical vocabulary. Abbreviations common to body systems will be discussed.

MED111 Clinical Techniques 1**4 Credits**

This course introduces medical assisting students to basic clinical skills. Emphasis is placed on learning the fundamentals of procedures that relate to patient care. Topics to be covered include: medical asepsis, infection control, OSHA Bloodborne Pathogen Standards, interviewing patients to obtain medical histories and chief complaints, the role of the medical assistant in emergency preparedness, as well as the proper technique to obtain accurate vital signs.

MED121 Clinical Techniques 2**4 Credits**

This course provides the students with additional knowledge of clinical skills. Emphasis is placed on assisting the physician. Topics to be covered include: assisting with the patient examination disinfecting and sterilizing equipment, and assisting with surgical procedures.
Prerequisite: MED111.

MED126 Anatomy & Physiology 1**5 Credits**

This course introduces the student to concepts of anatomy and physiology. This course includes an introduction to structural units of the body, cellular function, and basic pharmacological principles. Systems to be examined include: the integumentary system, skeletal system, muscular system, nervous, sensory system, reproductive system.

MED132 Clinical Techniques 3**4 Credits**

This course provides the medical assisting student with an understanding of office procedures specific to working with the eye and ear, pediatric patients, and gynecology. Concepts of hydrotherapy and ambulatory aids will be examined and students will practice these to perform competencies. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor. *Prerequisite: MED111.*

MED134 Anatomy & Physiology 2**5 Credits**

This course continues the systemic review of concepts of anatomy and physiology. Systems to be examined include: the endocrine, cardiovascular, blood, lymphatic, respiratory, digestive, and urinary system.

MED136 Communications in Healthcare**5 Credits**

This course will focus on the skills needed for the medical professional to provide excellent customer service in healthcare. This course will examine communication skills, both written and verbal, problem-solving, conflict resolution, attitude, team work, and measuring customer satisfaction.

MED139 Clinical Techniques 4**4 Credits**

This course provides the medical assisting student with clinical skills specific to administration of medication. Topics to be covered include the administration of oral medication, administering intradermal, subcutaneous and intramuscular injections, dosages, and calculations. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor. *Prerequisite: MED111 and GEM100.*

MED144 Clinical Techniques 5**4 Credits**

This course provides the medical assisting student with clinical skills specific to phlebotomy and introduction to medical lab procedures, and cardiopulmonary testing. The medical assistant will demonstrate proficiency by completing competencies assessed by the instructor. *Prerequisite: MED111.*

MED145 Diseases and Diagnostic Methods**5 Credits**

This course examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders of each body system. The subjects of congenital abnormalities, pediatric illnesses, and pain and its management are included.

MED146 Foundations of Health Insurance**5 Credits**

This course will introduce the student to the history of health insurance. The student will be introduced to government healthcare plans and legal and regulatory requirements that govern physician billing.

MED151 Diagnostic and Procedure Coding for Physicians 1**4 Credits**

This course is designed to teach students the basic principles of ICD-9-CM Volumes 1 & 2, ICD-10-CM diagnostic coding, and CPT-4 procedural coding. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part one of a three-part course. **ICD-10 curriculum changes will occur dependent upon the October 1, 2015 implementation of ICD-10.*

MED152 Computerized Practice Management & E.H.R.**4 Credits**

This multimedia learning course uses Medisoft software that covers all aspects of computerized registration and patient accounts management performed in the medical office. Tasks include creating patient accounts, patient scheduling, charge entry, insurance and patient payment applications, various types of adjustments, and insurance and patient collections. This course also introduces the student to the electronic health record (EHR) software, including documenting in an EHR.

MED161 Diagnostic and Procedure Coding for Physicians 2**4 Credits**

This course builds on the knowledge gained in Diagnosis and Procedure Coding for Physicians and Hospitals 1. This course is designed to teach students intermediate coding for ICD-9-CM Volumes 1 & 2, ICD-10-CM diagnostic coding, and CPT-4 procedural coding. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part two of a three-part course. *Prerequisite: MED151. *ICD-10 curriculum changes will occur dependent upon the October 1, 2015 implementation of ICD-10.*

MED171 Diagnostic and Procedure Coding for Physicians 3**4 Credits**

This course continues the student's study of ICD-9-CM Volumes 1 & 2, ICD-10-CM, and CPT-4 coding systems. This course also introduces students to HCPCS coding. Students will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation. This course is part three of a three-part course. *Prerequisite: MED151. *ICD-10 curriculum changes will occur dependent upon the October 1, 2015 implementation of ICD-10.*

MED199 Healthcare Delivery in the Medical Office**5 Credits**

This course provides students with a basic understanding of responsibilities and functions of the medical office. Students will learn the history of medicine and apply these concepts to current healthcare practices. Students will be introduced to medical law and ethics concepts and case scenarios. Students will learn about functions needed to perform administrative office duties, such as medical records, drafting documents, and filing patient documents. Students will learn about patient privacy and the importance of upholding laws in regard to patient records and healthcare information.

MED201 Principles of Practice Management 1**5 Credits**

The course introduces the student to basic office management. Flow of the medical office, application of management principles, leading the office team, managing quality and performance, and office marketing are topics that will be covered throughout this course. In addition, the student will be introduced to office practices involving office inventory and supplies, office policy and procedure development, Medicare compliance, maintaining staff schedules, and time management skills.

MED208 Coding for the Medical Assistant**4 Credits**

This course is designed to teach students the basic principles of the International Classification of Disease, 9th edition and 10th edition, Clinical Modification (ICD-9-CM & ICD-10-CM), and CPT coding for the physicians' office. The student will be provided with hands-on experience through application of coding principles with examples and exercises based on actual case documentation.

MED225 Pharmacology**5 Credits**

This course uses a systems approach in learning major classifications of medications and medications of choice for selected disease processes and pathological conditions. The student will also learn to calculate the dose administration for parenteral and non-parenteral medications.

MED228 Pharmacology for the Surgical Technologist**5 Credits**

This course introduces pharmacological aspects that correlate with the operating room and surrounding settings. The student will compare and contrast methods, agents, and techniques of administration and preparation of various medications and solutions. Topics to be covered will include surgical team roles during administration, care and handling of medications and solutions, medication measurements and calculations, packaging, and delivery sources of medications, and classification of agents used in surgery.

MED237 Principles of Practice Management 2**5 Credits**

This course provides students with a knowledge of human resource processes such as the interview process, hiring and termination of employees, and employee productivity. In addition, the course will introduce students to the fundamental concepts and practice of medical office accounting. Topics include basic accounting principles and bookkeeping procedures, professional fees, accounts receivable, accounts payable, payroll, banking processes, petty cash, and billing and collection procedures.

MED248 Medical Laboratory**4 Credits**

This course provides the students with additional knowledge of laboratory procedures. Topics to be covered include: hematology studies, blood chemistry, CLIA waived rapid tests, urinalysis, microbiology, and fecal occult blood testing.

MED266 Medical Seminar**3 Credits**

This course is designed to explore the role of medical personnel within the framework of the health care profession and to assist the student in the transition from student to health care team member. Library research, guest speakers, review of skills, patient simulation, and job search techniques are utilized. First-aid training and Cardio-Pulmonary Resuscitation (CPR) certification are included. *Prerequisite: Satisfactory completion of all course requirements.*

MED267 CMA Review**2 Credits**

This course is designed to prepare the student to take the American Association of Medical Assistant's Certified Medical Assistant examination at the completion of their program. This class will provide review materials, sample test questions, and sample CMA exams to help the student be successful when taking the certification exam. *This is a pass/fail course.*

MED312 Chart Abstracting**4 Credits**

This course introduces the student to advanced coding for both diagnoses and procedures by reviewing medical records. Students will become familiar with reading and interpreting medical record information and coding from medical records. The course also covers coding scenarios independently without previous textbook explanations. The student will receive simulated real-world experience to code independently with instructor-led facilitation. *Prerequisites: MED106, MED151, MED161, MED171.*

MED321 Auditing for Physicians and Hospitals and National Exam Preparation**4 Credits**

This course builds on the knowledge learned in Diagnostic and Procedure Coding for Physicians 1, 2, and 3. It introduces the student to auditing medical records. The student will become familiar with auditing techniques and learn how to present audit finding to healthcare providers. This course also prepares students for the national coding exam with reviews of medical terminology, anatomy and physiology, disease, health insurance reimbursement and regulatory guidelines, coding guidelines, and coding diagnoses and procedures from medical records. *This course is taken in conjunction or after MED312 Chart Abstracting. Prerequisites: MED106, MED151, MED161, MED171.*

MKT100 Principles of Marketing**4 Credits**

This course features an introduction to the marketing environment, marketing research, and the role of marketing in organizations today. Topics include sales promotions, product placement, and pricing strategies in the movement of products from the business to the consumer.

MKT120 Consumer Behavior**4 Credits**

This course provides students with the knowledge and skills necessary to perform consumer analyses that can be used for understanding markets and developing effective marketing strategies. Primary emphasis is on the ways in which a consumer might behave as a purchaser and user of goods and services in our society.

MKT128 Advertising and Promotions**3 Credits**

This course is designed to give students a broad view of advertising principles and their relationship to product marketing. The students will focus on the creative functions of advertising by preparing rough layouts and writing copy for various types of ads.

MMA105 Web Authoring Design**3 Credits**

This course focuses on the student's basic authoring skills by concentrating on the demands, details, and subtleties of creating web pages. Semantic and structural markup and style sheets are the primary focus of this course, adhering to modern web standards. The course touches on the addition of graphics and interactivity to webpages, as well as file management, file formats, testing, and publishing. *A 70% grade must be attained at this level if continuing into MMA106.*

MMA106 Client-Side Web Development**3 Credits**

This course is an introduction to basic programming through client-side languages. Students will integrate front end technologies and interactivity according to web standards and also explore programming concepts such as data types, control flow, functions, and events. An emphasis will be placed on writing efficient code, problem solving common errors, and user experience. *A 70% grade must be attained at this level if continuing to MMA202.*

MMA107 Dynamic Content Management**3 Credits**

This course introduces students to the standards for designing relational databases. The course focuses on record creation, modification, and deletion as well as database design and data migration. In addition, Structured Query Language is utilized to obtain dynamic information for multimedia authoring.

MMA110 Interactive Media**3 Credits**

This course teaches technologies and practices that streamline web development, such as the use of preprocessors and frameworks. Students learn to enhance web projects using animation and interactivity. *A 70% grade must be attained at this level if continuing to MMA224.*

MMA111 Digital Design**3 Credits**

Students will learn how to use Adobe Photoshop and Adobe Illustrator to create and manipulate the various still image formats used in video post-production. Photoshop techniques vital to image manipulation -- clone stamping, image enhancement, selection tools, project organization, and non-destructive workflows -- are taught. Illustrator topics such as pen tool, cropping source files, CMYK vs. RGB color space, strokes, fills, shape builders, and the pathfinder tool are also reviewed.

MMA114 Design Concepts**3 Credits**

This course immerses students in the key principles of graphic design, including typography, color theory, and the general rules of layout and design. These techniques and processes will be utilized in problem-solving specific to the on-screen graphics related to title design in video post-production. Students will also create media projects within the parameters of existing branding.

MMA115 Web Design Concepts**3 Credits**

This course is designed to provide the student with an overview and exposure to basic web concepts and software. Students examine fundamental theories and concepts of web pages and interactivity as they practice adjusting and improving existing web projects.

MMA116 Audio/Video Editing 1**3 Credits**

Students learn the theory and processes of modern audio/video editing using non-linear editing software. Digital post-production techniques are emphasized, as is the basics of motion picture editing theory. The concept of visual storytelling is explored, along with pacing, scoring, montage, and the relationship between image and audio. Students utilize these techniques and theories in various projects that include in-class demonstrations. *A 70% grade must be attained at this level if continuing into MMA119.*

MMA118 Cinematography**3 Credits**

Students will learn the role and execution of camera movements in video production. Students will also increase their base knowledge of lighting and grip equipment and their use in practical photographic situations. Hands-on activities involve jib arms, camera stabilization, and advanced lighting techniques for the moving image. Industry terminology, hardware and safety issues, simple troubleshooting, safety, care, and maintenance will also be emphasized. *A 70% grade must be attained at this level if continuing into MMA206.*

MMA119 Audio/Video Editing 2**3 Credits**

Course content includes the grammar of the edit, edit decision lists, cutaways, integration of graphics, continuity editing, complexity editing, context transitions, time expansion and contraction, continuity, pacing, timing, and advanced visual aesthetics. Advanced editing tools such as multi-camera editing, audio techniques, multi-track soundtracks, and track-and-submix-based effects will be integrated with pictures to produce a unified whole. Edit version control and color correction grading are also covered in this course. *A 70% grade must be attained at this level if continuing into MMA222.*

MMA120 Introduction to Post-Production**3 Credits**

Students are instructed on proper project set up, asset management, preparing bins for editing, working with time code, and asset retrieval. Students are taught how to work with mixed media types within a single project. Good editing habits, along with a clear understanding of project troubleshooting/recovery are emphasized in this class. *A 70% grade must be attained at this level if continuing into MMA116.*

MMA143 Delivery for the Web**3 Credits**

This course teaches students to combine text, image, video, and sound content into interactive applications for internet delivery. The emphasis is on learning those media-integration skills necessary to produce a multimedia portfolio. *Prerequisites: MMA105 and MMA106.*

MMA201 Server Side Scripting**3 Credits**

This course focuses on dynamic interactive web sites. Students learn to create data driven pages that access stored information dynamically using a server side scripting language. *Prerequisites: MMA105, MMA106 and MMA107.*

MMA202 Interactive Design**3 Credits**

This course emphasizes the theory and practices of screen design and user interactivity in interactive projects. Students improve their knowledge of scripting languages to dynamically

MMA205 Motion Graphics 1**3 Credits**

Students will explore and create assignments utilizing basic animation principles. They will learn how to pre-visualize and produce animated sequences through a series of exercises. Industry-standard animation software is utilized for the creation of animations in the class with a focus on 2D and 3D animations. *A 70% grade must be attained at this level if continuing into MMA211.*

MMA206 Videography**4 Credits**

This course teaches students how to plan and successfully execute video productions under field and studio conditions while utilizing advanced features of modern, professional grade video cameras. Students are taught advanced camera techniques such as: custom paint setting creation, interval recording, custom frame rate, shutter speed, and exposure settings. Proper pre-production is also emphasized, along with safety and basic legal issues related to modern videography. High quality audio techniques are stressed throughout the course, as well as the vital relationship between production and post-production. Students will work together in the creation of high quality, in-depth video production. *A passing grade must be attained at this level if continuing into MMA222.*

MMA208 Audio Production 1**3 Credits**

This course familiarizes students with microphones, mixers, recording devices, and other audio hardware vital to the basic principles of sound recording. Students learn the proper protocol and practices for sound recording on a professional video production. Students will experiment with different sound recording techniques and various types of equipment, getting hands-on experience in and out of the classroom. Multi-track recording, signal routing and mixer consoles are covered in-depth. *A 70% grade must be attained at this level if continuing into MMA215 and MMA217.*

MMA209 Audio Production 2**3 Credits**

This course introduces the art of sound manipulation in post-production to support the development of soundtracks for visual media such as videos and animations. Audio post-production techniques are taught, with a clear understanding of frequency ranges, sample rates, and bit depth. Advanced waveform editing, loop creation, multitrack mixing, stereo field utilization, and other techniques are emphasized. Students also learn the use of sound processes most common to video editors, such as equalization, reverb, limiting, normalization, compression, and time and pitch based effects. Noise reduction and restoration techniques are also emphasized in this course. *A 70% grade must be attained at this level if continuing into MMA215 and MMA217.*

MMA210 Interactive Development**3 Credits**

This course focuses on the development of interactive projects, with an emphasis on planning and teamwork. Students increase their skills with front-end and back-end web development technologies and practices.

MMA211 Motion Graphics 2**3 Credits**

This course focuses on the creation of text-based motion graphics packages for various editing, animation, and motion graphics productions. Adobe After Effects techniques are utilized to create advanced text animations using the classic and ray-trace 3D render engines. Title design, lower thirds, and a host of other screen based text devices are explored along with the concept of consistency of design, motion, and effects. *A 70% grade must be attained at this level if continuing into MMA212.*

MMA212 Advanced Visual Effects**3 Credits**

Students will focus on the seamless integration of real-world, live-action video footage of human and inanimate subjects with computer-generated virtual elements. Students are introduced to compositing and integration techniques commonly utilized by video professionals, as well as the cinematography particular to photographing green screen subjects. Advanced animation and visual effects are utilized to create industry quality presentations. Students will also perform simple motion and camera tracking tasks.

MMA215 Audio Production 3**3 Credits**

This is a combined recording and mixing class based on a large-scale sound effects (Foley) project where students use professional grade audio hardware and software to create and process voice recordings and custom sound effects. Various recording methods are utilized, including Foley, automatic dialogue replacement (ADR), stereo mic techniques, and looping. The media generated by the class is processed, using advanced sound mixing and editing techniques, to construct a custom sound mix with special sound effects, voice work, and music.

MMA216 Video Senior Project**4 Credits**

This advanced level course provides students with hands-on experience by developing projects directly related to the video industry. Following best practices in project management, workflow and communication, students will focus on problem solving, experimentation, and execution of project deliverables. As students prepare to enter the industry, they are educated in how to present their work and organize and execute job searches.

MMA217 Audio Production 4**3 Credits**

This course explores the aesthetic and technical aspects of the small-scale live performance. Students will learn how to deliver high quality sound while maintaining the ability to conduct multitrack recording. Students also learn how to use hardware such as field/studio recorders, mixers, microphones, and various other live sound devices. Students must demonstrate how to plan, set-up, and strike a sound system, as well as provide proper cable management. Troubleshooting techniques for solving common performance-related problems are also emphasized. Students are "hands-on" as they learn live audio effects such as equalization, reverb, and dynamics processing.

MMA222 Advanced Editing**3 Credits**

Students will focus on the development and management of large scale documentary projects using advanced editing and scriptwriting techniques. This course offers the challenge of creating a final product from a production that was mostly unscripted. You, the student editor, will take a commanding a role by creating the narrative from the often hours and hours of footage shot. You will expand your knowledge of the editing process by utilizing advanced editing tools and techniques. The processing, organizing, and evaluation of interview media is also taught, as well as the management of a large-scale editing project.

MMA224 Advanced Interactive Technologies**3 Credits**

In this advanced course, students learn aspects of advanced programming languages that allow for scripting of complex interactive applications. Students are encouraged to explore emerging technologies to create stimulating user experiences. *Prerequisites: MMA105 and MMA106.*

MMA227 Streaming and Podcasting**3 Credits**

Students are immersed in the exploration of internet-based live video distribution, including on-line chats, virtual meetings, and other events. Students are also taught the terms and concepts used in live streaming media and how streaming differs from uploaded video, broadcast signals, and other delivery methods. Technical concepts are such as encoding, streaming vs. progressive download, and adaptive streaming are also taught. Students also learn essential content that includes audio and lighting best practices, and the incorporation of videos, graphics, and music during a live stream. This course will teach you how to plan, produce, and record a seamless live broadcast. Troubleshooting and testing of live streaming feeds will also be covered.

MMA228 Web Portfolio Development**8 Credits**

In this course, students create an industry-quality portfolio consisting of enhanced and updated projects from previous classes as well as newly created projects. Students create a final portfolio using a consistent theme related to their personal identity. *A 70% grade must be attained for completion of this final class. Prerequisite: To be taken after all other concentration classes are completed.*

MMA229 Video Portfolio Development**8 Credits**

Students will create an industry-quality portfolio consisting of original projects from previous classes and/or newly created projects. Students provide their sample works, along with an approved resume and other information through the use of an on-line delivery mechanism. *A 70% grade must be attained for completion of this final class.*

MMA240 Web Project Development**4 Credits**

In this advanced level course students will work on team projects as they relate to the Web /Interactive industries, following best practices in project management, workflow and communication. Students will focus on prototyping, problem solving, experimentation, and execution of project deliverables in a team environment.

MNP104 Windows Server Administration Fundamentals**5 Credits**

This course is designed to teach the student Windows Server Administration Fundamentals including Server installation, roles, storage, performance management, and server maintenance.

MNP113 Installing & Configuring Windows Server 2012**5 Credits**

This course provides the foundation for installing, deploying and supporting current versions of Microsoft Windows Operating Systems. This includes installation of Active Directory and its supporting technologies. The goal of the course is to provide the necessary skills to install, configure, troubleshoot and support server versions of these operating systems. *Prerequisite: MNP104.*

MNP123 Administering Windows Server 2012**10 Credits**

This course focuses on configuration and troubleshooting of Active Directory and configuration and troubleshooting of network services. Topics in this course include: configuring file and print services, configuring network services and remote access technologies, configuring a network policy server infrastructure, and configuring and managing Active Directory and group policies. *Prerequisite: MNP113.*

MNP133 Configuring Advanced Windows Server 2012**5 Credits**

This course focuses on advanced network infrastructure for Windows Server 2012 including: configuring and managing high availability; configuring file and storage solutions; implementing business continuity and disaster recovery; and configuring advanced corporate network services. *Prerequisite: MNP123.*

MNP143 Designing & Implementing a Server Infrastructure**5 Credits**

This course covers topics such as planning and implementing a Windows server infrastructure, designing and implementing network infrastructure and access services, and designing and implementing an Active Directory infrastructure. *Prerequisite: MNP133.*

MNP163 Implementing an Advanced Server Infrastructure**5 Credits**

This course focuses on the advanced Windows Server 2012 environment including: implementing, managing and maintaining a server infrastructure; planning and implementing a highly available enterprise infrastructure; and planning and implementing a server virtualization infrastructure. *Prerequisite: MNP143.*

MNP172 CISCO Certified Network Associate**5 Credits**

This course is designed to provide students with the necessary skills and knowledge to design, build, and maintain a medium-sized network using CISCO routers, switches, and hubs. The course prepares students for the most recent CCNA certification.

NUR103 Anatomy and Physiology 1**4 credits**

This course is a systemic review of human biology with emphasis on homeostatic mechanisms that allow for normal anatomic and physiologic function. References will be made to pathological conditions when appropriate. Topics of discussion will include directional and anatomical terminology, cellular form and function, tissues, integumentary, skeletal, muscular, nervous, and endocrine systems. *Co-requisite: NUR113.*

NUR108 Microbiology**4 Credits**

The focus of this course is on the structure, function, and environment of microorganisms with emphasis on those which are pathogenic. Discussion topics will include an introduction to the basic principles of microbiology, the morphology and life cycle of bacteria, epidemiology, immunology, and control of microorganisms. The pathogenesis and progression of infectious disease will also be explored. *Co-requisite: NUR111.*

NUR111 Microbiology Lab**2 Credits**

This course is an introduction to the basic laboratory techniques used to observe and identify microorganisms. Students will master the use of the microscope and the performance of the Gram Stain technique, along with the cultivation and identification of bacteria. In addition, adherence to laboratory safety rules and the maintenance of aseptic technique will be emphasized throughout the course. *Co-requisite: NUR108.*

NUR113 Anatomy and Physiology 1 Lab**2 Credits**

This course is an introduction to the basic laboratory techniques used to observe and identify anatomical structures and demonstrate physiological principles. Students will examine dissected specimens, anatomical models, and charts to achieve course competencies. Topics discussed include anatomical terminology, cellular form and function, tissues, integumentary, skeletal, muscular, nervous, and endocrine systems. *Co-requisite: NUR103.*

NUR118 Anatomy and Physiology 2**4 Credits**

This course is a systemic review of human biology with emphasis on homeostatic mechanisms that allow for normal anatomic and physiologic function. References will be made to pathological conditions when appropriate. Topics of discussion will include blood, cardiovascular, lymphatic and immunology, respiratory, urinary, digestive, and reproductive systems along with fluid/electrolyte and acid-base balance mechanisms. *Prerequisites: Successful completion of NUR103, NUR108, NUR111 AND NUR113. Co-requisite: NUR119.*

NUR119 Anatomy and Physiology 2 Lab**2 Credits**

This course is an introduction to the basic laboratory techniques used to observe and identify anatomical structures and demonstrate physiological principles. Students will examine dissected specimens, anatomical models, and charts to achieve course

competencies. Topics discussed include blood, cardiovascular, lymphatic and immunology, respiratory, urinary, digestive, and reproductive systems along with fluid/electrolyte and acid-base balance mechanisms. *Co-requisite: NUR118.*

NUR129 Nutrition

4 credits

This course focuses on the relationship between nutrition and health/illness across the lifespan. Discussion will include the function, digestion and absorption of essential nutrients: carbohydrates, fats, protein, vitamins, minerals, fiber and water. Students will be introduced to the principles and techniques of nutrition assessment as well as individualizing health education and plan of care for the patient. Students will explore lifecycle nutrition and food safety through pregnancy, lactation, infancy, childhood, adolescence and adulthood. Current dietary guidelines and health promotion resources will be reviewed. Students will be introduced to concepts in clinical nutrition including nutrient delivery, weight management, eating disorders, and specific nutrition requirements in the management of chronic diseases.

NUR137 Pharmacology in Nursing

4 Credits

This course provides the nursing student with an introduction to drug therapy. Units of content include: drug classifications, common medications, pharmacologic principles, and legal and ethical considerations in administering medications. Prerequisites: successful completion of all 1st quarter courses. *Co-requisite: NUR143 or RNU192. Successful completion of both NUR137 and NUR143 or RNU192 is necessary in order to progress to the next quarter and medication administration in any clinical nursing courses.*

NUR143 Pharmacology Applications in Nursing

2 Credits

This laboratory learning experience accompanies NUR137: Pharmacology, and focuses on the application of Pharmacology information within the Practical Nurse scope of practice. Units of content and skill practice include: dosage calculation; methods of medication administration; intravenous therapy administration; adaptations for particular age groups and/or populations; nursing responsibilities for documentation; nursing responsibilities for assessment and evaluation of patient responses to medication; principles of patient teaching related to pharmacologic approaches to health and illness; and legal, regulatory, and ethical aspects related to the PN scope of practice in relation to Pharmacology. Emphasis is placed on patient safety, along with health teaching regarding medication uses, actions, interactions, and side effects. *Prerequisites: Successful completion of all 1st quarter courses. Co-requisite: NUR137. Successful completion of both NUR137 and NUR143 is necessary in order to progress to quarter 3 and medication administration in any clinical nursing courses.*

NUR151 Foundations of Nursing 1

4 Credits

This course provides an introduction to practical nursing, including the following units of content: history of practical nursing, the importance of patient safety and quality care, the impact of environment on health and illness, nursing's core values, concepts basic to the practice of nursing such as communication and ethics, infection control, introduction to planning nursing care utilizing the nursing process, basic concepts of nutrition and dietary adaptations for treatment of health issues, and basic patient care skills. *Co-requisite: NUR 152. Successful completion of both NUR 151 and NUR 152 is necessary prior to entry into the 2nd quarter clinical nursing courses.*

NUR152 Nursing Practice 1

6 Credits

This clinical practicum course accompanies Foundations of Nursing 1. It provides learning experiences in the nursing skills laboratory and simulation center, as well as in long term care facilities. The goal of these experiences is to provide the beginning student with the opportunity to develop basic assessment, planning, and care giving skills that assist patients with activities of daily living and health care needs. *Co-requisite: NUR 151. Successful completion of both NUR 151 and NUR 152 is necessary prior to entry into the 2nd quarter clinical nursing courses.*

NUR161 Foundations of Nursing 2**4 Credits**

This course builds on the knowledge and skills gained in NUR151: Foundations of Nursing 1. In this course, there is continued emphasis on the mastery of skills fundamental to nursing practice. Units of content focus on: completing a health history with various types of patients; physical, psychosocial, and nutritional assessment techniques; adaptation of assessment techniques for various cultures and developmental levels; and planning for nursing care based on analysis of patient assessment data. Additional emphasis will be placed on health education for patients and families based on identified or potential health needs. *Prerequisites: Successful completion of all first quarter courses, including both NUR 151 and NUR 152. Co-requisite: NUR162. Successful completion of both NUR161 and NUR162 is necessary prior to entry into the 3rd quarter clinical nursing courses.*

NUR162 Nursing Practice 2**6 Credits**

This clinical practicum course provides students with opportunities in various healthcare settings to refine nursing skills associated with focused assessment, clinical reasoning, and nursing care planning. Students gain experience in contributing to the planning and implementation of nursing care in response to health and illness needs of residents in independent and assisted living settings, as well as patients in skilled nursing units. In addition, there is an emphasis on applying principles of health education in various settings in order to address identified and potential learning needs of residents, patients, and families. *Co-requisite: NUR161. Successful completion of both NUR161 and NUR162 is necessary prior to entry into the 3rd quarter clinical nursing courses.*

NUR165 Medical/Surgical Nursing Care of the Adult**4 credits**

The focus of this course is on common health concerns of adults. Frequently occurring medical and surgical disorders of adults will be examined. Physical, psychological, nutritional, and spiritual needs of patients and their families will be explored. The application of nursing process to promote safe, high quality care in medical/surgical care settings will be emphasized, including clinical judgment and decision making as a result of effective critical thinking and clinical reasoning. *Prerequisites: successful completion of all 1st and 2nd quarter courses. Co-requisite: Enrollment in NUR166. Successful completion of both NUR165 and NUR166 is necessary prior to entry into the 4th quarter clinical nursing courses, except by special permission of the 4th quarter instructor and Academic Chair.*

NUR166 Nursing Practice 3**6 credits**

This clinical practicum course accompanies NUR165: Medical/Surgical Nursing Care of the Adult. Students will have clinical opportunities to provide nursing care and health education in short and long term acute care settings, with an emphasis on patient-centered care for acute and chronic illness. An introduction to the application of skills associated with evidence-based practice will be provided. *Prerequisites: successful completion of all 1st and 2nd quarter courses. Co-requisite: Enrollment in NUR165. Successful completion of both NUR165 and NUR166 is necessary prior to entry into the 4th quarter clinical nursing courses, except by special permission of the 4th quarter instructor and Academic Chair.*

NUR170 Psychosocial and Psychiatric Issues**3 credits**

This course introduces the practical nursing student to the study of mental health and mental illness, and the impact on the individual, family, and community. A holistic approach is used in understanding the individual in his/her environment, including discussion of motivation, social influences, and cultural impact. Content will include definitions of mental health and mental illness; personality development; types of mental disorders and their symptoms, characteristics, and treatments; explanations of cognition, perception, and feelings; therapeutic communication skills and relationship development; psychosocial issues in patients with health problems; and the application of nursing process in working with patients experiencing alterations in mental health. *Co-requisite: Enrollment in NUR 176. Prerequisites: successful completion of 1st and 2nd quarter courses. Successful completion of both NUR 170 and NUR 176 is necessary prior to entry into the 4th quarter.*

NUR175 Gerontology and Nursing Practice**3 Credits**

The focus of this course is on the theories and concepts of aging, including physiological, psychological, social, and spiritual changes. Issues critical to providing safe, high quality

nursing care to older adults will be discussed, including: safety strategies, quality of life, culture, symptoms and treatment for dementia, activity, sleep, adequate nutrition, home care, palliative care, and end-of-life care. Clinical experiences will provide the student with an opportunity to examine holistic nursing care for individuals and groups in a variety of geriatric settings across the health care continuum. *Prerequisites: All 1st and 2nd quarter courses. Co-requisite: NUR176.*

NUR176 Nursing Practice 4

4 Credits

This clinical practicum course accompanies NUR170: Psychosocial and Psychiatric Issues and NUR175: Gerontology and Nursing Practice. Clinical experiences will emphasize the application of nursing process, and will provide the student with an opportunity to provide holistic care designed to preserve or restore health for adults and aging adults. Each student will be able to identify health needs of adults and provide nursing care to individuals and groups in a variety of psychiatric and geriatric settings across the healthcare continuum. *Co-requisites: Enrollment in NUR 170 and NUR175. Prerequisites: Successful completion of 1st and 2nd quarter courses. Successful completion of NUR170, NUR175, and NUR176 is necessary prior to entry into the 4th quarter, except by special permission from the 4th quarter instructor and the Academic Chair.*

NUR180 Maternity Nursing

2 credits

The focus of this course is on the basic needs and associated nursing care of patients and families in maternity settings. An emphasis is placed on the physical, nutritional, and psychological changes experienced by a woman during the antepartal, intrapartal, and postpartal periods. The impact on the family is explored, along with strategies for providing developmentally and culturally appropriate health education. *Prerequisites: successful completion of all 1st, 2nd, and 3rd quarter nursing courses, or enrollment by special permission of the course instructor and Academic Chair. Co-requisite: NUR181. Successful completion of both NUR180 and NUR181 is necessary for program completion and graduation.*

NUR181 Nursing Practice 5

3 Credits

This clinical practicum course accompanies NUR180: Maternity Nursing. Clinical experiences are provided in inpatient and community based settings with a maternity focus, including labor and delivery and postpartum care of mothers, babies, and families. Application of clinical reasoning and nursing process are emphasized with the select patient population. *Prerequisites: Successful completion of all 1st, 2nd, and 3rd quarter nursing courses, or enrollment by special permission of the course instructor and Academic Chair. Co-requisite: NUR180. Successful completion of both NUR180 and NUR181 is necessary for program completion and graduation.*

NUR185 Pediatric Nursing

2 credits

The focus of this course is on the basic needs and associated nursing care of patients and families in pediatric settings. Emphasis is placed on growth and development, the nutritional needs of children and adolescents, health issues, and common medical and surgical disorders in children and adolescents. Parental needs and the impact of health concerns on the family are explored along with strategies for providing developmentally and culturally appropriate health education. *Prerequisites: successful completion of all 1st, 2nd, and 3rd quarter nursing courses, or enrollment by special permission of the course instructor and Academic Chair. Co-requisite: NUR186. Successful completion of both NUR185 and NUR186 is necessary for program completion and graduation.*

NUR186 Nursing Practice 6

3 Credits

This clinical practicum accompanies NUR185: Pediatric Nursing. Clinical experiences are provided in inpatient and community based settings with a pediatric and/or family focus. Application of clinical reasoning and nursing process is emphasized in settings where well children and adolescents are seen, as well as settings where children and adolescents with chronic illness concerns are being treated. In addition, practical nursing students have the opportunity to explore community based services for women, children, and families in distress that may impact the health of the family unit. *Prerequisites: Successful completion of all 1st, 2nd, and 3rd quarter nursing courses, or enrollment by special permission of the*

course instructor and Academic Chair. Co-requisite: NUR185. Successful completion of both NUR185 and NUR186 is necessary for program completion and graduation.

NUR190 Transition into Nursing Practice

4 Credits

This course focuses on the transition from being a student to assuming the responsibilities of the practical nurse. Units of content include: current trends and issues in practice, opportunities and challenges facing the Licensed Practical Nurse, skills for successful beginning practice, organization and financing of health care delivery systems, leadership theories and skills that promote safe and high quality nursing care, management theories and skills, strategies for lifelong learning, preparing for the first position in nursing, successful completion of the licensure examination, and adaptation to the work environment. *Prerequisites: Successful completion of all 1st, 2nd, and 3rd quarter courses. Co-requisite: Enrollment in NUR191. Successful completion of both NUR190 and NUR191 is necessary for program completion and graduation.*

NUR191 Nursing Practice 7

6 Credits

This clinical practicum course accompanies NUR190: Transition into Nursing Practice, and provides the student with opportunities to refine assessment, clinical reasoning, and patient care skills with groups of patients. In addition, the student will examine leadership/management skills and the responsibilities of the practical nurse in a selected health care environment, will communicate significant information to members of the healthcare team and patients' families, and will administer medications and document patient responses to those medications, for groups of patients. *Prerequisites: Successful completion of all 1st, 2nd, and 3rd quarter courses. Co-requisite: Enrollment in NUR190. Successful completion of both NUR190 and NUR191 is necessary for program completion and graduation.*

**PCT101 Medical Terminology/Anatomy and Physiology/
The Body in Sickness and Health 1**

6 Credits

This course covers basic word structure, terms pertaining to the body as a whole, and terms related to the digestive, urinary, reproductive, and nervous systems. While learning the medical terminology for these body systems, the student will also study the related anatomy and physiology, and procedures used to diagnose and treat their diseases and disorders.

PCT106 Introduction to Healthcare

5 Credits

This introductory course focuses on the roles and functions of Assistive Personnel in a variety of healthcare settings. Students will learn how to communicate with members of the Healthcare Team through verbal communication and chart documentation; assist with the nursing processes; and work ethics that affect the assistive personnel. Students will be trained in measuring vitals, identifying normal ranges for vital signs, and factors that influence vital statistics. Students will also begin preparing their resumes and practice interviewing techniques.

PCT109 Clinical Skills 1

4 Credits

This introductory hands-on course focuses on safety; body mechanics; infection control; use of restraints; urinary elimination; and collecting and testing urine and stool specimens.

PCT117 Patient Care Skills 1

4 Credits

This course covers basic patient care skills in a simulated hospital environment and provides hands-on practice of techniques. Students will study basic nutrition; patient hygiene and grooming; patient comfort, rest and sleep; bed making; fluid intake and output; bowel elimination; and assisting with a physical examination.

PCT118 Patient Care Skills 2

4 Credits

This course covers skills that address the physical needs of the patient and includes working with the patient suffering from confusion, dementia, vision and hearing loss; fluid and blood administration; wound care; and heat and cold applications. In addition, students will learn common health problems such as endocrine, digestive, urinary and skin disorders.

- PCT121 Medical Terminology/Anatomy and Physiology 2/
The Body in Sickness and Health 2** **6 Credits**
- This course covers terms related to the cardiovascular system, blood, lymphatic and immune system, respiratory system, musculoskeletal system, skin, sense organs, endocrine system, oncology, radiology and nuclear medicine, and pharmacology. While learning the medical terminology for these body systems, the student will also study the related anatomy and physiology, and procedures to diagnose and treat their diseases and disorders. In addition, diagnostic and lab procedures dealing with cancer medicine, radiology and nuclear medicine will be discussed. *Prerequisite: PCT101.*
- PCT123 Clinical Skills 2** **4 Credits**
- Students will learn the procedures required for preparing the patient and obtaining an electrocardiogram. Patient oxygen needs will also be covered. Students will examine diseases and disorders of the respiratory, blood, lymphatic and cardiovascular systems.
- PCT136 Patient Psychology** **6 Credits**
- The whole person and their basic needs throughout life will be addressed in this course. Students will study human growth and development; common childhood illnesses and developmental disabilities; sexuality; mental health problems; and the dying person. An important aspect of this course is communicating with the patient. In addition, students will learn psychological disorders and diseases and disorders of the nervous system and male reproductive system.
- PCT141 Medical Law and Ethics** **6 Credits**
- Rules of conduct for Assistive Personnel will be discussed in this course. The legal importance of the medical record, informed consent, and patient rights will be stressed. The importance of liability and adhering to ethical principles will help the student protect themselves as well as their patients from harm. State and federal laws will be explored.
- PCT146 Phlebotomy and Testing Procedures** **4 Credits**
- This course addresses the collection and testing of blood specimens. Emphasis will be placed on collecting blood specimens by venipuncture and capillary puncture with point of care testing. Collection methods will include evacuated tubes, winged infusion, and syringe. Students will review for the Phlebotomy Certification examination. *Prerequisites: PCT106 and PCT124.*
- PCT151 Assisting With the Clinical Situation** **4 Credits**
- Students will discover ways to assist a patient who has had surgery and will assist patients with rehabilitation and restorative care including exercise and activity. In addition, caring for the mother and her newborn will be covered. Students will examine diseases and disorders of newborns, the female reproductive system, musculoskeletal system, and the nervous system. Students will learn basic emergency care and receive CPR and First Aid certifications. *Prerequisites: PCT101, PCT 121.*
- PCT160 Clinical Practice** **3 Credits**
- This capstone course in the Patient Care Technician Program focuses on extensive hands on skills to facilitate the student into the role of a Patient Care Technician. The student will use prior theory knowledge and hands-on skills to demonstrate how to provide appropriate and safe patient care in a simulated hospital environment. The student will learn and demonstrate how to care for persons with common health problems such as: hearing and vision loss, cancer, confusion and dementia, arthritis, diabetes, thyroid disorders, heart disease, blood disorders, disorders and diseases of the integumentary, reproductive and respiratory systems. The student will also learn the theory behind blood transfusions and will learn how to monitor and care for a patient with transfusion reactions. *Prerequisites: PCT109, PCT117, and PCT123.*

- RMA155 Principles of Retailing** **4 Credits**
- This course introduces students to all aspects of retailing. Topics include store layout, merchandising, control systems, and planning. Non-traditional retailing methods are also

explored. Students will investigate different store layouts and their purpose; key elements in merchandise mixes, and new trends in retailing. The students will develop a retailing plan for a traditional retail outlet.

RMA300 Visual Merchandising

4 Credits

This course introduces students to the most up-to-date principles and techniques on interior and exterior displays, store layouts, and creative visual merchandising to reach their target markets, build a store image, and generate sales.

RNU175 Introduction to Nursing

1 credit

This course introduces the beginning student to the concepts associated with the practice of nursing, including definitions, standards of practice, core values, roles in generalist and advanced practice, key responsibilities of the nurse in relation to quality and safety, and career planning for lifelong learning. In addition, the student explores basic study skills, test taking skills, stress and time management skills, and use of resources available to support the learning process. The goal of this course is to prepare the beginning student for success in subsequent terms of the program by laying a solid foundation in nursing.

RNU181 Foundations of Nursing

3 credits

This course introduces the student to the foundational elements of nursing practice and basic nursing care skills and procedures. The role and scope of RN practice are examined emphasizing the components of the nursing process and nursing care planning. Values and ethics are applied to designated patient care situations. The influence of legal guidelines and regulatory processes that govern nursing practice are explored. Effective methods of communicating with patients and staff are discussed and opportunities for patient care documentation are provided. For basic nursing skills and procedures, information on rationales for performance, steps of performance, normal values (if applicable), troubleshooting performance problems, expected patient outcomes and skill/procedural documentation is provided. *Co-requisite: Enrollment in RNU182. Prerequisites: NUR103, NUR108, NUR111, NUR113, and RNU175.*

RNU182 Clinical Practice 1

2 credits

This practicum course accompanies RNU181: Foundations of Nursing, and provides the student opportunities to practice basic nursing care skills and procedures in a laboratory and simulated patient care environment. Content from RNU181 is applied using written instructions, performance videos, and hands on practice of nursing skills and procedures. Skill and procedural checklists provide evidence of student mastery of the skill and procedure. *Co-requisite: Enrollment in RNU181. Prerequisites: NUR103, NUR108, NUR111, NUR113, and RNU175.*

RNU186 Primary Care and Wellness

4 credits

This course provides the ASN student with critical thinking and clinical reasoning skills specific to the primary care and wellness needs of the adult. Students will be provided with content on conducting comprehensive health histories and spiritual, cultural, psychosocial and physical assessments. Emphasis is placed on identification of normal and abnormal health data and assessment findings to identify patient problems/needs/interventions. Health promotion and wellness strategies are examined to provide a foundation for patient and family education. Stress as a human response is explored in various life situations as well as effective and non-effective coping strategies. *Co-requisite: Enrollment in RNU187. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, RNU175, RNU181, and RNU182.*

RNU187 Clinical Practice 2

3 credits

This clinical experience accompanies and is built upon course content from RNU186: Primary Care and Wellness. Students are provided with hands on guided practice in conducting comprehensive health histories and spiritual, cultural, psychosocial and physical assessments in various healthcare settings. Students also gain experience in performing foundational nursing skills and procedures. As part of the clinical experience, students will provide developmentally and culturally appropriate health education to selected patients that focuses on health promotion and maintaining wellness. *Co-requisite: Enrollment in*

RNU186. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, RNU175, RNU181, and RNU182.

RNU190 Lifespan Development

4 credits

Within this course, the student has the opportunity to explore common elements of human growth and development across the lifespan. Units of content include: theories of development, prenatal development and birth, infancy, early childhood, middle and late childhood, adolescence, early adulthood, middle adulthood, late adulthood, and death. In each unit, the physiological, cognitive, and psychological changes that occur with normal growth and development are presented. Implications for nursing practice will be highlighted.

RNU192 Pharmacology Applications for RN Practice

2 credits

This laboratory learning experience focuses on the application of pharmacology information to the Registered Nurse level of nursing practice. Units of content and skill practice include: dosage calculation, methods of medication administration, intravenous therapy administration, adaptations for particular age groups or populations, nursing responsibilities for documentation, nursing responsibilities for assessment and evaluation of patient responses to medication, principles of patient teaching related to pharmacologic approaches to health and illness, and legal, regulatory and ethical aspects related to the RN scope of practice related to pharmacology. Emphasis is placed on patient safety, along with health teaching regarding medication uses, actions, interactions, and side effects. *Co-requisite: Enrollment in NUR137. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, RNU175, RNU181, and RNU182.*

RNU196 Acute Care of the Adult

6 credits

This course focuses on caring for adults 1) with acute medical conditions, and 2) undergoing surgical procedures. Evidence based practices are analyzed as the foundation for planning quality and safe patient care. Comprehensive and focused patient assessment is emphasized. Clinical reasoning is threaded throughout the course as applied to analysis of patient specific data and care information, development of nursing interventions and the evaluation of associated patient outcomes. Ethical and legal concepts are applied to designated patient care issues. Core nursing values of caring, teamwork, patient advocacy and therapeutic communication are embedded in course content. Patient and family health education will be included as an essential component of the registered nurse role.

Prerequisites: Successful completion of all required nursing courses in the first 3 quarters of the program. Co-requisite: Enrollment in RNU197. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, and RNU192.

RNU197 Clinical Practice 3

5 credits

This clinical practicum course provides the student with opportunities to apply the nursing process and nursing skills for simulated and actual patients with acute medical and surgical conditions. Students will apply content and concepts learned in the Acute Care of Adults course in obtaining and assessing comprehensive and focused patient data, developing plans of care with evidence based nursing interventions and evaluating patient responses and outcomes. Processes of clinical reasoning, and evaluation of quality of care indicators and patient safety issues are threaded within both the clinical and simulation settings. Opportunities for application of effective communication strategies with the healthcare team, therapeutic communication with patients and families and performance of health education are provided. The role of the registered nurse within the context of caring, patient advocacy and working as a healthcare team member are embedded within the simulation and direct clinical patient care experiences. *Co-requisite: Enrollment in RNU196. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, and RNU192.*

RNU201 Care of Adults with Chronic Illness

5 credits

This course focuses on assisting adults with chronic illnesses to successfully develop self-management goals, plans and strategies to prevent and/or limit chronic illness associated complications and improve quality of life. Content information on common chronic illness disease progression, complications, and treatment strategies is discussed and tools and strategies for assisting patients to develop and implement a chronic illness self-

management plan are examined. Comprehensive assessments of patients and families will be emphasized as applied to development of a self-management plan. Using Wagner's Chronic Care Model, the student will identify model components in a collaborative care framework of chronic illness management. The role of the registered nurse in assisting the patient in goal setting, action planning and problem solving chronic illness self-management will be emphasized. Students will develop a chronic illness self-management plan for an identified patient from the clinical setting or from a simulated chronic illness scenario. *Co-requisite: Enrollment in RNU203. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, and RNU197.*

RNU203 Clinical Practice 4

6 credits

This clinical practicum course provides the student with opportunities to apply the nursing process and nursing skills within the registered nurse scope of practice, for simulated and actual patients with chronic illness in both inpatient and outpatient settings.. Direct patient care experiences and scheduled outpatient field experiences provide the student with opportunities to apply content and concepts learned in the Care of Adults with Chronic Illness course. Through assessing comprehensive and focused patient data and developing plans of care focusing on patient self-management goals, strategies, and processes, students are able to operationalize the role of the registered nurse in the Self-Management component of Wagner's Chronic Care Model. Opportunities for collaborating with healthcare team members and participating in patient health education, as a function of patient self-management, are provided. The role of the registered nurse within the context of caring and patient advocacy is embedded within the simulation and direct patient care experiences. *Co-requisite: Enrollment in RNU201. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, and RNU197.*

RNU206 Nursing Care of the Evolving Family

5 credits

This course focuses on two key areas of family-centered nursing practice: women's health, antepartal through postpartal health needs of women and infants, and care of children with health needs or illnesses. Content on pregnancy, the birth processes, and the needs of the newborn and family after labor and delivery is included. Strategies for promotion of health and the care needs of children with alterations in health status are examined, within a family context. *Co-requisite: Enrollment in RNU207. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, and RNU203.*

RNU207 Clinical Practice 5

6 credits

This clinical course accompanies RNU206. Clinical experiences are provided in primary care, hospital, and community environments where women, families, and children receive health care. *Co-requisite: Enrollment in RNU206. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, and RNU203.*

RNU211 Psychiatric/Mental Health Nursing

4 credits

This course focuses on nursing care for patients and families experiencing an altered behavioral response to stress or illness, and/or a psychiatric disorder. Units of content include: therapeutic nurse-patient relationships within a patient-centered care approach, therapeutic care environments, biological bases for behavioral and psychiatric disorders, symptoms of various psychiatric disorders, intervention strategies, mental health issues that commonly co-occur in patients within non-psychiatric health care settings, and the impact of mental health issues on families. Application of the nursing process in psychiatric and non-psychiatric settings will be emphasized, along with advocacy for vulnerable populations experiencing psychosocial or psychiatric problems. *Co-requisite: Enrollment in RNU213. Prerequisites: Successful completion of GES100, NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, and RNU203.*

RNU213 Clinical Practice 6**3 credits**

This clinical practicum course accompanies RNU211. The student is provided opportunities to apply the nursing process in the care of patients and families experiencing psychosocial and/or psychiatric issues. *Co-requisite: Enrollment in RNU211. Prerequisites: Successful completion of GES100, NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, and RNU203.*

RNU216 Professional Transition into Practice**8 credits**

This course focuses on the transition from student to practicing nurse. Core competencies for leading and managing the delivery of quality care are emphasized, using recommendations from the Institute of Medicine (IOM) and the Quality and Safety Education in Nursing (QSEN) initiatives. Units of content include: leadership and change concepts and theories, strategies for building effective teamwork in the practice environment, structure and financing of health care delivery systems, patient-centered care, management responsibilities of the nurse, quality improvement, leading evidence-based practice initiatives, health care information management, and ethical use of technology.

Co-requisite: RNU217. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, RNU203, RNU206, RNU207, RNU211, and RNU213.

RNU217 Clinical Practice 7**10 credits**

This clinical course accompanies RNU216, and is designed to facilitate the student's transition into practice through a precepted experience, providing safe care to multiple patients, and to assist with the integration of all components of professional nursing practice. The goal of the clinical experience is to assist with the integration and application of knowledge and skills from previous classroom and clinical work in order to facilitate the effective transition from student to professional registered nurse. *Co-requisite: RNU216. Prerequisites: NUR103, NUR108, NUR111, NUR113, NUR118, NUR119, NUR129, NUR137, RNU181, RNU182, RNU186, RNU187, RNU192, RNU196, RNU197, RNU201, RNU203, RNU206, RNU207, RNU211, and RNU213.*

SBT140 Entertainment Systems**3 Credits**

The course introduces the student to technologies and techniques used to install and operate various gaming platforms as well as home theater/media room installations. Topics include equipment types, proper cabling and connectivity methods and multi system integration.

SBT141 Applied Communications**4 Credits**

This course begins with an introduction to digital electronics concepts and continues with basic communications theory. Students experiment with the telephone system and a variety of cabling techniques. *Prerequisite: ELT135.*

SBT250 Audio and Video Systems**4 Credits**

This course introduces the student to the technologies and techniques used to implement whole-house audio/video distribution systems. Topics include basic design, proper cabling and connectivity methods, system configuration and calibration. *Prerequisite: ELT135.*

SBT251 Security and Life Safety**6 Credits**

This course introduces the student to the design, installation and programming of security systems. Topics include closed circuit television, access control, Fire Alarms and Nurse Call Stations. *Prerequisite: ELT135.*

SBT260 Energy Management and Lighting Controls**6 Credits**

This course allows students to demonstrate proficiency in all aspects of Smart Building Integration, primarily energy management and lighting control systems.

SBT261 Project Management**3 Credits**

This course introduces the student to the duties of the project manager. These include customer expectations, cost estimation, equipment selection, personnel management and project oversight.

SBT262 Green Technology**3 Credits**

This course is designed as a primer in green building, from human and construction impacts on the environments to implementing smarter and more environmentally acceptable methods of building. It also introduces green building rating systems (LEED) that evaluates the overall level of a building's environmental performance.

SGT002 Steps to Career Success 2**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: medical terminology, microbiology, and surgical instruments, as well as a review of all core clinical competencies such as gowning, gloving, and scrubbing.

SGT003 Steps to Career Success 3**1 Credit**

Students taking this course will review key concepts that were presented in previous quarters in order to ensure proficiency. Topics to be reviewed include: concepts of anatomy, physiology, and pathology, as well as a review of the surgical procedures covered in previous quarters and all core clinical competencies.

SGT102 Orientation to Surgical Technology**5 Credits**

This course provides the student with basic surgical protocols and procedures. Course components include functions and responsibilities of the Surgical Technologist, historical development of the Surgical Technologist and ethics in the operating room. In addition, students will become familiar with the structure and design of the operating room as well as operating room occupational hazards, safety precautions and infection control standards set forth by OSHA and the CDC. The students will become familiar with patient psychological and emotional concerns regarding surgery.

SGT112 Surgical Instrumentation**3 Credits**

This course introduces the student to the basic instruments of surgery. The student will prepare supplies and equipment for surgery. Topics to be covered include classification, safe usage, care, decontamination and sterilization of surgical instruments. Hands-on practice selecting instruments and accessories will be provided.

SGT114 Foundations of Surgery**3 Credits**

This course introduces the student to the basic concepts and procedures of surgical care. Topics to be covered include aseptic technique, hand washing, the surgical scrub and surgical gowning techniques, as well as anesthesia concepts, and medications needed for surgical procedures. Lab exercises will be conducted to provide hands-on practical experience. *Prerequisites: SGT102 and SGT112.*

SGT122 Surgical Preparation, Equipment, and Supplies**4 Credits**

In this course the student will become familiar with the procedures necessary for patient preparation for surgery. It will include preparation of the surgical site, draping, and wound management. The student will also become familiar with the various equipment and supplies used in the operating room. Topics to be covered include equipment and precautions used in electrosurgery and laser surgery, vacuums, sutures, surgical stapling devices, catheters and drains, and hemostatic agents. The students will gain hands-on experience with the various machines and equipment used in surgery. Students will learn how to properly drape the patient prior to surgery. *Prerequisites: SGT102, SGT112 and SGT114.*

SGT126 Principles of Surgery**4 Credits**

This course incorporates the daily procedures and protocols of the surgical process. The student will become familiar with the various routines in the operating room such as case assignments, gathering supplies, surgeon's preference cards, operating room records; back table and Mayo stand set-up, hand signals, safe handling of specimens, and the required sponge counts. The student will gain knowledge of transporting and positioning patients. Lab exercises will be conducted to provide hands-on practical experience. *Prerequisites:* SGT114 and SGT122.

SGT205 Surgical Technology 1**4 Credits**

This course is the first course that will cover the specific requirements of the main surgical procedures. Surgical procedures to be covered include general surgery, gastrointestinal surgery, biliary tract, pancreas and spleen surgery, rectal surgery, hernia repair, breast and thyroid surgery, laparoscopic surgery, robotics, and surgical stapling. Skills that have been previously mastered will be integrated in this course. The student will be provided with hands-on experience in preparing the necessary surgical trays for these procedures and then practice following the steps involved in the surgical procedure from beginning to end.

Prerequisite: SGT126, NUR103, and NUR113.

SGT225 Surgical Technology 2**4 Credits**

This course is the second course that will cover the specific requirements of main surgical procedures. Surgical procedures to be covered include obstetrics/gynecology surgery, urology surgery, and minimal access surgery. Skills that have been previously mastered will be integrated in this course. The student will be provided with hands-on experience in preparing the necessary surgical trays for these procedures and then practice following the steps involved in the surgical procedures from beginning to end. *Prerequisite:* SGT205, NUR118, and NUR119.

SGT235 Surgical Technology 3**4 Credits**

This course is the third course that will cover the specific requirements of the main surgical procedures. Surgical procedures to be covered include orthopedic surgery, neurosurgery, and plastic surgery. Skills that have been previously mastered will be integrated in this course. The student will be provided with hands-on experience in preparing the necessary surgical trays for these procedures and then practice following the steps involved in the surgical procedures from beginning to end. *Prerequisite:* SGT205, NUR118, and NUR119.

SGT242 Surgical Technology 4**4 Credits**

This course is the fourth course that will cover the specific requirements of the main surgical procedures. Cardiac, Thoracic and vascular surgical procedures will be covered. Skills that have been previously mastered will be integrated in this course. The student will be provided with hands-on experience in preparing the necessary surgical trays for these procedures and then practice following the steps involved in the surgical procedures from beginning to end. This course will also help prepare the student for the clinical experience by reviewing all previously mastered concepts and by providing the student with First aid and CPR instruction. *Prerequisites:* SGT225 and SGT235.

SGT252 Surgical Technology 5**4 Credits**

This course is the fifth course that will cover the specific requirements of the main surgical procedures. Surgical procedures to be covered include otorhinolaryngologic surgery, ophthalmic, dental, oral and maxillofacial surgery. The student will be provided with hands on experience in preparing the necessary surgical trays for these procedures and then practice following the steps involved in the surgical procedures from beginning to end. This course will also help prepare the student for the clinical experience by reviewing all previously mastered concepts and applying them to simulated experiences in the surgical technology lab. *Prerequisites:* SGT225 and SGT235.

SGT261 Clinical Rounds Review**2 Credits**

The purpose of this course is to utilize prior knowledge and experience, as well as construct knowledge related to advanced clinical decision making, as it applies to surgical technology. All clinical documentation including evaluations and case logs will be completed at this time.

The students will demonstrate, through their reflections, the process of obtaining a higher order of critical thinking. The students will have the opportunity to share experiences from their Clinical Rotation with the rest of the class to gain an appreciation of multiple perspectives on problems they may have encountered in the operating room. Students will also begin preparation for SGT265 (CST review) by completing brief reviews of previously mastered surgical technology concepts. *This class must be taken in conjunction with SGT263.*

SGT263 Clinical Rotation

8 Credits

This course is conducted in a surgical facility and provides students a clinical experience with a variety of perioperative assignments. The student will experience a wide variety of operating room situations where he/she will use the skills learned in the classroom. Under the supervision of the clinical preceptor, the student will take part in surgical procedures and work as a member of the surgical team. Students will complete their clinical rotation at an affiliated site for three eight-hour days per week. Students will be assigned to a site according to their abilities and the needs of the affiliated site. No guarantee will be made that the student will be assigned to a specific hospital of their choice. It must be noted that some rotations begin at 6:00 a.m. Students are responsible for parking and transportation to and from their affiliated site. *Prerequisites: Successful completion of Surgical Technology core classes through term 6; passage of a 10-panel drug screen; Act 33, 34, 73 criminal clearances; completion of physical exam, titers, and all required immunization must be completed prior to clinical placement.*

SGT265 CST Review

2 Credits

The purpose of this course is to prepare the students to sit for the Certified Surgical Technologist Examination at the end of the student internship. The preparation will be completed through 11 weeks of online coursework. The online portion of the class will prepare the students by having class discussion and mock CST examinations. The final portion of this class will be to sit for the certified surgical technologist exam. *Prerequisites: Completion of all core courses and will be taken in conjunction with GS1219, the Surgical Technology Internship.*

SSA100 Introduction to Criminology and Criminal Justice

4 Credits

This course describes specific crimes and examines the major theories that attempt to explain the reasons for criminal behavior. The course also examines the organizations that comprise the criminal justice system (including police, courts, and corrections institutions), and defines the roles of these groups within the system.

SSA110 Introduction to Policing

4 Credits

Through this course, students will gain a knowledge of the history of policing and what is involved with being a police officer today. Topics examined will include the role of police officers in today's society, approaches to police operations, and critical issues in policing, such as stress, ethics, diversity in hiring, and technology in policing.

SSA115 Introduction to Homeland Security

4 Credits

This course is an introduction to the extremely complex nature of terrorism and homeland security. Students will investigate the context, causes, consequences, and responses to the crime of terrorism from a variety of perspectives. Individual, group and organizational factors that shape terrorism and responses to terrorism will be explored. Strategies for reducing the threat of terrorism and its consequences will be examined. The students will also be introduced to the National Incident Management System.

SSA120 Criminal Procedure

4 Credits

This course will show the relationship of law enforcement and individual constitutional rights. Students will define probable cause and study what constitutes a valid arrest, search, seizure, admission, and confession.

SSA130 Principles of EOC/Dispatch**4 Credits**

This course prepares the student for the role of a communication specialist/dispatcher. Focus areas include: FCC rules and regulations; basic telecommunications techniques; law enforcement, fire, and emergency medical dispatch; Computer Aided Dispatch; crisis intervention strategies; and professionalism. NIMS protocol is also examined. The student will be introduced to a real-life communication center environment through simulation lab exercises which will be incorporated as a significant component of the course. At the end of the course, the students will sit for the APCO Public Safety Telecommunicator 1 exam.

SSA200 Criminal Investigations**4 Credits**

This course will provide a practical approach to conducting investigations by instructing students in investigative responsibilities, the methods of conducting investigations for crimes against people and property, and the challenges faced by criminal investigators.

SSA205 Criminal Law**4 Credits**

This course deals with what is called substantive criminal law, i.e., crimes. Numerous crimes such as homicide, theft, and conspiracy are examined, and defenses such as self-defense and insanity are scrutinized. A primary focus of the course is the utilization and interpretation of criminal statutes.

SSA210 Modern Corrections Issues**4 Credits**

Going beyond the description of the corrections system discussed in Introduction to Criminology and Criminal Justice, this course introduces modern correctional issues, including the role of prisons in prisoner reform, probation and prison alternatives, the prison environment for staff and inmates, parole, and the death penalty debate.

SSA225 Cyber Crime**4 Credits**

This course explores cybercrime as an evolving crime problem. Discussions will revolve around technology development, criminal adoption of computers and other forms of information technology for illicit purposes. The subjects studied in this course also provide an introduction to legal issues surrounding e-commerce.

SSA230 Juvenile Justice**4 Credits**

During this course, students will study juvenile delinquency trends, the characteristics of juvenile offenders, the relationship of juvenile offenders and the criminal justice system, and the various methods of prevention and treatment.

SSA245 Casino & Lodging Security**4 Credits**

This course will provide students with a working knowledge of and approach to handling vital risk management issues found in the casino and hotel industries. Topics include: rule and regulations of the service industry; applicable laws affecting business operations; legal implications for failure to adhere to current standards and laws; equipment and methods used in detecting, identifying, deterring, and prosecuting offenders; and leadership qualities.

SSA260 Security and Loss Prevention**4 Credits**

Beginning by introducing students to basic loss prevention concepts, this course then presents methods of implementing a complete security program. Topics covered include screening employees, recognizing and handling internal and external threats, buying physical security systems, understanding the relationship between risk management and insurance, and identifying loss prevention means in retail and industry.

SSA275 Act 235 Certification**3 Credits**

This course enables students to prepare for and complete Act 235 Certification: Pennsylvania Lethal Weapons Training. This certification is a requirement for individuals who are required to carry a lethal weapon as a condition of employment. Preparation for the certification includes taking a psychological evaluation, fingerprinting, a physical examination, and a criminal background check. *This is a pass/fail course and the students will be required to take this course off campus at a Pennsylvania certified Act 235 school.*

- SSA280 Report Writing For Criminal Justice Professionals 4 Credits**
This course is designed to teach students the basic techniques of note taking in the report writing process. The students will analyze and compile data for use in formal reporting in order to gain confidence in report writing. Communicating facts, information and ideas in an effective, simple, and logical sequence will be practiced. The various types of reports and memoranda used in the criminal justice system will be discussed.
- SSD152 Introduction to Information Systems 7 Credits**
This course introduces students to computer-based information systems through an introduction to programming of Web-based software. Students are introduced to the modern model of the computer in the context of a network. Programs are written in JAVA, an object-oriented language designed in part to write Web-based applications. Students create Web pages and JAVA servlets.
- SSD251 Introduction to Computer Systems 4 Credits**
This course introduces students to the fundamentals of using and maintaining computer systems in a networking environment. The basic components and functions of the computer and the network are introduced, along with tools and procedures for their operation and maintenance. *Prerequisite: SSD152.*
- SSD301 Object-Oriented Programming and Testing 8 Credits**
This course introduces students to problem solving by means of object-oriented design and implementation. Emphasis is on problem analysis and solution design documentation and implementation. Students use commercial software libraries and create Web-centric projects. Programming assignments are carried out in JAVA. *Prerequisite: SSD152.*
- SSD451 User-Centered Design and Testing 6 Credits**
This course focuses on human-computer interaction, providing training in the basic skills of task analysis, and interface evaluation and design. Students learn to develop designs that are usable and useful for people. Students learn how to empirically evaluate user interfaces (leading to better ones). Visual Basic is used in programming assignments. *Prerequisite: SSD301.*
- SSD552 Data Structures and Algorithms 7 Credits**
In this course, students design and write a variety of programs covering programming techniques applicable to all business disciplines. Lab sessions promote hands-on experience in flowcharting, elementary programming, decision loops, strings, pointers, functions, and subscripted variables. Programming assignments are carried out in C++. *Prerequisite: SSD301.*
- SSD751 Database Systems 7 Credits**
This course introduces students to database concepts including database design. Relational data models are emphasized. Students develop client-server applications in JAVA and/or Visual Basic, using commercial database management systems. Example applications include E-commerce systems. *Prerequisites: SSD555 and ITP261.*
- TMP109 Spa Modalities 3 Credits**
Students will continue the practice of Swedish massage strokes, touch, pressure and movement of the soft tissues of the human body. The history of spas, spa etiquette and spa treatments are included as part of wellness model. Students will apply various body masks, mud wraps and exfoliation treatments to enhance the health and well-being of the client. This course will introduce and develop the student's ability to perform a chair massage routine utilizing massage techniques in varying amounts of time. Students will discover how to refine their body mechanics to allow for multiple chair massage treatments per day. Students will practice the external application of water, heat, and cold and other topical preparations. As an adjunct to the healing process, students will be introduced to aromatherapy, essential oil application, and blending techniques.

TMP117 Pregnancy & Infant Massage**3 Credits**

This course is designed to review the physiology and pathology related to the needs of infants and pregnant women. Students will be presented with proper intake procedures and a variety of modalities to meet those specialized needs. *Prerequisite: TMP152.*

TMP122 Clinic 1**1 Credit**

This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize material covered in first quarter classes to perform support staff duties, such as cashier, table preparation, intake procedures, and greeter. Student clinics will be completed on 4 Saturdays throughout the quarter.

TMP123 Introduction to Massage**5 Credits**

This course introduces the student to the concept of professional touch. Included are the history of massage and the identification of the professional, legal and ethical boundaries associated with the therapist's scope of practice. Students will gain knowledge in accurate record keeping, informed consent, intake and assessment procedures, massage indications and contraindications, endangerment sites and massage tools. Students will learn to create and maintain a safe and hygienic environment for the practice of massage, as well as, communication skills and self-care techniques.

TMP132 Clinic 2**1 Credit**

This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize knowledge gained in the prior quarter to provide massage therapy services. Student clinics will be completed on four Saturdays throughout the quarter. *Prerequisite: TMP152.*

TMP141 Kinesiology**5 Credits**

This course introduces the student to the basic anatomy of the muscular system. Subjects to be covered include bones and bony landmarks of the body. This course incorporates muscle palpation as a direct approach to understanding the origin, insertion and action of the muscles of the body.

TMP142 Clinic 3**1 Credit**

This course will provide students with practical hands on experience in a supervised public clinic setting. Students will utilize knowledge gained in prior quarters to provide massage therapy services. Student clinics will be completed on four Saturdays throughout the quarter.

TMP152 Swedish Massage**3 Credits**

This course introduces the application of a system of structured Swedish massage strokes, touch, pressure and movement of the soft tissues of the human body. Students are introduced to proper body mechanics, table mechanics, sanitary hand washing and equipment cleaning techniques. Students will be introduced to the superficial musculature and bony landmarks encountered during Swedish massage. Students will be able to perform a Swedish massage in varying amounts of time to enhance the health and well-being of the client.

TMP208 Business Ethics**4 Credits**

This hybrid course provides the student with knowledge of basic business and ethical concepts needed in the massage therapy profession. Topics include common business practices and structures; advantages and disadvantages of being self-employed; basic principles of accounting and bookkeeping; and federal, state, and local regulations as they apply to massage therapy. Written and verbal communication will be analyzed to enhance student professionalism. Students will learn essentials of writing resumes, cover letters, and thank you letters. Students will continue to explore the professional relationship, and legal and ethical boundaries associated with the massage therapy profession.

TMP222 Medical Massage**3 Credits**

This course is designed to review the physiology and pathology related to the needs of clients with medical needs. Students will be presented with a variety of modalities to meet the specialized needs of various populations. Populations explored in this course include clients diagnosed with cancer or HIV/AIDS, clients who are elderly or on hospice and palliative care, massage for clients with physical disabilities and massage for survivors of trauma and abuse. *Prerequisite: TMP152.*

TMP228 Clinical Massage**3 Credits**

This course is designed to teach students assessment techniques in evaluating posture, muscle imbalances, and movement dysfunction patterns. To reinforce the knowledge of kinesiology, students will learn to apply facilitated stretching techniques to muscles/muscle groups. This course will explore theories on stretching and muscle energy techniques designed to treat soft tissue manifestations of the human body. Students will analyze the physiological processes of soft tissue pathologies. Students will reinforce competence by integrating massage and assessment techniques to address soft tissue manifestations throughout the healing process. *Prerequisites: TMP141, TMP152 and TMP246.*

TMP246 Deep Tissue Massage**3 Credits**

This course will build upon TMP152 Swedish Massage and enhance massage therapy treatment outcomes and client goals. Deep tissue massage is a technique that involves the integration of a variety of techniques such as myofascial release, trigger point and neuromuscular therapy techniques. Students will apply anatomy, physiology and pathology concepts while practicing deep tissue techniques. Students will develop communication skills to understand and enhance massage therapy treatment outcomes and client goals. This course includes an introduction of deep tissue techniques used to treat the pain caused by myofascial and muscular dysfunction. *Prerequisites: TMP141 and TMP152.*

TMP252 Massage Seminar**4 Credits**

This course is designed to explore the role of the massage therapist within the framework of the healthcare profession. This course will provide assistance to the student in the transition from student to professional massage therapist. The course will prepare students to take the MBLEX licensure exam. *Prerequisite: Successful completion of all massage therapy courses.*

TTA100 Destinations**4 Credits**

This course introduces the basic travel concepts required for a student to work in the travel industry. Emphasis is placed on the proper usage of industry reference materials, travel geography, and tourist destinations in the U.S., Canada, Mexico, Central America, and South America.

TTA113 Dynamics of Tourism**4 Credits**

The primary objectives are to prepare travel and tourism students for a career selling travel and to provide students with a variety of opinions regarding current trends in the tourism industry. Upon completion of this course students should have a basic understanding of the skills needed to be successful as a travel professional.

TTA116 Global Distribution Systems 1**3 Credits**

This course is a continuation of HMA137 Introduction to Reservation. Students will continue to create and modify passenger name records using OSI and SSR messages. Topics discussed include itinerary pricing using qualifiers and fare quotes/rules. *Prerequisite: HMA137.*

TTA117 Global Distribution Systems 2**3 Credits**

This course is a continuation of TTA116 Global Distribution Systems 1. Students will create and modify car, hotel and international airline reservations. Topics also will include seat assignments and queues. *Prerequisites: HMA137 and TTA116.*

- TTA145 Marketing and Selling the Travel Product 3 Credits**
The purpose of this course is to provide participants with the insights and skills necessary to develop a marketing plan that focuses on a new or improved idea for a travel and tourism product. Topics include product research and development, as well as identifying a target market.
- TTA225 Tourism and the Corporate Environment 4 Credits**
This course examines current trends in the corporate travel industry. Study includes corporate travel departments, travel agencies, and the business travelers. Emphasis is placed on the steps taken by a corporate travel agency to acquire commercial business and the services that must be provided to the corporate client.
- TTA230 International Travel 4 Credits**
This course focuses on international travel patterns, economic trends, and the growth of tourism worldwide. Topics include geography, attractions, and current trends in Europe, Africa, and Asia. Students explore customs, currency, and international protocol.
- TTA255 Travelogue Presentation 2 Credits**
This course covers the skills and materials learned in the core classes of the Hospitality Management Program and the familiarization trip that the students planned and attended. The focus is on project management through presentation skills, budgets, time management, and meeting deadlines. As the final project, the students will present a travelogue to a live audience.
- WEL100 Gas Welding Plate and Pipe 5 Credits**
This course will include acetylene welding of steel with and without filler metals. Both fillet and butt joints in flat and vertical positions will be covered, as well as groove welds in flat, vertical, and open/closed root. Students will learn brazing of steel. Upon completion of course students will take the ASME Section IX, 3 inch schedule 40 pipe test in the 6G position. All testing and certifications will be done by a certified weld inspector.
- WEL115 Metal Cutting and Fabrication 3 Credits**
Students will learn to set-up equipment for oxy-fuel and plasma cutting. They are taught to accurately make free hand and straight line contour cuts, cut and bevel plate using semi-automatic cutting machines. Carbon arc and back gouging are also taught. Upon completion of this course students will take the SENSE safety test for entry level welders.
- WEL125 Blueprint Reading and Symbols 3 Credits**
This course will provide the student with the ability to read and correctly interpret weldment designs. This course will enable students to recognize and interpret welding symbols used in the welding field.
- WEL215 General SMAW Practices (Equipment and Electrode Identification) 5 Credits**
This is an intensive introductory welding course designed to teach the basic principles of Shielded Metal Arc Welding (SMAW). It consists of classroom training in electricity and metallurgy as it pertains to arc welding. Weld joints are also taught. Lab training consists of demonstration and extensive practice with electrodes commonly used in the welding industry. Students will execute surface and fillet welds in the flat, horizontal, vertical and overhead positions with the E6010 and E7018 electrode.
- WEL217 Advanced Pipe Welding 2 Credits**
This is an advanced pipe welding course. Emphasis will be placed on (SMAW) on 6 inch schedule 80 pipe in the 6G position welding downhill and be held to ASME Section IX standards. Students will practice welding open roots with the E7018 electrode downhill and also E6010 electrode downhill. Upon completion of this course students will take the ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.

WEL235 General Exotic Metals**3 Credits**

This course is an introductory welding course to teach students welding methods and techniques for mild steel and stainless steel. Students will perform surface welds and fillet welds on lap, corner and t-joints in all positions. Students will understand the effects and variables of: current, voltage, and electrode selection.

WEL305 Welding Certification Prep**4 Credits**

This is an introductory course to teach students the welding procedures and qualifications for the American Welding Society (AWS) and American Society of Mechanical Engineers (ASME). Concentration will be in (SMAW) with the E7018 electrode in the 3G and 4G positions on 3/8" plate with removable backing. Additional training provided to prepare students for the SENSE Level 1 Certification. Topics covered include: welding procedures, modularized examinations, health and safety information, and quality assurance.

WEL325 SMAW Pipe Welding**5 Credits**

This is an advanced course in SMAW preparing students for the ASME Section IX pipe test. Students will get extensive practice in SMAW with E6010 and E7018 Electrode on 6 inch schedule 80 pipe in the 6G position with an open root uphill. Upon completion of this course students will take ASME Section IX pipe test. All testing and certifications will be done by certified weld inspector.

WEL335 Advanced Plate Welding**3 Credits**

This is an advanced course in continuation of WEL 300 in (SMAW) preparing students for AWS D1.5 certification. Students will get extensive practice in welding with the E7018 electrode in the 3G and 4G positions on 3/8" plate with removable backing and without backing. Upon completion of this course students will take the AWS D1.5 Structural test. All testing and certifications will be done by certified weld inspector.

WEL400 Gas Metal Arc Welding**3 Credits**

This course is an introductory welding course to teach students Gas Metal Arc Welding (GMAW). Class consists of lecture on electricity, metallurgy, shielding gases, and filler wire as it pertains to (GMAW). Students will learn to weld mild steel and open roots on edge, lap, butt, corner, and t-joints in all positions.

WEL405 GMAW Pipe Welding**2 Credits**

This is an advanced pipe welding course. Emphasis will be placed on (GMAW) on 6 inch schedule 80 pipe in the 6G position, welding downhill with an open root. Students will be held to ASME Section IX standards. Students will practice welding open roots with (GMAW) using bare wire. Upon completion of this course students will take the ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.

WEL410 Gas Tungsten Arc Welding**3 Credits**

This course is an introductory welding course to teach students Gas Tungsten Arc Welding (GTAW). Class consists of lecture on electricity, metallurgy, shielding gas, filler wire and electrode classification as it pertains to (GTAW). Students will learn to weld mild steel on edge, lap, butt, corner, and t-joints in all positions.

WEL415 GTAW Pipe Welding**5 Credits**

This is an advanced course for tube welding that combines (GTAW) and (SMAW). Students will learn to weld 2 3/4 inch tube with (GTAW) root pass and (SMAW) E7018 cover pass uphill. Upon completion of this course students will take the Boilermakers Common Arc certification test. All testing and certifications will be done by certified weld inspector.

WEL420 AWS Sense MIG & TIG Prep**2 Credits**

This course is to prepare students for the (GMAW) and (GTAW) SENSE certification for entry level welders. Emphasis will be placed on students working on the SENSE projects. Upon completion of this course students will take SENSE test for entry level welders.

WEL425 GTAW & GMAW Uphill/Downhill Pipe Welding**4 Credits**

This is an advanced course for pipe welding that combines (GTAW) and (GMAW). Students will learn to weld 6 inch pipe with (GTAW) root pass uphill and (GMAW) bare wire cover pass downhill. Upon completion of this course students will take ASME Section IX pipe welding test. All testing and certifications will be done by a certified weld inspector.

WEL430 Flux Core Inner & Outer Shield**2 Credits**

This is an introductory course to Flux Cored Arc Welding (FCAW). (FCAW) is an arc welding process similar to (GMAW), is very popular in fabrication and manufacturing. This course is similar to process taught in WEL 400. Class consists of lecture on electricity, metallurgy, shielding gases, and filler wire as it pertains to (FCAW). Students will learn to weld mild steel and using inner and flux cored wire on edge, lap, butt, corner, and t-joints in all positions.

WEL440 Advanced Exotic Metals**2 Credits**

This is an advanced course that is continuation of WEL 230 Exotic Metals. Course concentration will be on Gas Tungsten Arc Welding (GTAW). Students will learn to weld stainless steel and aluminum on edge, lap, butt, corner, and t-joints in all positions.

Course Numbering System

Courses are sequentially numbered based on offerings in the course layouts.

Discipline	Prefix Code	Number Series
Accounting Administration	ACC	100-230
Career Development	GSD	175
Career Services	GSD	001-003
Computer Aided Drafting	CAD	101-256
Computer Programming	ITP SSD	202-312 251-751
Criminal Justice	SSA	100-280
Culinary Arts	CUL	100-210
Electronics	ELT	101-267
Electronics – Oil and Gas	GOE	141-276
General Studies – English	GEE	099-211
General Studies – History	GEH	120-121
General Studies – Math	GEM	095-200
General Studies – Social Science	GES	100-250
Graduate Services Internship	GSI	192-219
Graphic Design	GDA	115-256
Heating Ventilation Air Conditioning	HVA	108-168
Hospitality	HMA	105-257
Information Technology – Forensics	ITS	264-289
Information Technology – Networking	ITA	103-230
Management	BUS	100-240
Marketing	MKT	100-200
Medical	MED	106-321
Microsoft Network Professional	MNP	104-172
Multimedia	MMA	102-226
Nursing (ASN)	RNU	175-217
Patient Care Technician	PCT	101-160
Practical Nursing	NUR	103-191
Retail Management	RMA	155-300
Smart Building Technology	SBT	140-262
Software Systems Development	SSD	251-751
Surgical Technology	SGT	102-265
Therapeutic Massage Practitioner	TMP	109-252
Transition Courses	RNT RNX	100-222 195-215
Travel Tourism	TTA	100-255
Welding	WEL	100-440

ADMISSION POLICIES

Admission Requirements and Procedures

The basic requirement for admission is graduation from an accredited high school, private school, home school, or successful completion of a General Education Diploma (GED).

Some programs have special criteria that will be explained by an Admissions Coordinator.

Applications for admission are accepted throughout the year for students to begin classes at various times during the year, based on the school's academic calendar.

The following conditions must be satisfied for final registration:

1. Certification of high school graduation, GED, or home school equivalency.
2. Attendance at a required student orientation program.
3. Completion of acceptable financial arrangements for payment of fees

Should PTI receive information that bears upon the student's anticipated behavior while in school and/or his/her ability to successfully progress while enrolled, PTI reserves the right to make additional informational requests or demands on the applicant and/or rescind acceptance.

PTI's Online Division

The Online Division of PTI affords students the convenience of completing their degree or certification without having to commit to regular campus attendance. PTI offers fully online programs and online courses in specific fields of study. This flexibility allows students to participate in high quality learning situations when distance and scheduling make on-ground learning unrealistic. This is ideal given today's demanding work schedules, family obligations or scheduling conflicts. The student-centered online learning environment at PTI allows for interaction between the instructor and students and among the students themselves. Students benefit from an environment that provides independence and convenience and gives them more flexibility over the learning process. PTI online allows students to work in a way that best suits their individual study schedules.

FINANCIAL INFORMATION

NO APPLICATION FEE REQUIRED

To help offset the expense associated with college applications, Pittsburgh Technical Institute allows students to apply to PTI at no cost.

Tuition Reservation Deposit \$200
 Due within 30 days of acceptance and completion of Preliminary Financial Plan. Applied in full against tuition charge. Refundable in full if the applicant does not start classes.

Tuition Reservation Deposit for Nursing Program and Certificate Programs \$100
 Due within 30 days of acceptance and completion of Preliminary Financial Plan. Applied in full against tuition charge. Refundable in full if the applicant does not start classes.

PROGRAM TUITION and ESTIMATED BOOK/MATERIAL COSTS

This schedule of tuition is effective for all students who begin classes after July 1, 2015 and before June 30, 2016.

DEGREE TRAINING	Tuition Per Quarters 1-7	Total Tuition	Books/Kits & Uniforms
Business Administration:			
- Accounting Administration *	\$5,540	\$38,780	\$2,600
- Management *	5,540	38,780	2,600
Computer Aided Drafting - Mechanical	6,535	45,745	1,850
Computer Aided Drafting - Architectural	6,535	45,745	1,850
Computer Programming	6,330	44,310	1,710
Criminal Justice	5,840	40,880	2,950
Culinary Arts (American Academy of Culinary Arts)	5,200	36,400	2,900
Electronics Engineering Technology	6,330	44,310	3,050
Electronics Engineering Technology - Oil and Gas	6,330	44,310	3,050
Graphic Design **	5,481	43,855	1,515
<i>Graphic Design estimated supplies:</i>			
			1,110
Heating Ventilation Air Conditioning Technology	4,200	29,400	2,440
Hospitality Management Administration:			
- Hotel & Restaurant Management	5,540	38,780	2,420
- Travel and Tourism Management *	5,540	38,780	2,420
Information Technology:			
- Network Administration	6,535	45,745	2,990
- Network Security & Computer Forensics	6,535	45,745	2,990
Medical Assisting	5,710	39,970	2,700
Medical Office Administration	5,710	39,970	2,300
Multimedia Technologies **			
- Video Production	5,718	45,745	1,700
- Web Design and Development	5,718	45,745	1,700
<i>Multimedia Technologies (both programs) estimated supplies:</i>			
			1,110
Nursing (ASN)	6,265	43,855	3,480
Smart Building Technology	6,330	44,310	2,790
Surgical Technology **	5,482	43,855	2,060
Welding Technology	4,800	33,600	1,625

*Online degreed program options are scheduled over an 8-quarter period. Total tuition changes remain as stated but vary by terms. **Program is 8 quarters long.

CERTIFICATE TRAINING	Quarters	Tuition Per Quarter	Total Tuition	Books/Kits & Uniforms
A+ Certificate Program.....	1.....	\$ 4,290	\$ 4,290	\$ 220
Culinary Arts (American Academy of Culinary Arts) ..	5.....	5,050	25,250	2,500
Heating Ventilation Air Conditioning Technology... 5.....	5.....	4,060	20,300	2,030
Medical Coding (Online)	4.....	4,585	18,340	1,900
Microsoft Network Professional.....	4.....	4,290	17,150	890
Microsoft Network Professional Plus	5.....	4,290	21,450	1,075
Oil and Gas Electronics	3.....	6,330	18,990	1,025
Patient Care Technician.....	3.....	4,860	14,580	620
Practical Nursing.....	*	*	22,000	2,575
Therapeutic Massage Practitioner.....	*	*	15,570	2,370
Welding Technology	4.....	5,100	20,400	1,100

* Programs are handled on a clock hour basis with charges and financial aid adjusted accordingly.

Books/Kits/Uniforms/Related Fees and Supplies

- Estimated cost of all books, kits, uniforms and supplies is included in the financial plan. The benefit of this system is that the cost will be spread out over each academic year rather than requiring large sums at the start of each quarter.
- Multimedia and Graphic Design supplies can be charged to the student account for the first six (6) quarters of the program.
- Students who do not wish to include books and kits (and supplies in the cases of Graphic Design and Multimedia students) in their financial plan may elect to pay cash for each item as received.
- Students are not required to purchase kits, books, or supplies from the Institute. Students may elect to secure these items from vendors of their choice, provided that the texts and supplies meet the requirements of the academic program. Students may access information on textbook pricing through the student portal under: Academics; Student Consumer Information.

Bookstore Return Policy

General Merchandise

- No refunds will be issued without proof of purchase. Open packages, torn or damaged items are not returnable.

Textbooks

- Students withdrawing from their program within the first two weeks of the quarter may return undamaged books to the bookstore for full credit. No credit will be issued after the first two weeks of classes.
- Books that are written in or otherwise defaced by the student are not returnable.
- E-books issued for online courses allow for a 7-day period of use prior to download. E-books are not refundable after they are downloaded.

Kits

- The bookstore will issue full credit for unused graphic and drafting kits returned during the first week of class.
- After the first week of class, kits cannot be returned and become the full property and responsibility of the student.
- Merchandise that is defective due to manufacturer or publisher error will always be replaced.

- Refunds will be made in the same form as payments. A receipt is required with any return.
- Credit will not be issued unless the merchandise is presented at the bookstore and examined by the bookstore manager or assistant.

Cancellation Policy

If no prior visit was made to the Institute, all fees and tuition paid by the applicant will be refunded upon request within three business days after his/her visit to the Institute or within three business days of the student's attendance at the regularly scheduled orientation program.

A student who does not begin classes will receive a full refund of all tuition-related payments made.

Refund Policy

A student may be entitled to a refund if he/she starts class but withdraws or is suspended before the completion of the term. The last date of attendance (withdrawal date) is used to calculate the refund of institutional charges. All refunds will be made within 59 days from the last day of attendance. The official withdrawal date will be the date the school receives notification of the withdrawal or the last date of attendance, if later.

To officially withdraw, a student must notify the Academic Chair, Team Leader or Student Advisor. The school encourages the student to withdraw in person, but accepts written or verbal notification.

Tuition and other charges are refunded according to the Refund Schedule below based on calendar days.

Refund Schedule	Withdrawal Date	Charge	Refund
First Quarter Students	Day 1 through Day 7	0%	100%
All Others	Day 1 through Day 7	25%	75%
All Students	Day 8 through Day 19	45%	55%
	Day 20 through Day 38	70%	30%
	Day 39 and beyond	100%	0%

The above percentages apply to tuition only. All other charges are non-refundable. Room and board charges are adjusted in accordance with the refund policy included on the housing agreement.

The school will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible for him or her to continue. A student may appeal to the Financial Aid Office if he/she believes individual circumstances warrant exception from the published policy.

Sample refund calculations are available for review in the Accounting Office.

The refund policy outlined above is used to calculate the refund of institutional charges. A separate Return of Federal Financial Aid calculation is performed to determine the amount of federal financial aid that must be returned to the federal government by the school and/or the student. The official withdrawal date will be the date the school receives notification of the withdrawal or the last day of school related attendance.

Refund Policy for Student Housing is contained in the Student Housing Agreement.

Refund Schedule for Clock Hour Programs: Students withdrawing from a clock hour program will have the following adjustments applied.

1. Adjustments will be made for any future enrollment periods charged to the student's account.
2. Based on the total clock hours scheduled, the following chart/percentages apply to any tuition adjustments due to withdrawing from the program

Refund Schedule Clock Hour Programs	Clock Hours Scheduled	Percentage of Tuition Charged	Percentage Refunded
First Quarter Students:	1 – 41	0%	100%
	1 – 41	25%	75%
	42 – 111	45%	55%
	112 – 222	70%	30%
	223 and beyond	100%	0%

Return of Federal Financial Aid Policy

If a student withdraws or is expelled from PTI, the school and/or the student may be required to return a portion of the federal financial aid received. The last day of attendance is used to calculate any federal aid that must be returned.

The percentage of federal aid to be returned is equal to the number of calendar days remaining in the quarter divided by the number of days in the quarter. Scheduled breaks of five or more days are excluded. No return of federal financial aid is due if the student completes more than 60% of the quarter.

The student is required to return any unearned aid less the amount returned by PTI. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment terms. If the student is required to return federal grant aid, PTI will notify the student of the repayment amount within thirty days of determining the student withdrew. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for additional federal aid at any school until that amount is repaid.

Federal aid funds are returned in the following order:

- | | |
|---------------------------------------|-------------------------------|
| 1) Unsubsidized Direct Stafford Loans | 5) SEOG |
| 2) Subsidized Direct Stafford Loans | 6) Other federal aid programs |
| 3) Direct PLUS Loans | 7) PHEAA Grant (State aid) |
| 4) Federal Pell Grants | 8) Miscellaneous aid programs |

Unearned federal aid is returned within 59 calendar days of the student's last date of attendance. A student receives a written notice of any loan funds returned by PTI and/or a notice for any balance owed to the school.

Students must be aware that academic transcripts will be held for outstanding balances owed to the institution.

If a student has earned more federal aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement. The post withdrawal disbursement is first used by the school to pay outstanding charges; any remaining amount is offered to the student or parent borrower.

Sample return of federal financial aid calculations are available for review in the Accounting Office.

Funds will be returned to other financial aid programs in accordance with the funding source's refund policies.

First-Quarter Refund for Those Not Making Academic Progress

The school recognizes that occasions arise in spite of the best efforts of the student, as well as faculty and staff that a student may not succeed academically. Therefore, in situations where a student:

- | | |
|--------------------------------|--------------------------------------|
| 1. completes the first quarter | 4. has a GPA of 1.5 or less, and |
| 2. misses 20 or fewer hours | 5. does not begin the second quarter |
| 3. is a full-time student | |

The student will not be charged for tuition, fees, books, or supplies for the first quarter completed. The student must return books and unused supplies. The student will remain responsible for housing costs, if any. If the student or parent has received Title IV student loans, the refund of tuition, fees, books and supplies may reduce those loan amounts. Loan funds used for housing or any other non-institutional costs will not be refunded by the school. The first quarter refund policy does not apply to students pursuing totally on-line programs.

Tuition Charges for Additional Coursework

When students enroll at PTI, they are charged tuition based on the type of program and start date. Tuition is charged quarterly based on credits taken, until such a time that the total tuition is charged. Any credits required beyond the period where full tuition is charged will be assessed at \$100.00 per credit. These additional charges may be incurred because of:

1. A change in program.
2. Additional credits attempted due to previously repeated classes.

Tuition Guarantee

There is no tuition increase for students once they have begun classes. Students are guaranteed that the tuition rate in effect at the time they begin classes will remain in effect provided that there is not an interruption in their program.

FINANCIAL AID INFORMATION AND INSTITUTIONAL FUNDING

The Financial Aid Office is available to assist students in working out a plan that will enable them to meet the cost of career training. Full details of all loans, grants, scholarships and student eligibility are contained in the Student Handbook and may be obtained from the PTI website, www.pti.edu/admissions-financial-aid, and the Financial Aid Office. Eligibility for any loan or grant will depend upon state and federal regulations and can only be determined by the Financial Aid Office.

As is the policy, the Institute reserves the right to withhold academic transcripts from students who default on loans used for attendance at PTI.

A summary of the principal sources of financial aid, as of July 1, 2015, are as follows:

The William D. Ford Federal Direct Program:

Direct Stafford Loans--Subsidized

- The maximum amount a first-year student may borrow is \$3,500.
- The maximum amount a second-year student may borrow is \$4,500.
- The maximum amount a third-year student may borrow is \$5,500, based on credit proration.
- Effective for all first time borrowers on or after July 1, 2013, subsidized loan funding is limited to 150% of the published length of your program. You can find the published length of the program elsewhere in this catalog. It should also be noted that if you received subsidized loan funding for one program and later switch to another program, the subsidized loan funding you received for the earlier program counts against the new maximum eligibility period. Please contact Financial Aid for further details.

Direct Stafford Loans--Unsubsidized

- Financially independent students may borrow up to \$6,000 per academic year for the first two years and a prorated amount up to \$7,000 in the third academic year.
- Dependent students, in addition to borrowing subsidized loans in the amounts noted above, may also be eligible for up to \$2,000 per academic year in unsubsidized loans.
- Dependent students whose parents are ineligible to borrow under the parent loan program may qualify for an additional \$4,000 in unsubsidized loans for the first two academic years and a prorated amount up to \$7,000 in the third academic year.

Parent Loans

- Parents of dependent students may borrow up to the cost of education, minus other aid, annually. Loan approval is based on credit worthiness of the parent borrower. Parents can complete a credit check for loan eligibility by going to studentloans.gov. Parents must complete a master promissory note by going to studentloans.gov. If denied, the student may qualify for additional unsubsidized loans as stated in the section above.

Federal and State Grant Programs

Federal Pell Grants

Grants ranging from \$602 to \$5,775 per academic year may be obtained by students enrolled in all eligible programs. These are need-based grants.

Supplemental Education Opportunity Grants

Grants range from \$300 to approximately \$900 per academic year depending upon federal regulations and funding authorizations. These are need-based grants.

PHEAA Grants

Pennsylvania residents enrolled in a degree program may be eligible for up to \$3,699 per academic year. These are need-based grants.

Work Study Programs

Part-time jobs at the Institute are available on a first-come first-served basis, to students with financial need. Students work on campus in various service areas. Students also work in various areas of community service.

Institutional Funding

The Institute offers a variety of grants and scholarships as noted in this section of the catalog. Criteria for each of the programs vary and criteria to maintain eligibility are specific to the type of award. Students can combine the grants and scholarships up to a maximum of \$20,000, for the associate degree and \$10,000 for a certificate program.

Academic Achievement Scholarship

Applicants who are a 2016 High School graduate or an adult dependent applicant under the age of 24 are eligible to receive an academic achievement scholarship. Scholarship awards are based on the student's documented high school cumulative grade point average (CGPA).

- \$3,000 is awarded to applicants with a high school CGPA between 3.25 and 3.49.
- \$5,000 is awarded to applicants with a high school CGPA of 3.50 or higher.

Student must maintain 3.0 GPA throughout the program to receive full award.

Alumni Family/Sibling Grant

In continued recognition of our PTI alumni, we offer family members of alumni a partial tuition grant. Eligibility is extended to children, spouse, grandchildren and siblings of PTI alumni. Eligible candidates can receive \$300 per quarter up to a maximum of \$2,400 for a degree program. The candidate must comply with all normal grade progress requirements to remain eligible for funds.

Alumni Tuition Grant

PTI associate degree graduates returning for a second certificate or degree can receive a 30% partial tuition grant of the new program costs.

PTI certificate graduates returning for a second certificate or degree will have the credits from the prior program evaluated for exemption in the new program.

Certificate Program Grant

Students who are not PELL grant eligible and enrolled in a PTI certificate program can receive a \$2000 maximum grant up to direct costs.

Cyber School Student Scholarship

High school seniors enrolled full-time at a state approved cyber school are eligible to apply for a renewable partial tuition scholarship of up to \$3,000 per calendar year.

Early Admissions Grant/Scholarship

2015 High School graduates who apply and pay their tuition deposit by the November 15, 2015 deadline will receive a \$500 early admission grant and become eligible to participate in the early admission scholarship competition where those students can receive an additional \$3,000 early admissions scholarship.

Education Alliance Grant Program

If your company is a member of PTI's Education Alliance Program, you may qualify for a grant of 10% of tuition to attend any of PTI's degree or certificate programs or 15% if your company is on PTI's Advisory Board. To qualify for the grant, you will talk to an Admissions Advisor who can help you through the easy-to-complete application process. By identifying yourself as an employee of a participating Education Alliance company or a qualified immediate family member, your Admissions Advisor will then show you how to qualify for the grant. Contact your Admissions Advisor for details.

High School Club or Organization Scholarship

Active members of identified high school clubs and organizations can receive a renewable partial tuition scholarship up to \$3,000 per calendar year recognizing their involvement. In recent years, scholarships have been offered to members of these organizations:

- Business Professionals Association (BPA)
- Cyber School Scholarship
- Distributive Education Clubs of Americas (DECA)
- Family, Career and Community Leaders of America (FCCLA)
- Future Business Leaders of America (FBLA)
- Future Farmers of America (FFA)
- Health Occupations Students of America (HOSA)
- SkillsUSA
- Technology Students Association (TSA)

The student must be an active member of the organization or school and submit the following: a complete scholarship application form, transcript, essay, letter of recommendation, and proof of organization membership. The scholarship award is for one year and renewed for a second year if the student maintains a 3.0 G.P.A. The scholarship award will be applied to student tuition on a quarterly basis. The student must begin class in July, October or January following their high school graduation year. A total of three scholarships per organization will be awarded. One quarter of the scholarship value will be available for each of the 4 quarters in the 1st year.

Students may receive information concerning scholarships through organization advisors in their high schools or through PTI's High School Relations department.

JROTC Scholarships

Pittsburgh Technical Institute offers Junior Reserve Officer Training Corps (JROTC) scholarships to recognize the leadership and patriotism of active students in JROTC who are preparing for graduation from high school.

The scholarship has a value of \$3,000 applicable to programs offered at Pittsburgh Technical Institute. A total of three scholarships will be awarded. One quarter of the scholarship value will be available for each of the 4 quarters in the 1st year.

The following requirements apply:

- Recipients must enroll at PTI for the July 2015, October 2015, or January 2016 start of class.
- Applicants must submit a copy of their high school transcript.
- Submit a letter of recommendation.
- Submit a 150 word essay explaining why the applicant deserves the scholarship.
- The awards are renewable for the second year of the student's degree program providing the student remains in good standing and maintains a 3.0 grade average.

For details on the program and specific information on deadlines, applicants should contact their JROTC instructor at their school campus or PTI's High School Relations Department.

Out-of-State Grants

Students attending the Institute from states other than Pennsylvania may be eligible for institutional grants. An out-of-state institutional grant of up to \$3,699 per academic year is available to students who demonstrate need as calculated by the Pennsylvania State grant needs analysis. The process for applying for out-of-state grants is as follows:

- Student submits FAFSA.
- Financial Aid Office determines the student's legal state of residence.

- The amount of initial eligibility is determined by applying the PHEAA needs analysis.
- Student is given a financial award notice that includes the amount of any out-of-state institutional grants.
- The grant is shown as other gift aid when determining overall need and eligibility.
- When the student is repackaged for second or third academic year, the eligibility process is repeated.
- Deadline for applying for out-of-state grants is August 1 for freshmen and May 1 for continuing students.

Trade Adjustment Act/Trade Re-adjustment Act (TAA/TRA)

Students entering the Institute with funding through TAA or TRA will be expected to complete the Free Application for Federal Student Aid (excluding those with a Bachelor's Degree) each year to determine eligibility from the state and federal aid programs. PTI Institutional grant will be calculated after the above grants have been determined and applied against the appropriate contract. Students who are currently in default of a Federal Stafford Student Loan/Perkins Loan/Parent Loan must make arrangements with the Guarantor of the loan to set up a satisfactory repayment plan prior to being admitted to the Institution.

Tuition Assistance Grant

The purpose of the Pittsburgh Technical Institute Tuition Assistance Grant (TAG) is to assist students who have exhausted all financial aid and other resources, and who have significant financial hardship. It is a need-based program and is intended to be a resource used after the applicant has exhausted all other funding sources.

The TAG has limited resources to assist students entering PTI in 2015. When the fund has been depleted, additional funds may not be available. Those who meet the following criteria are eligible:

- The applicant has completed a preliminary financial plan with PTI;
- The applicant demonstrates financial hardship that would prohibit PTI attendance.

Other Scholarships

A number of scholarships are available to students who qualify in a variety of areas. Students should visit the Financial Aid area of the student portal at: www.students.pti.edu and avail themselves of the web search engines for scholarships. Students should also consult with the Financial Aid Planner related to other scholarship opportunities.

Student Loan Information/Default Management

Any student receiving any type of Federal Student Loan is required to complete an entrance interview within the first 30 days of entering school. No loan disbursements may be made until this requirement is met.

During the student's final quarter prior to graduation, they will be required to complete an on-line exit counseling session. Information on loan repayment, breakdown of loan balances, and frequently asked questions will be covered in these sessions. A breakdown of applicable loan histories will be mailed out to the student during the final term along with a listing of the website and contact information for the servicers.

If a student decides to discontinue their education or take a Leave of Absence from school, the student must meet with the Financial Aid Office to complete the required exit counseling. For a student leaving PTI who is unable to come to the Financial Aid Office to complete this requirement, this information will be mailed to the student's home address for completion. More information can be found at: www.students.pti.edu/finaid

ACADEMIC INFORMATION

Academic Calendar and Schedules

The school year consists of four, eleven-week quarters beginning in July, October, January and April. Quarters begin and end on the following dates:

<u>Term</u>	<u>Starting Date</u>	<u>Ending Date</u>
Summer Quarter	July 20, 2015	October 5, 2015
Fall Quarter	October 13, 2015	January 8, 2016
Winter Quarter	January 20, 2016	April 6, 2016
Spring Quarter	April 18, 2016	July 5, 2016

NOTE: Class start and ending dates may vary by program. Students should refer to the Academic Calendar for details.

Students observe the following holidays/commemorations:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Day after Thanksgiving
Good Friday	Labor Day	Christmas Day

Class Schedules – North Fayette Campus

Morning classes: 7:20 a.m. to 2:20 p.m.

Afternoon classes: 10:30 to 5:30 p.m.

Evening classes (Mon./Tue./Wed./Thurs.): 5:45 to 10:25 p.m.

Saturday classes: 9:30 a.m. to 2:30 p.m.

Note: Schedule varies by program

Instructional Time

Instructional time for courses is scheduled for 50 minutes with 10 or 20 minute breaks between back-to-back sessions.

Academic Year/Academic Advancement

PTI defines an academic year as 36 quarter credit hours over a period of at least 30 weeks.

The following standards are used to determine student academic advancement in program.

00-36 credits.....First Year Student

37-72 credits.....Second Year Student

73+ credits.....Third Year Student

PTI defines the academic year for clock hour purposes at 900 clock hours over a period of at least 30 weeks.

Attendance Policy

Enrollment in higher education assumes maturity, seriousness of purpose, and self-discipline. **Every student is expected to attend each meeting of all classes.** Pittsburgh Technical Institute graduates go directly from school to positions in business and industry where attendance is an essential factor in their continued employment and career advancement. Many employers receive attendance records and grades as part of the hiring process.

PTI recognizes that absences occur as a result of circumstances beyond the student's control. If a student misses class, he or she must go to his program Academic Chair to determine whether or not the absence is excused. The following reasons are typically considered to be due to extenuating circumstances:

- a) Death in the immediate family (spouse; biological, step or foster children; parent; spouse's parent; grandparent; spouse's grandparent; brother; sister; spouse's brother or sister). An obituary notice is required.
- b) Self-hospitalization with documentation.
- c) No-fault court appearances with court documentation.
- d) Job interviews arranged by Career Services with documentation.
- e) Military service with military orders.

The student is responsible for providing satisfactory evidence to the Academic Chair immediately upon returning to school to substantiate the reason for absence. Academic Chairs will notify the appropriate faculty as to whether an absence is excused or not. What work can be made up and when such make-up work is due depends on the make-up policy appropriate for the missed class. For example, the General Education make-up policy applies to General Education classes missed, the Electronics Department make-up policy applies to missed Electronics classes, etc.

Cumulative tardiness and leaving class before dismissal will be recorded in the attendance record in 5 minute increments. For example, a student who arrives for a 10:30 a.m. class at 10:38 will be marked late for 10 minutes. Time missed is tallied so that 10 minutes late 5 times for one particular class equals 50 minutes late.

Attendance and final grades become part of the student transcript at the end of each quarter.

Center for Certification and Adult Learning

The Center for Certification and Adult Learning (CCAL) division of PTI was established to meet the unique needs of the busy adult student. The CCAL offers various Associate Degree and Certificate programs to meet the needs of career seekers in the Pittsburgh area by combining on-ground and online education as noted in this catalog. CCAL offers CompTIA A+, CISCO Certified Networking Associate (CCNA), Microsoft Technology (MTA), Microsoft Certified Professional, Microsoft Certified Solutions Associate (MCSA) and Microsoft Certified Solutions Expert (MCSE) courses to meet the changing needs of career seekers in the Pittsburgh area.

Certificate of Credits Completed

Students who meet all academic program requirements but do not achieve a Grade Point Average of 2.0, or take longer than the 150% length of program established in the Satisfactory Academic Progress standards, will earn a Certificate of Credits Completed and not an Associate Degree.

Class Size

Class size will range from approximately 10 to 36 students and may vary throughout the program.

Course Repeats

Students are required to repeat any course in which they receive a grade of "F" or from a course from which they withdraw. Students are required to earn at least a "C" in certain classes. These are noted in the course description section of the catalog. The highest grade will be used in the CGPA. A student does not earn credits for repeating a course in which credit was already earned; however, the credits will count as attempted in calculating the Course Completion Rate.

Credit Hour Definition

Effective 7/18/2012, PTI follows the following definition of a credit hour.

- For 10 hours of lecture, one (1) credit will be awarded.
- For 20 hours of lab activity, one (1) credit will be awarded.
- For 30 hours of internship activity, one (1) credit will be awarded.

Credit Conversion for Federal Student Aid Purposes

For any certificate program that is not fully transferable to an Associate Degree program, the institution is required to use a conversion of 25 clock hours to 1 credit hour in determining eligibility for payment of Federal Student Aid.

Clock Hour Payment for Programs

For the Therapeutic Massage Practitioner and Practical Nursing programs, Title IV aid is paid on a clock hour basis. Students will receive payments for 450 clock hours of enrollment and be expected to successfully complete these hours before additional Title IV payments can be made. The Therapeutic Massage Practitioner program is a total of 900 clock hours in length and the Practical Nursing program is 1,520 clock hours in length.

Credit for Prior Learning

Pittsburgh Technical Institute (PTI) awards students' academic credit for prior learning experiences in a number of ways, including but not limited to:

- Acceptance of credits for U.S. Armed Forces training that has been evaluated by the American Council on Education (ACE)
- Successful CLEP and DSST testing
- Transfer of credits from other institutions of higher learning
- Receipt of required scores on PTI challenge exams
- Credits for completion of the processes outlined in secondary articulation agreements

Prior learning credits awarded by the institution for particular courses that are part of a student's program layout will be marked on that student's transcript as an exemption (EX) and the student's tuition will be adjusted accordingly based on the number and type of courses exempted. The following list further explains the processes that are followed in awarding credits through the aforementioned means.

Credits through the American Council of Education

PTI may award college credit for training courses provided by the U.S. Armed forces if these courses are comparable to courses taught at PTI and have been evaluated as transferable by the American Council of Education (ACE). Any questions regarding this type of credit transfer should be addressed to the Senior Vice President of Academic Affairs.

CLEP and DSST Testing

PTI awards credits for specific courses if students obtain the required scores on tests through the College Level Examination Program (CLEP) and/or DSST/DANTES. Further information on CLEP and DSST testing may be obtained through PTI's Re-Entry Coordinator. All students are responsible for payment of CLEP testing fees. Information can be obtained at www.collegeboard.org/CLEP.

Credits from Other Postsecondary Institutions

The school will accept credits from other postsecondary institutions subject to the following conditions:

- Courses will be comparable to those taught at PTI.
- Course descriptions and/or course syllabi may be requested by the school's Admissions Officer if necessary.
- College-level, credit-bearing courses taken at an accredited institution of higher education will be considered for transfer.
- The grade for the course to be transferred into PTI must be a solid "C" or above—"C" minuses and below will not be accepted.
- No more than 50% of credits of the total program can be transferred from other institutions.

PTI Challenge Exams

Based on an evaluation of an individual's prior learning experiences, program departments may allow the granting of credits through successful results of challenge exams developed by PTI for specific courses. This option will only be made available if testing through CLEP and/or DSST is unavailable. The individual requesting credit for prior learning must submit a written summary outlining his/her prior learning experiences and how they relate to the course at issue and the master competencies for the course. This will be evaluated to determine whether a challenge exam will be administered. Complete details for this process may be obtained through the Senior Vice President of Academic Affairs.

Credit through Secondary Articulation Agreements

PTI has a number of articulation agreements with high schools, career technical training centers, and vocational technical schools. Students wishing to transfer credit for secondary learning must meet the admissions criteria of Pittsburgh Technical Institute and apply for exemption in a timely manner. The requirements of the articulation agreements may vary depending on the courses affected. Questions regarding the awarding of credit through these articulation agreements should be directed to the prospective student's Admissions Coordinator.

Electives

Each Associate Degree program at PTI is comprised of coursework that falls into one of three categories: Concentration courses, Program Requirement courses and General Studies courses. In one or more of these categories, a program may contain electives. During the academic quarter in which an elective is available, students may choose from a limited number of elective choices. This decision will be made in consultation with the student's Student Advisor.

Actual elective offerings will vary by quarter and by academic department. If the student does not make an elective choice, a default course will be assigned by the student's Student Advisor. Elective choices may change the student's daily class schedule.

Grading and Grading Scale

A complete grade report is maintained for each student. The grades are based on various assessments such as in-class work, projects, assignments, and examinations.

NUMBER GRADES	LETTER GRADES	GRADE POINTS
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
LESS THAN 60	F	0
INCOMPLETE WORK	I	---
PASS/FAIL	P or NP	0
WITHDRAWAL	W	0
WITHDRAWAL (CHANGE)	WC	0
LEAVE OF ABSENCE	L	0
REPEAT COURSE	R	0
EXEMPT	EX	0
SCHEDULED/NOT ATTENDED	N	0
PLACEMENT EXAM	PE	0

* A student who fails a course must repeat that course (R).

Incomplete Grades

An incomplete grade ("I") issued by a faculty member than is not made up within 10 class days from the beginning of the next quarter will automatically become an "F" grade. Students who receive an "I" will be re-evaluated for Rate of Progress/CGPA.

Pass/No Pass Grades

Students who are participating in pass/no pass courses are responsible to submit all required documentation to the appropriate instructor or department by the date specified. Failure to turn in all required documentation will result in a failing grade. The "P" or "NP" grades are not calculated as part of the CGPA although they are part of the rate of progress calculation as referenced in the Satisfactory Progress section of the catalog.

Withdrawals from Classes

Students who withdraw from a course at the end of the ninth week of the quarter will receive a "W" grade. "W" grades are not included in the calculation of the CGPA but are counted as credits attempted and will negatively affect the Course Completion Rate calculation. Students who withdraw after the end of the ninth week of a quarter will receive an "F" grade for the course. Students enrolled in a 5 ½ week module class who withdraw after 4 ½ weeks will receive an "F" grade.

Grade Point Average Calculation

Grade points, the numerical equivalent to the letter grade, are used to determine academic standing.

The grade point average is computed by dividing the total number of grade points earned by the total number of credits attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades: A, B, C, D and F are computed in the grade point average.

An overall 2.00 grade point average is required for graduation. The following is an example of how a grade point average may be calculated.

Course	Grades	Credits Attempted	Grade Points	Total
#1	C	4	X 2	= 8
#2	B	4	X 3	= 12
#3	D	4	X 1	= 4
		<u>12</u>		<u>24</u> ÷ 12 = 2.0

Alternative grading scales exist in specific programs. The scales may be required by various accrediting groups or the academic departments. Course syllabi for each course will clarify any alternative scales required for various courses in a program.

Graduation Requirements

To graduate from the Institute and receive the Associate in Science degree, a student must meet the following requirements:

1. Completion of all course work in the student's specified program of instruction.
2. Satisfaction of all financial requirements.
3. A GPA of 2.0 or higher. (This includes the requirements for a passing grade in each course in the student's program of instruction.)

Leave of Absence

A student may ask for a Leave of Absence (LOA) from the Institute by submitting a written request to the Academic Chair. The written request must include the mitigating circumstances which led up to the request for the leave, the beginning and ending dates of

the leave, the student's signature, and the date requested. The following procedures must be followed:

- The Academic Chair must approve the LOA prior to the student going on the leave.
- A student who goes on leave without Academic Chair approval may be withdrawn.
- A student's LOAs cannot exceed 180 calendar days in a 12-month period. The Academic Chair will determine the length of the leave based on academic scheduling and the student's circumstances.
- Before requesting an LOA, a student must meet with the Financial Aid Office to determine the impact on his or her financial aid.
- A student interrupting his or her training under an LOA status will be treated for purposes of Financial Aid as a withdrawn student. The Institution understands that the student has temporarily interrupted his or her training.
- No Financial Aid funds will be disbursed while a student is on a leave of absence.
- A leave of absence is not considered in the calculation of satisfactory progress, maximum time frame for program completion, or refund amounts.
- Students must vacate school-sponsored housing within 24 hours from the beginning date of the leave of absence.

Out-of-Class Work

In order to be successful in courses, students need to spend adequate time outside of class to complete homework assignments, projects, and papers as well as prepare for quizzes and tests. Students should take the time to review the outside class assignments and assessment activities that are included in the course schedule of the syllabus. Students are expected to develop a plan to carve out time each day to keep up with the workload of their courses. Per the U.S. Department of Education, the out-of-class work is calculated as twice the number of hours spent in class.

Placement Exams

Students enrolling in any of PTI's associate degree programs and some certificate programs must take placement exams for Math and/or English. Placement results are recorded on the student's program layout and transcript in the following manner.

Based on a student's placement exam score for English, the student:

1. May be required to take GEE099 Principles of Writing;
2. May be placed directly into GEE100 English Composition 1.
3. May be placed directly into GEE150 English Composition 2. Student will receive a pass exemption (PE) on his/her transcript for GEE100 English Composition 1.

Based on a student's placement score for math, the student:

1. May be required to take GEM095 Supplementary Mathematics.
2. May be placed directly into GEM100 Principles of Math.
3. May receive a pass exemption (PE) on his or her transcript for GEM100 Principles of Math, an exemption (EX) for GEM150 Algebra, and, in either situation, be placed in the next sequential math class for the student's program if applicable.

A Pass Exemption (PE) will not affect a student's tuition but may reduce a student's eligibility for financial aid.

An Exemption (EX) will reduce a student's tuition and may also reduce a student's eligibility for financial aid.

Program Change

A student may apply for a transfer from one program of study to another. The student must meet with the Financial Aid Office to determine if such a change will alter financial aid awards. The student must request the program change in writing to the Academic Chair and receive the appropriate approval before moving to the new program. Students

receiving failing grades in a prior program will be given consideration to change those grades from a failure to a "WC" after one complete term in the new program and achieving above average grades in the new program.

PTI Plus Program

PTI provides students with the opportunity to take cross-curricular courses in addition to their current load. The following guidelines apply to the PTI Plus Program:

1. The student must be currently enrolled as a full-time student.
2. The student must have a 3.00 CGPA and attendance of 90% or above. These levels must be maintained throughout the period of enrollment in both the primary degree or certificate and PTI plus courses.
3. Participation in the program must be approved by the Academic Chair.
4. Participation is based on seating availability.
5. Students' grades will be maintained on a separate transcript.
6. Grades attained will not be calculated in the student's CGPA and will not affect the SAP of the student's existing program.
7. No tuition fee will be assessed for PTI Plus courses during the period of time in which the student is pursuing their original degree. For periods beyond this, the student will be assessed the tuition rate in effect at that time and be eligible for the alumni scholarship.
8. The student is financially responsible for text books and lab costs related to PTI Plus (+) courses, etc.
9. A student participating in PTI Plus and completing all additional course credit hours of the concentration and program requirements will be eligible for a Certificate of Completion for the second concentration.
10. A student participating in PTI Plus pursuing two separate program degrees and completing all course requirements, as well as an additional internship, will be eligible for separate recognition of both degrees.
11. Academic Chairs from each area are responsible for tracking completion of the PTI Plus courses and additional requirements.

Steps to Career Success

Steps to Career Success is a series of classes that are offered for the purposes to maintain focus on the student's career goals and strengthen professional skills throughout the student's educational program at PTI. It also provides opportunities to acclimate students to resources that will support the achievement of the student's personal, scholastic, and career goals.

Student Conduct

Students are expected to conduct themselves as responsible individuals and show respect and consideration for instructors, staff, property, and fellow students.

The Institute expects students to conduct themselves in a professional manner, as if they were already at their place of employment.

Certain behavior which could interfere with education or would not be acceptable on the job will not be tolerated in the Institute and will be the cause for probation or dismissal at the discretion of the Academic Chairs and/or the Vice President of Education:

- Disruptive behavior or student fighting.
- Use of obscene or abusive language to instructors, staff, or other students.
- Theft of property of the Institute or other students.
- Gambling.

- Possession, use, or being under the influence of alcohol or drugs while on school premises or at institutional functions.
- Academic dishonesty.

For a more extensive discussion, please refer to the Conduct section in the Student Handbook.

Student Recognition and Awards

PTI recognizes the importance as it relates to students' grade performance and attendance, as well as their involvement in community service activities. PTI will recognize students, quarterly, who achieve: academic honors, high honors, and perfect attendance. Each graduation students receive recognition for various awards such as:

- Richard Caliguiri Award
- J.R. McCartan Award
- PTI Community Service Awards.

For specifics on each, refer to the Student Handbook.

Students Reentering

Students who have withdrawn from a program may reapply to return to complete their program. All students must complete a reentry application that responds to the following:

1. States the reason for the previous withdrawal.
2. States what conditions/situations have changed which would allow the applicant to continue successfully in the program.
3. States that the applicant agrees to comply with the established educational plan and progress requirements established in the application for reentry.

When students reenter, the tuition cost will be the current tuition for the program reentering minus the tuition the student has already been charged. Tuition charges will be applied at the full rate until the current tuition is met. Tuition credit will not be granted for students who were in a degree program reentering into a certificate program. Classes that have been taken in degree program that are also in the certificate program will be exempted and credit will be applied. (See Tuition Charges for Additional Coursework in the Financial Information section). Necessary books and supplies will be included in the financial plan.

Students requesting return under academic probation or previous academic suspension may be required to write a letter to the Vice President of Academic Affairs to be accepted back to school. If approved for a return to school, the student must comply on a quarter-by-quarter basis until they have returned to Satisfactory Academic Progress as described later in this catalog. Once the student has reestablished his/her SAP to allowable levels, reinstatement of student financial aid is possible.

Student Property

The Institute makes no responsibility for loss or damage to student work, supplies, or any other personal property. Students are encouraged to purchase appropriate insurance for their personal property.

Students Transferring from Degree to Certificate Programs

Any student who transfers from program to program will incur normal tuition charges in effect at that time.

- The student may exempt from relevant classes in a program based on credits completed in a prior program.
- The student will receive credit for tuition paid in prior program, up to the amount of tuition charged in new program.

- The charges for additional coursework will be charged according to the number of credits taken at a reduced rate. (See Tuition Charges for Additional Coursework in the Financial Information section)

Transfer of Credits from PTI

Students wishing to transfer to colleges and universities after graduation should meet with the Articulation-Transfer Coordinator to obtain information concerning current transfer agreements. Pittsburgh Technical Institute maintains transfer agreements and arrangements with a number of four-year colleges and universities including:

Art Institute of Pittsburgh	Robert Morris University
Berkeley College	St. Francis University
California University of PA	Savannah College of Art and Design
Carlow University	Slippery Rock University
Central Pennsylvania College	Strayer University
DeVry University	Trident University International
Duquesne University	University of Advancing Technology
Jones International University	University of Maryland, University College
LaRoche College	University of Phoenix
Patten University	University of Pittsburgh, College of General Studies
Point Park University	

Other educational institutions may consider transfer of credit from PTI's programs based on a course-to-course or program-to-program basis. As always, the institution accepting credits controls the transfer of credit policy and decides whether to accept credits for transfer.

Termination of Enrollment by the Institute

Termination by the Institute may occur for any of the following reasons:

- Failure to make satisfactory progress as previously defined.
- Non-payment of tuition.
- Failure to comply with the institution's rules and regulations.

Veterans Regulations

1. Leave - Leaves of Absence can be granted to students who wish to interrupt their training temporarily. A written request must be made and approved by the appropriate Academic Chair. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.
2. Absence - Refer to Attendance Expectations published in the Student Handbook and referenced previously in this catalog.
3. Class Cuts - Class cuts are not permitted and will be recorded as absences.
4. Make-up Work - Make-up work is not permitted for the purpose of receiving veterans' training allowances.
5. Tardiness - Minutes missed for late arrivals and early departures are recorded and counted in calculating total absence time and will appear on the transcript of the grades.
6. Unsatisfactory Progress - Refer to Satisfactory Progress Policy.
7. Credit for Previous Education and Training - Refer to Transfer of Credit Policy under Admission Policies.

Withdrawal Policy

To officially withdraw, a student must notify the appropriate Academic Chair, Team Leader, or Student Advisor. The school encourages the student to withdraw in person, but accepts written or verbal notification. The official withdrawal date will be the date the school receives notification of the withdrawal or the last date of attendance, if later.

For official withdrawals, the date of determination is the date the student notifies the school of his/her withdrawal.

For a student who fails to return from a leave of absence, the determination date will be the day he/she was to resume attendance, unless the student has notified the school of the intent not to return. In these cases, the date of determination is the date the school was notified.

A student enrolled under any program from which financial aid is derived is responsible for informing the appropriate office, government agency, or benefactor.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students are expected to make Satisfactory Academic Progress toward graduation. Students must meet minimum Cumulative Grade Point Average (CGPA) and Pace of Completion Rates. Satisfactory academic progress is cumulative for all periods of enrollment. Progress standards apply to all students regardless of Title IV Aid eligibility.

Cumulative Grade Point Average/Pace of Completion Rate

A student is considered in good standing if he/she meets the standards noted on the Maximum Timeframe Chart referenced later in this publication. The student's Cumulative Grade Point Average (CGPA) and Pace of Completion Rate (POCR) are reviewed at the end of each quarter or payment period. The course completion rate is determined by the percentage of credits attempted and completed at the end of each quarter or payment period. The CGPA is calculated by dividing the number of grade points earned by the total number of credits attempted. Further clarification and a sample of grade point calculation is provided in the grade point average calculation section of this catalog.

Maximum Time Frame

A student must complete the entire program within one and a half times the normal program length as measured in credit hours attempted.

The maximum time frame for a student who transfers in, changes programs, or earns non-traditional credit is adjusted based on the number of credits needed to complete the program.

Financial Aid Warning

A student who does not maintain SAP will be placed on Financial Aid Warning (FAW). A student on FAW may receive aid for one payment period despite the determination the student did not maintain SAP. A student may be placed on FAW status without an appeal or other action by the student. A student not meeting the SAP standards will be notified in writing. A student who does not regain SAP at the end of the FAW period will be placed on Financial Aid Probation (FAP).

Financial Aid Probation

If a student is placed on FAP they will be required to fulfill an academic plan designed by the student's Academic Chair which allows the student to achieve SAP by the end of a designated point in time. This time frame will not typically be longer than one academic term. If the student fails to comply with the conditions established in academic plan, then the student is deemed ineligible for further financial aid until the student reestablishes progress. A student may appeal his/her probation or dismissal in accordance with the appeal process established in the administrative and disciplinary section of this publication.

Mitigating Circumstances

The Institute may waive the academic progress standards for circumstances of poor health, family crisis, or other extenuating circumstances beyond students' control. Students must submit documentation of these circumstances to demonstrate they had an adverse impact on their academic performance. No waivers will be provided for graduation requirements.

Academic Progress for Federal Aid Recipients in Clock Hour Programs

Although the majority of programs are evaluated on a credit basis, the programs in Practical Nursing and Therapeutic Massage Practitioner are evaluated on a clock hour basis. The full policy is published in the Student Handbook under the appropriate Satisfactory Progress section.

Re-enrollment

A student who is dismissed from the Institute can apply to be readmitted after a waiting period of one quarter. The student may be readmitted under a probationary status. The Institute at times may recommend the use of auditing classes, which would allow a student to improve their academic standing. Students auditing classes are not officially considered reinstated until the results of the audited classes have been determined and their SAP recalculated.

Students dismissed from PTI for conduct may appeal to the Vice President of Academic Affairs, specifying circumstances which have changed that would warrant return to the Institute.

Changing Programs

Students desiring to change programs should seek guidance from the Academic Chair, Team Leader, or their Student Advisor.

The maximum time frame for completion of the program will be adjusted for students changing programs using the following methodology:

- The CGPA is cumulative as are credits earned and attempted.
- Determine credits previously earned but not accepted in the new program.
- Credits not accepted are added to the total credits received for the new program.
- Multiply that total by 1.5 to yield the maximum time frame for the completion of the program.

Transfer of Credit

The Institute accepts transfer credits for comparable courses from accredited schools if students earned at least a "C" grade. The maximum time frame for transfer students is calculated based on the number of credits needed to complete the program after transfer credits are accepted. Transfer grades are not used to calculate the CGPA.

EXAMPLE: A student transfers in 20 credits of a program 100-credits in length. The student needs 80 credits to complete the program; therefore, the maximum time frame is 120 credits ($80 \times 1.5 = 120$).

Exempted Credits Due to Transfer

Exempted credits must be counted as completed and attempted credits as it relates to the course completion rate.

Early Intervention

In an effort to assist students to remain focused on achieving their goal, we are committed to identifying and addressing potential obstacles as early as possible. This proactive approach will give students every opportunity to overcome obstacles before they become unmanageable. The plan is simple; we will approach students whenever they demonstrate early behavior or performance that could lead them to "straying off course." These students will be advised to develop a plan for improvement and will be held accountable for following the plan. A sample of the plan is as follows:

- First quarter (full time) students with quarterly grade point average (QGPA) at or below 2.0 will be placed on quarterly academic probation (QAP) for the 2nd quarter. Probation will consist of:
 - a. Letter sent home to parent/guardian or directly to the student at home if an adult.
 - b. Student may be scheduled for fewer classes than a normal load.
 - c. Mandatory tutoring and/or other academic services appropriate for the probation term.
 - d. 80+% attendance in the probation term.

- e. All grades “C” or better in the probation term OR a QGPA of 2.0 or better in the probation term.
- f. All attendance, tutoring and grade performance will be monitored by the appropriate academic department.
- g. A student may be dismissed either mid-term or at the end of probation term if sanctions are not met. Student may reapply (on probation) after one full term has passed.

SATISFACTORY ACADEMIC PROGRESS CHARTS

DEGREE PROGRAMS

Total Credits Attempted	<i>Pace</i>	<i>Cumulative Grade Point Average</i>
	Not Meeting Standard if Below:	Not Meeting Standard if Below:
1-15	50%	1.00
16-30	55%	1.25
31-45	55%	1.40
46-60	60%	1.50
61-75	65%	1.60
76-90	65%	1.75
91-105	65%	2.00
106-120	65%	2.00
121-135	65%	2.00
136-150	70%	2.00
151-165	70%	2.00
166-180	70%	2.00
181-Max Allowed	N/A	N/A

CERTIFICATE PROGRAMS

Total Credits Attempted	<i>Pace</i>	<i>Cumulative Grade Point Average</i>
	Not Meeting Standard if Below:	Not Meeting Standard if Below:
1-12	50%	1.25
13-24	65%	1.60
25-36	65%	1.75
37-48	65%	2.00
49-60	70%	2.00
61-72	70%	2.00
73-84	70%	2.00
85-Max Allowed	N/A	N/A

STUDENT SERVICES

Accommodations for Students with Disabilities

PTI ensures that all services, activities, facilities, and privileges are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

To Request Accommodations

1. You must submit documentation to PTI from a licensed professional such as a medical doctor, psychologist, or other qualified diagnostician. AND
2. You must contact Mr. Keith Merlino, VP of Student Services, at merlino.keith@pti.edu or 412.809.5256 to discuss accommodations. The VP of Student Services will notify you in writing of the approved accommodations and will notify faculty/staff on a selective “need to know” basis.
3. For classroom accommodations, you must also notify your individual faculty members of which of the approved accommodations you want to utilize in their class. Please allow your faculty sufficient time to arrange accommodations.

Additional information can be found in the U.S. Department of Education publication “Students with Disabilities; Preparing for Postsecondary Education: Know Your Rights and Responsibilities” at www.ed.gov/about/offices/list/ocr/transition.html.

Advising

The Academic Chairs, Team Leaders, Student Advisors and faculty are available for student advising regarding attendance and academic issues. The school may also refer students to social service agencies or a counseling service.

Alumni Association

The purpose of the PTI Alumni Association is to promote the continuing success of Pittsburgh Technical Institute. The Association provides leadership to a variety of programs that build and encourage strong relationships between the alumni, students, faculty and staff and the companies and organizations that hire our graduates. As a result of Association programs, alumni will continue to value their PTI experience and the College will prosper and grow.

Membership to the Alumni Association goes to anyone who graduates from PTI.

Benefits

- *Alumni Newsletter* - Stay in touch with former classmates and friends with regular newsletters
- *Alumni Events* - Watch the alumni event calendar regularly, for alumni events and career assistance.
- *Career Support* from PTI's Career Services department staff
- *Career Fairs* - Held on campus every year
- *Career Connect* - Access to PTI's national online career search and recruiting tool
- *Speaker Series* - Visit the campus regularly to participate in timely, interesting speakers
- *Stay in touch* at www.pti.edu/alumnigroup

Campus Security

PTI maintains a full-time Public Safety Department which responds to all day-to-day emergency and security issues on and off campus. The department is responsible for issuing timely notification to students, staff and faculty through the use of a “PTI Alert” communication system. These responses are issued in emergency situations to keep the campus aware of issues related to security. The department is also responsible for

maintaining a campus security log and campus crime statistics, which are published annually as part of the school's student consumer information and required by the Jeanne Clery Act. For a detailed list of campus security policies and procedures, see the PTI Student Handbook and the PTI Public Safety Manual.

Career Services

The Career Services Department offers a variety of professional services to students, graduates and alumni. These services include:

- Assisting students enrolled at PTI who are looking for a part-time job.
- Securing field-related internship sites for students.
- Assisting graduates and alumni with their career search.
- Coordinating professional development opportunities, special events and a quarterly electronic newsletter for alumni.

The department is a member of the National Association of Colleges and Employers (NACE). Through this organization, students and graduates have access to Career Connect, where they can search for, identify and pursue job opportunities.

The school will assist graduates in seeking employment as outlined above, but does not guarantee employment.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

- Schools must publish an annual report disclosing campus security policies and three years of selected crime statistics, and must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees. Students should refer to the Student Handbook for information related to campus security policies.
- Campus sexual assault victims are assured of certain basic rights.
- The provisions of the Act are enforced by the U.S. Department of Education.
- PTI complies with the requirements of the Clery Act. See PTI web site: www.pti.edu/info

Commitment to Student Success

To assist students academically, all incoming students are given ACCUPLACER placement exams appropriate to their programs to determine their basic skill levels in math, writing, and/or reading comprehension. These assessments are used to help develop and implement a program of study that leads to fulfillment of the student's academic goals.

For programs requiring math and/or English classes, students' ACCUPLACER scores are used to determine their placement into those classes. Students whose scores place them out of GEE100 English Composition 1 and GEM100 Principles of Mathematics will receive a Placement Exam (PE) grade designation on their transcripts for those courses. No adjustment will be made to a student's tuition for a PE grade.

Students whose ACCUPLACER scores show that they need assistance in mathematics and/or writing may be required to enroll in and successfully complete appropriate transitional/support classes. These transitional/support classes are non-credit courses and, as such, they provide no credits toward degree status, cannot be calculated as part of a student's GPA, and cannot be counted in determining full-time or part-time status. These courses may increase the number of courses a student is scheduled to take; however, they will not affect a student's tuition costs. The transitional/support classes are non-credit courses provided free of charge to help student's achieve academic success.

Community Service

Students assist with community service by volunteering their time to organize events, raise funds, and share their talents.

PTI students have received state and national awards for their contributions of time and talent to local and national causes. PTI is proud to partner with local agencies to provide tutors for public school children and with local libraries to provide educational programs to the community. Other community service projects have included hosting blood drives, fund raising for charities, cleaning highways, and helping at nursing homes, youth homes, hospitals, and food pantries.

CONNECT To Students

PTI staff and faculty believe that students who feel personally connected to the school have improved academic performance resulting in higher rates of persistence. To this end PTI has developed a series of services which are referred to as CONNECT. These services span the classroom, mentoring, tutoring and student activities. For more details regarding the various services provided through the CONNECT program see the Student Handbook.

Facilities

Pittsburgh Technical Institute's facilities are located in two separate buildings, the main academic building and the Energy Tech Center, both located in North Fayette Township.

- The 180-acre North Fayette Campus is conveniently situated between the downtown Pittsburgh area and the Pittsburgh International Airport. The Robinson Town Centre business and entertainment center, and several suburbs that offer housing and employment opportunities are in close proximity. The six-level, 165,000-square foot, open-environment main academic building houses:
 - Instructional labs
 - Application labs
 - Demonstration labs
 - Student café
 - Student lounge
 - Military lounge
 - Library
 - Tutoring center
 - Print center
 - Financial aid offices
 - Housing office
 - Career services
 - Gallery
- In addition, the campus has a 15,000-square foot Energy Tech building which houses classrooms and labs for Welding, HVAC, and the Oil & Gas component.
- Adjacent to the building is adequate parking space for students, faculty, and staff.
- Also adjacent to the buildings are housing accommodations for approximately 465 students and providing easy access to the academic buildings.

FYI – A Student Newsletter

PTI provides a bi-weekly newsletter that informs students of upcoming events and activities, special interest stories, department news and student achievements. Students are encouraged to participate in the production of the newsletter.

Honor Societies

Pittsburgh Technical Institute is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, refer to <http://www.abg.org>.

Housing

The school will assist any student interested in obtaining housing while attending the Institute. There are several options. Students who want additional information on housing should contact their Admissions Coordinator.

Intramural Sports

Organized sports are an important part of college life. Intramural sports are scheduled competitive activities. Teams are organized for men, women, and co-ed play that range from pick-up games to tournaments for students and faculty/staff groups.

Library

The Library serves as the information center of the Institute. The Library is open from 7:00 a.m. to 7:30 p.m. Monday through Thursday and 7:00 a.m. to 5:00 p.m. on Friday, with evenings by appointment. Book, magazine, and audiovisual resources are available to support the school's curriculum and career development. The Library website provides access to database resources which enable students 24/7 access to full articles in thousands of magazines via home or school computers. In addition, the Library provides access to millions of books available to PTI students through a statewide library network. The Library also has a computer lab with 20 PCs that are used for information literacy instruction and General Education courses as well.

Professional and Interest Organizations

There are a variety of professional and interest organizations at Pittsburgh Technical Institute. These organizations provide opportunities for social and intellectual growth. These groups are organized and conducted by students in cooperation with faculty and staff advisors and involve a wide range of interests. Participation gives students opportunities to develop personal and leadership skills. Current PTI student organizations include:

- Alpha Beta Gamma (ABG)
- American Society of Travel Agents (ASTA)
- Campus Crusade
- Drama Club
- Dungeons & Dragons
- Gay Straight Alliance (GSA)
- International Society of Automation (ISA)
- Medical Club
- National Association of Practical Nurse Education and Service (NAPNES)
- Resident Hall Council
- Student Council
- Veteran's Club

If a student is interested in membership or starting an organization, he/she should consult with the Director of Student Activities located in the Student Services Department.

Student Activities

PTI believes that student activities and events encourage social interaction, and a sense of pride in oneself and school. PTI students participate in a variety of activities throughout the year including:

- Carnival
- Pig Roast & Luau
- Live performances
- Ice cream socials
- Daytime activities and evening events
- Pirates' games
- Holiday parties
- Cook-outs and bonfires

Student Lounge

A student lounge, complete with big screen TV, video games, and comfortable furniture is located in room 612 of the classroom building.

Student Military Lounge

PTI understands the challenges that members of our armed forces face when returning to school. We also understand it is important for our military students to be able to identify one another – which can be difficult when the uniform has been replaced by jeans and a t-shirt.

That's why PTI created an exclusive Military Lounge for enrolled military. The Lounge is a safe haven, a quiet place, a meeting spot for military students to find one another, share experiences and work together to achieve academic and professional success.

The Military Lounge is located on the fifth level of PTI's main academic building and is accessible only to military-affiliated students through a key card entry system for use whenever the building is open.

It features a comfortable couch and chairs, two computer work stations, a refrigerator, a large-screen TV, magazines, and resource materials addressing financial aid, post-traumatic stress, counseling, and military benefits.

Substance Abuse and Sexual Violence Training

Realizing the importance of educating students regarding substance abuse and sexual violence issues, PTI has subscribed to a web service called MyStudentBody. All first quarter PTI students are required to complete the MyStudentBody Essentials course, comprised of the modules "Alcohol," "Drugs," and "Sexual Violence." Periodic reinforcement of this training is targeted to female students (SHARP training), bystanders, resident students, and others.

Tutoring

Tutoring is available to students by faculty members and/or peers for all subjects taught at the Institute. Appointments for tutoring or assistance in developing or sharpening basic skills in mathematics or reading can be made through the faculty, Team Leader, Academic Chair, Student Advisor or at the Tutoring Center. A tutoring schedule is posted on a quarterly basis. Diagnostic testing in math and reading are given to determine students' strengths and weaknesses.

In addition to daily tutoring support for students needing extra help in math and writing, added math and writing assistance is available to all students through PTI's math and writing labs. Staffed by General Education faculty, these labs are available during the two hour Wednesday activity period to assist students with any math or writing needs, regardless of program or course.

GENERAL ADMINISTRATIVE AND DISCIPLINARY MATTERS

General Administrative and Disciplinary Procedures

Pittsburgh Technical Institute's General Disciplinary Procedures provide for an administrative hearing, appeals, and arbitration in matters of discipline and other student complaints. These procedures are detailed in the Student Handbook and available online at www.students.pti.edu

Academic Probation and Dismissal Procedure

Students who disagree with the application of Rate of Progress/CGPA minimums, resulting in probation or dismissal actions must utilize the following process:

- First discuss the situation with the student's Academic Chair.
- If still dissatisfied, the student may appeal to the Vice President of Education. Appeals must be in writing and be received within three days of the notification of probation or dismissal.
- The student will continue to attend classes during the appeals process.
- The Vice President of Education, in consultation with the Academic Chair, will rule in writing on appeals within two weeks of receipt.
- Appeals from academic probation or dismissal may be taken to an Appeals Board as set forth in the Student Handbook.
- The Appeals Board may attach conditions to the granting of relief.
- Students who are granted relief must meet all conditions attached to the granting of the relief, or the action appealed will be reinstated by the Vice President of Education.

Student Complaint/Notice to Agencies

The school desires to address the concerns of every individual who has chosen to enroll. All questions and concerns should be directed to the Senior Vice President of Academic Affairs for appropriate resolution. Questions or concerns that are not satisfactorily resolved by Pittsburgh Technical Institute may be brought to the attention of the:

Pennsylvania Department of Education
Bureau of Postsecondary and Adult Education
333 Market Street, 12th Floor, Harrisburg, PA 17126-0333
Fax: 717-772-3622
E-mail: RA-pls@pa.gov

and/or

Middle States Commission on Higher Education
3624 Market Street, 2nd Floor West, Philadelphia, PA 19104
Telephone: (267) 284-5000
E-mail: info@msche.org

Students outside Pennsylvania

Students residing outside of Pennsylvania who are taking online courses from Pittsburgh Technical Institute may also choose to contact their own state if they wish to file a complaint. Please view the Student Complaint Information by State and Agency for contact information.

Notice to students residing in Maryland and enrolled in Distance Education courses at PTI: PTI's Distance Education programs are registered with the Maryland Higher Education Commission.

ARBITRATION

In the event that a student grievance, a student claim against the Institute, or an appeal from disciplinary action is not resolved satisfactorily through the applicable administrative and Appeals Board processes, the matter shall be finally determined by arbitration as provided below.

Arbitration shall be held in Pittsburgh, Pennsylvania, by one arbitrator, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, which allows for full hearing (not the consumer rules) and judgment upon an award may be entered in any court having jurisdiction. The decision of the arbitrator shall be final and conclusive, and not reviewable by any court, unless the decision of the arbitrator is found by the court to be fraudulent, arbitrary, or grossly erroneous.

IT IS UNDERSTOOD THAT ARBITRATION OF DISPUTES IS MANDATORY, AND THAT THE PARTIES CANNOT GO TO COURT TO RESOLVE DISPUTES.

ADMINISTRATION AND FACULTY

BOARD OF TRUSTEES

- Wayne R. Zanardelli Chairman of the Board
*Former General Manager of Sarcom
Past President of ICM School of Business*
- Dr. Margaret Williams-Betlyn Vice Chairman of the Board
*CEO of Boyce and North Campuses of Community College of Allegheny County
Sr. Vice President of Workforce Development*
- Samuel K. Boyer
Senior Director of Organizational Development, Carnegie Mellon University, College of Engineering
- Patricia Grey
Former Senior Program Officer of the Pittsburgh Foundation
- Velma Jackson, Esq.
Attorney, Jackson & Jackson
- Carla M. Ryba
*Director of Education, Career Training Academy Campuses
Formerly Director of Education for Kaplan Career Institute/ ICM School of Business*
- Patrick Sentner
Founding Principal at Colliers International
- Eli Shorak
Associate Vice Chancellor of the University of Pittsburgh
- Michael Yurisc
President/Owner of Advanced Bulk & Conveying, Inc.

ADMINISTRATION

- Gregory J. DeFeo President
*B.A., University of Tennessee, Knoxville
C.P.A.*
- Jeffrey Belsky Vice President of Strategic Initiatives
*M.B.A., Robert Morris University
B.S., Robert Morris University*
- Melissa Brown Manager of Compliance
A.S, Art Institute of Pittsburgh
- Terry W. Farrell Sr. Vice President of Financial Affairs & IT
*M.B.A., University of Missouri
B.S., University of Missouri
C.P.A.*
- William Kiefer General Counsel
*J.D., University of Pittsburgh
B.A., Bethany College*
- Michelle D. Olton Executive Assistant, Administration
- Lynda L. Pankas Executive Assistant, Administration
- George L. Pry Executive Vice President
*D.A., Art Institute of Pittsburgh
M.A., Indiana University of Pennsylvania
B.A., St. Fidelis College*

ACADEMIC SERVICES

- Mark A. Scott Senior Vice President of Academic Affairs
*M.Ed., University of Pittsburgh
B.A., University of Akron*
- Elaine S. Becker Coordinator, Articulation and Transfer
*M.Ed., Ohio University
B.S., Cornell University*
- Linda L. Nagy Coordinator, Reentry Students
*B.S., Point Park University
A.S.T. (Graphic Design), Pittsburgh Technical Institute
A.S.T. (Drafting & Design Technology), Pittsburgh Technical Institute*

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A.S., Brevard Community College
A.A., St. Leo College

FINANCIAL AID

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B.S., Waynesburg College

Candace M. Kirkwood Financial Aid Officer

Cheryl A. Lumsden Sr. Financial Aid Officer

Leslie A. Schoffstall Financial Aid Officer

Janette Seabright Financial Aid Officer
A.S., WV Northern Community College

Frederick C. Taggart Student Loan Advisor
B.S., West Liberty State College

EDUCATION

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B.S.Ed., Indiana University of Pennsylvania

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M.J., University of Maryland
B.A., St. Vincent College

Norman Hart Chef Director
B.S., Art Institute of Pittsburgh
A.O.S., Culinary Institute of America
C.E.C., C.C.E. and A.A.C. Certifications

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Michele L. Mason Evening Program Coordinator
M.S., University of Phoenix
M.S.Ed, Northwest Missouri State University
B.A., Northwestern College, Iowa

Colleen Maxwell Scheduler
A.S., Pittsburgh Technical Institute

Academic Chairs

Teresa J. Barbour School of Healthcare
B.S.N, Slippery Rock University
A.S., Community College of Allegheny County
PA Nursing Licensure

David Becker School of Energy and Electronics Engineering
B.S., Pennsylvania State University

R. Scott Domowicz School of Business, School of Hospitality and Culinary Arts
M.B.A., University of Pittsburgh
B.S., Pennsylvania State University

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M.S., Robert Morris University
M.B.A., Point Park University
B.S.B.A., Robert Morris University

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M.S.N., University of Pittsburgh
B.S.N., University of Pittsburgh
Nursing Licensure

Brian R. Maitland School of Design
M.S., Robert Morris University
B.F.A., Edinboro University of Pennsylvania

Robert Rossell School of Trades Technology
B.S., Ambassador Baptist College
A.S.T., Triangle Tech

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M.S., Robert Morris University
B.S., Indiana University of Pennsylvania

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B.S., Waynesburg College

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M.S., Robert Morris University
B.S., Duquesne University
A.S.T., Pittsburgh Technical Institute
A.S., Community College of Allegheny County
Shelly Witzel

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B.A., Indiana University of PA
B.A., University of Pittsburgh
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School of Business

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- John T. Wyland
A.S.T., Pittsburgh Technical Institute

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A.S.T., Pittsburgh Technical Institute

Graphic Design/Multimedia Technologies

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B.S., Point Park University
A.S.T., IVY
- Darrell S. Bruno Master Instructor
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B.F.A., Carnegie Mellon University
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- Jeffrey R. Dinkel
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A.A., Edinboro University of Pennsylvania
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B.S., University of Pittsburgh

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B.S., Edinboro University

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Diploma, Career Training Academy

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B.S., Johnson & Wales
M.A., Johnson & Wales

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B.S., Robert Morris University

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Charles Feller
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B.A. Slippery Rock University

Gralan Gilliam
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A.S.B., ICM

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B.A., University of Pittsburgh

Gary Kubala
B.S., University of Pittsburgh
A.S., Penn State University

Douglas O'Donnell
B.S., Indiana University of Pennsylvania

School of Nursing

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Nursing Licensure

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Nursing Licensure*

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