



**2013-2014**  
**STUDENT CATALOG**

# 2013-2014 ACADEMIC CALENDAR



## **PRE-FALL - 2013**

**Pre-Fall Begins** .....Wednesday, July 31  
**Pre-Fall Ends** .....Thursday, August 15

## **FALL SEMESTER - 2013**

Faculty Return .....Friday, August 17  
**Fall Semester I Begins** .....**Monday, August 19**  
Saturday Classes Begin .....Saturday, August 24  
Labor Day Recess (**College Closed**) .....September 2  
Mid-Term Grades (Fall 1) Due .....Wednesday, October 9  
Fall Break - College Open, No Classes .....October 14 & 15  
**Fall Semester 2 Begins** .....**Monday, September 23**  
Mid-Term Grades (Fall 2) Due .....Tuesday, October 29  
Thanksgiving Break (**College Closed**) .....November 27-30  
**Fall Semesters 1 & 2 End** .....**Saturday, December 7**  
Final Exams .....December 10 – December 13  
Saturday Final Exam .....Saturday, December 7  
Final Grades Due .....Tuesday, December 17

## **INTERSESSION- 2014**

Interession Begins .....Thursday, January 2  
Interession Ends .....Thursday, January 16

## **SPRING SEMESTER - 2014**

Faculty Return .....Friday, January 17  
Martin Luther King Day (**College Closed**) .....Monday, January 20  
**Spring Semester I Begins** .....**Tuesday, January 21**  
Saturday Classes Begin .....Saturday, January 25  
Mid-Term Grades (Spring 1) Due .....Wednesday, March 12  
Spring Break I (No Classes/College Open) .....March 9-15  
**Spring Semester 2 Begins** .....**Monday, February 24**  
Mid-Term Grades (Spring 2) Due .....Friday, April 4  
Spring Break II (**College Closed**) .....April 18-20  
**Spring Semesters 1 & 2 End** .....**Saturday, May 9**  
Final Exams .....May 10-15  
Graduation .....Friday, May 16  
Grades Due .....Tuesday, May 20

## **SUMMER SESSION - 2014**

### **Summer 1 – Five-Week Session**

Classes Begin .....Monday, May 19  
Memorial Day (**College Closed**) .....Monday, May 26  
Classes End .....Monday, June 23  
Grades Due .....Wednesday, June 25

### **Summer 2 – Eight-Week Session**

Classes Begin .....Monday, June 9  
Independence Day Recess (**College Closed**) .....Friday, July 4  
Classes End .....Thursday, July 31  
Grades Due .....Tuesday, August 5

### **Summer 3 – Five-Week Session**

Classes Begin .....Monday, June 30  
Independence Day Recess (**College Closed**) .....Friday, July 4  
Classes End .....Thursday, July 31  
Grades Due .....Tuesday, August 5



## **READING AREA COMMUNITY COLLEGE**

### **ADMINISTRATION**

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Theodore Bassano, M.S.Ed., Senior Vice President of Business Services/Treasurer

Wade Davenport, Ph.D., Provost/Senior Vice President of Academic Affairs

Maria Mitchell, M.Ed., Vice President of Student Affairs

Michael Nagel, M.P.A., Vice President of Institutional Advancement/Executive Director of Foundation

Robert Vaughn, Ed.D., Vice President of Workforce and Economic Development/Community Education

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Kevin S. Barnhardt

Mark C. Scott

## READING AREA COMMUNITY COLLEGE

Ten South Second Street  
P.O. Box 1706  
Reading, Pennsylvania 19603-1706  
610.372.4721 • 1.800.626.1665  
www.racc.edu



### MISSION STATEMENT

Reading Area Community College builds communities of learning committed to educational growth and to the economic vitality in our region.

At RACC . . .

- We strive for excellence in all our actions.
- We promote student learning and personal growth through teaching and mentoring.
- We create welcoming and safe environments where intellectual curiosity and learning can flourish.
- We value the diversity in our community and the richness it brings.
- We connect students to resources within the College and the community at large that best meet their educational needs.
- We are committed to lifelong learning both for students and ourselves.

At RACC, we are a community-focused institution.

### TELEPHONE DIRECTORY

Adult Education, GED, ESL	610.607.6227
Cashier's Office/Student Bills	610.607.6235
Disability Services	610.607.6245
Online Learning	610.372.4721, Ext. 5061
Enrollment Services	610.607.6224
General Information	610.372.4721 or 1.800.626.1665
Fax Number/Student Services	610.607.6290
Financial Aid	610.607.6225
Records Office	610.607.6225
Schmidt Training and Technology Center	610.607.6207
Vice President of Student Affairs	610.372.4721, Ext. 5298
Senior Vice President of Academic Affairs/Provost	610.607.6213
TDD - Berks Hall	610.236.3940
TDD - Yocum Library	610.236.3941
Website	www.racc.edu
Workforce and Economic Development/Community Education	610.607.6231 or 610.607.6232

# ACADEMIC PROGRAMS

PROGRAMS	AS (TRANSFER)	CERTIFICATE	DIVISION
Accounting		X	Business
Addictions Studies			Social Science
Anthropology			Social Science
Bookkeeping/Accounting		X	Business
Business Administration			Business
Business Management		X	Business
Communications			Humanities
Computer Information Systems			Business
Computer Technology			Business
Criminal Justice/Law Enforcement			Social Science
Culinary Arts		X	Business
Early Childhood Education Programs:			
Early Childhood Diploma			Social Science
Early Childhood Director		X	Social Science
Early Childhood Professional Child Care		X	Social Science
Early Childhood Program Management			Social Science
Education Transfer:			
Early Childhood Teaching (PreK-Grade 4)			Social Science
Elementary Education (Grades 4-8)			Social Science
Secondary Education			Social Science
Electronic Health Records		X	Business
Health Sciences			Science*
Human Services Worker			Social Science
Liberal Arts			Humanities
Machine Tool Technology			Science*
Mechatronics Engineering Technology			Science*
Medical Laboratory Technician			Health**
Nanoscience Technology		X	Science*
Nursing			Health**
Occupational Therapy Assistant			Health**
Office Technology Programs:			
Administrative Assistant			Business
Basic Secretarial Skills		X	Business
Executive Secretary			Business
Legal Secretary		X	Business
Medical Secretary		X	Business
Medical Transcriptionist			Business
Physical Therapist Assistant		X	Health**
Practical Nursing		X	Health**
Pre-Law/Public Administration			Social Science
Psychology			Social Science
Respiratory Care			Health**
Science Transfer	X	X	Science*
Social Work			Social Science
Sociology			Social Science
Technology Studies			Science*
Web Site Development		X	Business

\*Science and Mathematics Division

\*\* Division of Health Professions

The College also offers an Associate in General Studies degree.

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## READING AREA COMMUNITY COLLEGE

Ten South Second Street  
P.O. Box 1706  
Reading, Pennsylvania 19603-1706  
610.372.4721 • 1.800.626.1665  
[www.racc.edu](http://www.racc.edu)

*This College catalog is effective beginning with the Fall Semester 2013 and continuing through the Main Summer Session 2014.*

*Students who were enrolled at RACC prior to the 2005 Fall Term and who have maintained matriculation without interruptions of no more than one year will not be subject to the new policy, and the College will be able to use the cumulative GPA that includes both pre-collegiate and college-level courses for graduation eligibility and approval. Meanwhile, “all new students” in the 2005 Fall Term and “returning students who have not maintained matriculation at RACC during one year” will be subject to the new policy’s effective start date of Fall 2009 Semester.*

## ACCREDITATIONS

Reading Area Community College is accredited by the following:

- Department of Education of the Commonwealth of Pennsylvania - Associate in Arts Degree, Associate in Science Degree, Associate in Applied Science Degree, Associate in General Studies Degree, Certificate of Specializations and Diploma of Specialization.
- Commission on Higher Education of the Middle States Association of Colleges - Full Accreditation (3624 Market Street, Philadelphia, PA 19104-2680, 215.662.5606)
- National Accrediting Agency for Clinical Laboratory Science (NAACLS, 5600 North River Road, Suite 720, Rosemont, IL 60018-5119) - Associate in Applied Science Degree in Medical Laboratory Technician

- Commission on Accreditation for Respiratory Care (CoARC, 1248 Harwood Road, Bedford, TX 76021-4244, 817.283.2835) - Associate in Applied Science Degree in Respiratory Care
- The Associate Degree Nursing and Practical Nursing Programs are approved by the Pennsylvania State Board of Nursing. Both programs are accredited by the Accreditation Commission for Education in Nursing. For more information regarding the ACEN, contact 3343 Peachtree Road, NE Suite 850, Atlanta, Georgia 30326, 404-975-5000

## MEMBERSHIPS

Reading Area Community College is a member of the following organizations:

- The American Association of Community Colleges
- The Association of Community College Trustees
- The Pennsylvania Commission for Community Colleges
- National Association of College and University Business Officers
- National League for Nursing, Practical Nursing Program
- National League for Nursing, Associate Degree Nursing Program
- Pennsylvania Colleges of Associate Degree Nursing
- League for Innovation in the Community College

### STRATEGIC GOALS (2008-2009 through 2012-2013) Centered on Learning

**Reading Area Community College**  
*A Community of Learners Committed to Educational Growth and Regional Economic Development*

#### INSTITUTIONAL PRIORITIES

- Student Learning ● Planned Growth ● Fiscal & Human Resources ● Physical Environment

##### ● Improve student learning

Become increasingly learning centered by providing quality educational programming, both in and out of the classroom, that meets the needs of our students.

##### ● Optimize enrollment in response to community needs for learning

Systematically identify student markets, programs, and services to achieve optimal enrollment.

##### ● Effectively use technologies, where appropriate, to enhance learning

Make effective use of technology in teaching and learning, providing services, and in communication, with special focus on increased use of on-line learning.

##### ● Systematize use of data to improve learning

Create a campus culture that systematically uses data in all decision making

##### ● Enhance campus environments making them more conducive to learning

Create campus environments in support of learning, and respectful of diversity, in which students, faculty, and staff have the opportunity for personal growth and can work effectively.

##### ● Increase student readiness for college-level learning

Provide appropriate placement, coursework, student services to address student needs for developmental and ESL education.

##### ● Optimize resources in support of learning

Assure the financial well-being and human resource needs of the institution thereby enhancing the ability to respond to varied educational needs of the community.



# ENROLLMENT INFORMATION

Reading Area Community College is approved by the Department of Education of the Commonwealth of Pennsylvania as an institution of higher education, and is authorized to award the Associate in Arts Degree, the Associate in Science Degree, the Associate in Applied Science Degree, the Associate in General Studies Degree and the Certificate of Specialization, as well as appropriate diplomas and certificates.

The College operates on a two semester basis consisting of 15 weeks each, exclusive of examination periods and vacations. The unit utilized for credit courses is the semester hour.

Reading Area Community College has an open admission policy, which states that any student may enroll as a degree candidate. Based on placement test scores, some students may be required to complete courses in Community Education prior to enrolling in credit courses. Students without a valid high school diploma or G.E.D certificate may be required to complete a G.E.D prior to enrolling in credit courses, as determined by placement test scores. A high school diploma will be considered valid if it was granted by a high school that has been verified by ACT and has a high school code listed online at [www.actstudent.org](http://www.actstudent.org).

College entrance examinations, such as the ACT or SAT, are not required. High school transcripts, G.E.D. certificates, and prior college transcripts must be submitted to complete the application file and may be used as a basis for admission to some selective admission programs of study.

Prospective students (and their families) who are having difficulty completing the application process may obtain assistance in the Welcome and Information Center.

The open admissions policy does not guarantee acceptance into a specific program of study. Some programs have requirements that must be met in order for students to secure licensure or certification upon completion of the program. These programs must comply with regulations established by various governing bodies. Other factors include limitations on enrollment based upon availability of college or community facilities used for practical experiences.

The following Associate in Applied Science and Certificate of Specialization programs have selective admissions procedures:

- Culinary Arts - A.A.S.
- Medical Laboratory Technician (M.L.T.) - A.A.S.
- Nursing (R.N.) - A.A.S.
- Occupational Therapy Assistant at Lehigh Carbon Community College
- Physical Therapy Assistant at Lehigh Carbon Community College
- Practical Nursing (L.P.N.) - Certificate
- Respiratory Care (R.R.T.) - A.A.S.

## ACCESSIBILITY & SERVICES FOR STUDENTS WITH DISABILITIES

Reading Area Community College strives to provide an environment that allows all individuals to develop to their fullest potential. In keeping with federal legislation and regulations, reasonable accommodations and individualized attention are provided for students with disabilities in order to ensure access to the campus and all of its academic programs and services. For information, contact Disability Services.

## PLACEMENT TEST

All degree-seeking students are required to take the placement test in English and Mathematics before registering for credit courses. Students are strongly urged to prepare for the placement test in any of the following ways:

- Visit the ACT website at <http://www.act.org/compass/sample/index.html> and take practice tests.
- Obtain a high school mathematics textbook to review concepts.

Students who fail to adequately review for the placement test run the risk of being placed in classes below their actual competency level. This may result in a longer time to graduation.

- Placement test scores will determine the placement of the student into developmental reading, writing, and/or mathematics courses or college-level English and/or mathematics courses.
- The placement test may be waived for students with certain credentials. For a complete list of waiver options, please visit [www.racc.edu/Admissions/placement](http://www.racc.edu/Admissions/placement).
- Students who apply for a semester and do not enroll in that semester must submit a new application. Students who withdraw from Reading Area Community College and return after one or more years must re-apply for admission. Students who have not completed required coursework within two years of taking the placement test will need to retake the appropriate test(s).
- Prior to taking a placement test, students with documented disabilities should notify Disability Services to arrange appropriate accommodations.
- Only under the most extenuating circumstances can students petition the Humanities and/or Science/Mathematics Division Assistant Dean for permission to retake the placement test.

## NOTIFICATION OF ACCEPTANCE

Applicants will be notified of their acceptance after all necessary items have been received and processed by Enrollment Services. Students who submit applications or records under false pretenses are subject to dismissal without credit.

## CATEGORIES OF ADMISSION

There are two general categories under which applicants may be admitted to Reading Area Community College. They may enroll as full-time or part-time students in either category.

1. **DEGREE CANDIDATES** are applicants who wish to earn an associate degree or certificate. The College offers the Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies and the Certificate of Specialization.
2. **NONDEGREE CANDIDATES\*** are those who wish to enter the College for purposes other than earning an associate degree or certificate. The category includes the following types of students:
  - a. **TRANSIENT:** Students attending another college or university who elect to take certain courses at Reading Area Community College and then return to their home institution.
  - b. **EARLY ADMISSION:** Students who wish to begin college-level academics before their actual graduation from high school. Candidates must be in good academic standing at their high school and be 16 years of age. The Director of Advising and Enrollment Services reserves the right to decline admission to any Early Admission applicant after a review of their transcripts and required placement test scores. Should the applicant score at a developmental level in reading, writing and mathematics, the recommendation will be for completion of high school before enrollment at RACC.
  - c. **NONDEGREE:** Individuals may wish to take a specific course or courses for job improvement or enrichment but not necessarily work toward obtaining a degree. Coursework taken may be later applied toward a degree from the College or may be presented for transfer credit at another college or university.

\*Nondegree Candidates do not qualify for Financial Aid.

## GENERAL ADMISSIONS PROCEDURES

### DEGREE CANDIDATE

1. Submit the application for admission.
2. Request that the student's high school and any previous college or university attended forward an official copy of their complete transcript directly to Enrollment Services.  
NOTE: Applicants who hold a high school equivalency diploma (G.E.D.) should request that an official transcript be sent to Enrollment Services. Requests can be made to the Department of Education from the state in which you earned the G.E.D.
3. Take placement test, if applicable.

### NONDEGREE CANDIDATES

#### Transient:

1. Submit the application for admission.
2. Complete the Permission to Transfer form available on the RACC website. Once the form has been signed by the designated official at the applicant's home institution and the form is returned to Enrollment Services, the applicant will be registered for the requested courses on a space-available basis.

#### Nondegree:

1. Submit the application for admission.
2. Complete the Nondegree Registration Form, or take the placement test, if applicable. Once the form is returned to Enrollment Services or the Records Office, the applicant will be registered on a space-available basis.

### READMISSION PROCEDURES

A student who has previously studied at Reading Area Community College and desires to resume full-time or part-time study after an absence of one year or more must complete an application for readmission. The following procedures and regulations govern readmission to the College:

1. Applicants for readmission must complete the application for admission.
2. Applicants for readmission must fulfill all other admission requirements in accordance with the procedures outlined.

- NOTE:** In most cases, high school transcripts do not need to be resubmitted by candidates who previously completed courses at RACC. However, transcripts from other schools attended in the interim will be required of those seeking readmission to degree programs.
3. Students seeking readmission to the nursing programs are processed through

a special selection committee of the individual nursing program. The committee's decision about readmission is based upon prior performance in the program, length of time the student had not been actively enrolled in a nursing course, programmatic changes since prior enrollment and space in the currently enrolled class at the point of readmission. For the Associate Degree Nursing program and the Practical Nursing program, only one readmission is permitted. For specific requirements, see individual programs.

4. Students seeking readmission are subject to the catalog under which they readmit.

## EARLY ADMISSION OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

### Early Admission Program:

RACC strongly encourages students to complete their high school diploma. The Early Admission Program is an opportunity for high school students to enroll in college course work while still enrolled in high school.

High school students interested in enriching their curriculum with college course work during their junior and senior year may request consideration for the Early Admission Program. The Enrollment Services staff, in consultation with the student's guidance counselor, evaluates each request on an individual basis. Students considering the Early Admission Program must exhibit maturity and demonstrate above average academic achievement (A/B average) to benefit from college level courses. Additionally, the student must be 16 years of age at the time of application.

To be considered for the Early Admission Program, a student must:

1. Make an appointment to interview with an Enrollment Services representative. The deadline to contact Enrollment Services for an appointment is July 1st for the fall semester, November 1st for the spring semester, and April 15th for the summer session. These deadlines are earlier than RACC's other registration deadlines to ensure enough time for the interview, approval, testing, and advising process.
2. Bring to the interview the completed Early Admission Program application form, a completed application for admission, and an official high school transcript.
3. Take the placement test. Placement test results will be used by the Enrollment Services staff to admit and register the student appropriately. Admission to the

program will be determined by the student's placement test results and the high school transcript.

4. After the placement test, the student will make a follow-up appointment with the Enrollment Services staff for advising and registration. If accepted, students can register for two classes in each semester and will not be permitted to enroll as a full time student. Students must meet the prerequisite(s) for the class(es) in which they are registered.
5. Students should be prepared to make payment at the time of registration. A payment plan is available for this purpose. High school students are not eligible for financial aid. If the school district is sponsoring the student's tuition, a written document must be submitted to the Cashier's Office.
6. Upon completion of coursework, it is the student's responsibility to request that a RACC transcript is sent to the high school. Students may view their final grades online by accessing their WebAdvisor account. Grades received at RACC become part of the permanent college transcript. While RACC courses are accredited by Middle States, transferability of RACC coursework taken while in high school is at the discretion of the transfer institution.
7. Early Admission Program students are expected to adhere to the Student Code of Conduct as indicated in the College's Student Handbook. Failure to do so may result in disciplinary action and/or dismissal from the College.
8. Early Admission Program students are not permitted to make changes to their schedule without first consulting with the Enrollment Services staff.
9. Upon proof of graduation from high school, the student is permitted to enroll as a full-time student, provided he/she is not on academic probation or has been dismissed from the college.

# ENROLLMENT INFORMATION

## DUAL ENROLLMENT AT LOCAL HIGH SCHOOLS

Reading Area Community College has entered into partnerships with 14 area high schools to offer college credit for college-level course taught in the high school which have been reviewed and deemed equivalent to a specific Reading Area Community College course.

Below are the procedures which need to be followed in order to take advantage of this opportunity.

1. An application, a dual enrollment registration form, and a FERPA form

need to be secured from the high school guidance office and returned completely filled out by the specified date.

2. Based on a student's PSSA score and/or recommendation from their high school, students are allowed to register for the dual enrollment course providing all prerequisites have been met.
3. The completed forms are sent to the RACC liaison who forwards the applications/registrations to enrollment services/records.
4. Students receive a grade from RACC at the completion of the course. All grades

may be accessed through the student's webadvisor account.

5. Students who wish to have an official transcript may request this in writing or by accessing RACC's website for a transcript request form.

For additional information please contact the Vice President of Student Affairs  
1-800-626-1665, Ext. 5298  
Email: [mmitchell@racc.edu](mailto:mmitchell@racc.edu)

## INTERNATIONAL STUDENT ENROLLMENT

### APPLICATION DEADLINES

Fall Semester - June 1st

Spring Semester - September 1st

Reading Area Community College is authorized under Federal law to enroll non-immigrant foreign students under the F-1 status. The following preliminary procedures must be completed before international students can be considered for admission to Reading Area Community College:

1. International student applicants must complete an application for admission to Reading Area Community College. An online application may be used.
2. International student applicants must submit a letter of intent stating which major or course of study to be pursued at Reading Area Community College and the expected starting and graduating dates of the program. International student applicants must submit a brief statement of their academic and work background and the objectives they hope to accomplish at Reading Area Community College.
3. International student applicants must take the Test of English as a Foreign

Language (TOEFL), if the applicant is a non-native English speaker. The TOEFL score must be submitted to the College for review. Applicants must score a minimum of 450 (paper-based), 45 (internet-based) or above to be considered for admission. Registration forms and the TOEFL Bulletin of Information for Candidates may be obtained from American Consulates, and United States Information Agencies, as well as many educational centers throughout the world and on the Internet at [www.toefl.org](http://www.toefl.org). Registration forms may also be obtained by writing, well in advance of the desired test date. (College institution code: 2743)

4. Applicants must send certified copies of all official transcripts (academic records), with English translations, of all training received at the equivalent of high school level or above. All transcripts become the property of the College and will not be returned.
5. Applicants must submit a notarized legal document of sponsorship from the person or organization that is responsible for the student's tuition, fees, room, board and any other financial needs for the duration of study at Reading Area Community College. If the student is not sponsored, the document should indicate that the student is responsible for all of the above. Reading Area Community College is not responsible for tuition, fees, room, board, scholarship or any of the financial expenses incurred by students while attending Reading Area Community College.
6. Applicants must submit an original current US or foreign bank statement showing a minimum balance of the cost

for one academic year in American dollars. If an original bank statement can not be provided, the applicant must submit a signed official letter from a US or foreign bank stating, in American dollars, a minimum balance of the cost for one academic year. The required amount in the account(s) listed on the bank statement or official letter must be accessible by the sponsor and/or student for college-related needs while attending Reading Area Community College. This information must be provided in the individual or organization's name sponsoring the student attending Reading Area Community College. (Internet bank statements will not be accepted.)

7. Applicants must submit verification of housing accommodations by lease, rent receipt or a statement of accommodation provisions by a sponsor or sponsoring agency.

Only after all of these steps have been completed will an admissions decision be rendered. Some time may elapse before a decision is reached and the applicant is notified. In any event, the U.S. Immigration and Naturalization Service Form I-20 (Certificate of Eligibility) will not be issued until the applicant has been accepted for admission to the College.

Individual visa status changes will not be initiated by the College, but must be handled through the Office of Immigration.

### INTERNATIONAL CREDENTIAL EVALUATOR:

**Educational Credential Evaluators, Inc.**  
Post Office Box 514070  
Milwaukee, WI 53203-3470 U.S.A.  
[www.ece.org](http://www.ece.org)

**World Education Services/Bowling Green Station**  
Post Office Box 5087  
Old Chelsea Station  
New York, NY 10274-5087 U.S.A.  
[www.wes.org](http://www.wes.org)

\*This is not a comprehensive listing. The College does not recommend any one evaluator over another. Students may use any accredited evaluation service. All costs are the responsibility of the student.

### IMPORTANT WEBSITES

US Citizenship and Immigration Services  
[www.uscis.gov](http://www.uscis.gov)  
The Test of English  
As A Foreign Language (TOEFL)  
<http://www.ets.org/toefl/>

# ENROLLMENT INFORMATION

## SELECTIVE ADMISSIONS PROCEDURES



All applicants must fulfill the requirements for admission as degree candidates; that is, apply, forward official copies of all academic transcripts, and take the placement test. Additional procedures must also be followed for the College's selective majors.

### **CULINARY ARTS PROGRAMS**

All Culinary Arts students must pass a criminal record check and a child abuse history clearance before beginning the program. Prior to registering for CUL 201, CUL 215, CUL 235, CUL 240 or CUL 255, applicants must:

1. Confer with the Culinary Arts Job Site Supervisor to set up job sites where all course competencies are to be mastered.
2. Have a medical examination certifying the student to be able to perform duties required on the job site.
3. Submit evidence of current health insurance at the beginning of each culinary arts (CUL) course.

### **MEDICAL LABORATORY TECHNICIAN PROGRAM**

#### **Applicants must:**

1. Be a graduate of an approved secondary school or hold a high school equivalency diploma.
2. Have completed, with grades of "C" or better, two years of biological science (including advanced biology), laboratory chemistry, and algebra. If the previous academic experience is lacking or if placement scores indicate the need for preparatory work, the following Reading Area Community College courses may be used to provide the needed academic background: BIO 150, CHE 120, MAT 035, MAT 110.
3. Meet with the M.L.T. program director for an interview to discuss the academic background, the M.L.T. program, and the selective M.L.T. admissions policies before declaring a major of Medical

Laboratory Technology. The interview is mandatory.

NOTE: For progression into the clinical experience courses in the second year of the program, students must:

- a. Complete the following courses: COM 121, COM 131 or 141, BIO 250, BIO 255, CHE 110 or MLT 110, CHE 150, CHE 220, MAT 210, MLT 120, HEA 220 and IFT 110.
- b. Obtain a "C" grade or better in all courses in the curriculum.
- c. Maintain a combined GPA of 2.5 or higher in math and science courses.
- d. Have a medical exam certifying the student to be physically fit and proof of up-to-date immunizations or proof of immunity.
- e. Submit two letters of recommendation; one of which must be from a RACC faculty member.
- f. Submit a letter on why they have chosen MLT as a career choice.
- g. Submit evidence of Hepatitis B vaccination.
- h. Submit a current PA Child Abuse Clearance and a current PA State Police Criminal Background Check. Students may also be asked to submit an FBI fingerprint check if requested by the clinical affiliate.
- i. Submit proof of a recent negative drug screen test using specifications set forth by the clinical affiliate.
- j. Submit proof of current enrollment in a health insurance plan.
- k. Agree to adhere to dress code and personal appearance policies set forth by the clinical affiliate.

*The preceding policies will be revised in keeping with the most recent accrediting agency policies.*

A selection committee will review all records, determine the eligibility of students and then select those students who will progress into the clinical experience. The date of enrollment in the Medical Laboratory Technician program will remain as the deciding factor between two equally qualified students. Rotation sites for clinical experience will be assigned by the MLT Selection Committee.

#### **Special Note:**

The student from Lehigh Carbon Community College who has successfully completed specific general education requirements will be granted sophomore-level standing and admission to the Medical Laboratory Technician Program per stated admission requirements at Reading Area Community College.

### **NURSING PROGRAM**

#### **Applicants must:**

1. Have completed work equal to a standard high school course with a minimum of 16 units, including four units of English, three units of Social Studies, two units of Mathematics (1 of which is Algebra), and two units of Science with a related laboratory or its equivalent. Applicants whose high school academics were completed outside of the United States will have to apply for a Certificate of Preliminary Education through the Pennsylvania Department of Education.
2. Have completed with grades of "C" or higher, one course in algebra, laboratory biology, laboratory chemistry, and one advanced laboratory biology course. The course must be one Carnegie unit in length, or its equivalent.

If a student does not have or does not test at the appropriate level for:

- **Algebra** – take Algebra I, MAT 030. (See #4)
  - **Chemistry** – take Principles of Chemistry, CHE 120
  - **Biology** – take Biology I, BIO 150
  - **Advanced Biology** – take Biology I, BIO 150 (this course meets the requirements for both the biology and the advanced biology requirement)
  - **Biology and Advanced Biology** – take Biology I, BIO 150 as the HS biology and Anatomy and Physiology I, BIO 250 as the HS advanced biology.
3. If enrolled in grade 12, applicants must submit a list of their courses for their senior year. Upon graduation, a final transcript must be submitted.
  4. Take college placement test. If the student does not place at the Algebra II level, then he or she must take the recommended math course through and including Algebra I prior to admission to the Nursing Program clinical course. Example: If the math placement score indicates placement into Basics of College Mathematics, then the student must take Basics of College Mathematics or Math Fundamentals, and Algebra I prior to admission. Students must place at the English Composition level on the reading/writing portion of the placement test or take appropriate courses.
  5. Upon application to the College:
    - a. Sign an affidavit stating that the student has not been convicted of a felonious act. The Professional Nursing Law (Act 69, PL 409, No. 10 and PL 233, No. 64) provides that as of January 1, 1986: *The Board of Nursing shall not issue a license or*

# ENROLLMENT INFORMATION

certificate to an applicant who has been convicted\* of a felonious act prohibited by Act of April 14, 1972 (PL 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

- At least 10 years have elapsed from the date of conviction;
- The applicant satisfactorily demonstrates to the State Board of Nursing that they have made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
- The applicant otherwise satisfies the qualifications contained in or authorized by this act.

\*The term convicted shall include a judgment, an admission of guilt or a plea of *nolo contendere*.

6. A second affidavit must be signed and submitted upon application concerning the Older Adult Protective Services Act and the Pennsylvania Child Abuse History Clearance. This law has no time limit on the list of offenses.
7. Once the prerequisites have been successfully completed, with a "C" grade or better, **a clinical application form must be completed and submitted to Enrollment Services in Berks Hall, Room 111, by the deadline.**  
\* If BIO 250: Anatomy and Physiology I was not needed to satisfy the high school prerequisites, please understand it will still be required as a prerequisite for NUR 100: Nursing I.
8. A point system will be used for selecting students for admission to the nursing program.
  - More points will be given incrementally for higher GPA's. A minimum of a 2.5 GPA must be maintained for consideration for admission.
  - More points will be given incrementally for higher grades obtained in the Anatomy and Physiology courses.
  - Points will be given for required general education courses completed with a "C" grade or better.
9. Enrollment Services will send out invitations to attend an orientation session to the most qualified students. This will include the current numbers to fill the class as "provisional accepts" plus a few students selected as alternates.
  - **A response to the invitation is required.**

- **Attendance at the all day orientation session on the scheduled date for the full time period is required.**
- **Failure to meet the above requirements will result in an automatic disqualification for admission.**

Students who do not qualify will also be notified that they may re-submit an eligibility form for the following academic year if they choose to.

10. The orientation session will include information about specific documentation that must be returned by the scheduled date to Enrollment Services in Berks Hall, Room 111. Failure to return the documentation by the designated date will result in disqualification for admission. The following documentation will be required (but not necessarily limited to):
  - Evidence of good health. A physical form will be provided. All applicants will be expected to demonstrate "Essential Abilities/Qualities of a Professional Nursing Student" (see website for details).
  - Evidence of a negative drug panel. Form will be provided.
  - Evidence of specific immunizations or antibody titers. Form will be provided.
  - Evidence of current CPR Certification for the Healthcare Provider or Professional Rescuer.
  - Evidence of current health insurance.
  - Criminal Records Clearance and Child Abuse History clearance. Applicants from out-of-state are required to submit an FBI Criminal Background Check. An applicant convicted of any of the "prohibitive offenses" contained in the Older Adult Protective Services Act or an applicant convicted of any type of child abuse will be disqualified from admission to the Nursing Program or continuing in the program regardless of the amount of time that has elapsed from the date of conviction.
11. Once all documentation has been confirmed, letters will be sent out with "full accept" status and appointments to register for NUR 100, Nursing I. **A response will be required in order to confirm your status. Lack of a response will result in an automatic disqualification for admission.**
12. The alternate list will remain active until 2 weeks prior to the beginning of Fall classes. After that time, all students must resubmit eligibility forms to be considered for the following year.

NOTE:

1. All required courses must have a "C" or better grade.
2. All required courses in the nursing curriculum cannot be repeated more than once for any reason. ("W" as well as anything less than a "C" grade.)\*
3. No more than 12 credits of the nursing curriculum can be repeated for any reason.\*
4. Only one readmission may be allowed for the clinical nursing program.
5. There is a 5 year limit on Anatomy and Physiology I and II (on application to nursing).
6. GPA – All courses to be counted including transfer courses and original course grades, if repeated. No developmental courses will be counted as part of the GPA. (Count all attempted credits divided by the quality points earned.)\*

## STUDENTS REQUESTING READMISSION TO THE NURSING PROGRAM

### NUR 100: Nursing I Readmission

1. Any student leaving the program must meet with the Program Director.
2. Students seeking readmission to NUR 100 must submit their written request for readmission by the December deadline for NUR 100 applications. The request should be submitted to the Nursing Program office.
3. The student must also complete and submit a clinical application. The completed form must be submitted to Enrollment Services by the December deadline.
4. The student must submit their request for readmission to the office of the Nursing Program **AND** the clinical application to Enrollment Services in order to be considered for readmission. If both actions are not completed, the student will not be eligible for readmission.
5. The student will have an opportunity for a second attempt provided they meet the admission criteria for the program.
6. The student request for readmission will be reviewed by the admissions committee.
7. The student will be notified by letter of the decision of the admissions committee.
8. A student may only be readmitted to the nursing program one time.
9. A 2.5 GPA or above is required to apply for readmission.

# ENROLLMENT INFORMATION

## NUR 150, NUR 200, or NUR 250

### Readmission

1. Any student leaving the program must meet with the Program Director.
2. Students seeking readmission must submit a written request to the Nursing Program office.
3. The student request for readmission will be reviewed by the admissions committee.
4. The student will be notified by letter of the decision of the admissions committee.
5. If the student is approved for readmission, the student seeking readmission must pass each of the following steps:
  - a. a theory test on content from preceding courses, followed by
  - b. a clinical skills demonstration on skills from preceding courses.
6. A student may only be readmitted to the nursing program one time and must re-enter the program within 2 years.

## ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES

Advanced placement is for the LPN who is a graduate of any NLN accredited practical nursing program and who has been licensed and working for six months.

- I. Make an appointment to meet with the Assistant Director of the Nursing Program to review the advanced placement process and to develop an individualized plan for the process. Bring a copy of your current L.P.N. license to your appointment.

### PLEASE NOTE: YOU MUST QUALIFY FOR ADMISSION TO THE NURSING PROGRAM BEFORE YOU MAY BEGIN THE ADVANCED PLACEMENT PROCESS.

- II. To qualify for admission to the Nursing Program:
  1. Submit application for admission. Submit all required transcripts and affidavits.
  2. Complete placement tests as required, for reading, writing and math.
  3. Complete coursework as indicated by the results of the placement tests. These are prerequisites to applying to the nursing clinical courses.
  4. Complete the prerequisite high school courses or their equivalent at RACC (see Nursing Program Selective Admissions Procedures):
    - Algebra
    - Chemistry
    - Biology
    - Advanced Biology
  5. Achieve a "C" grade or higher in all courses taken at Reading Area Community College which are required in the nursing curriculum.

6. Achieve and maintain a cumulative (overall) grade point average of at least 2.5 in all courses taken at the college.
  7. Complete clinical application. The form is available in the Enrollment Services Office, Berks Hall, Room 111. Return the completed form to the Enrollment Services Office.
  8. Attend mandatory Orientation/Information Session for Incoming Nursing Students. Follow the instructions you receive at that time.
- III. Payment:  
There is a cost to challenge NUR 100: Nursing I. The payment process is initiated in the College Assessment Center in B203. There you will receive the form you need to take to the Cashier's Office. Take the form and go to the Cashier's Office to pay the fee. The cost for each challenge is determined by the college. The current fee is equivalent to 1/3 the tuition cost for the course. NUR 100: Nursing I is a 9-credit course. The fee will be equal to 3 credits. Bring the Cashier's Office receipt with you to take the written test.
- IV. The Advanced Placement Process:
  1. Submit the Clinical Eligibility Application to the Enrollment Services Office, Berks Hall, Room 111.
  2. Make appointment with the Assistant Director of the Nursing Program, to receive content outline for Nursing I and to schedule the theory exam.
  3. Take the comprehensive theory exam for NUR 100: Nursing I and score 77% or higher. Present the receipt for the required fee when you come for the test.
    - **You will not be allowed to take the exam if you do not have the receipt.**
    - **Testing must be completed by March 31st.**
  4. Make an appointment for the Nursing Skills Test. Receive the Skills Checklists to use in preparing for the test and make an appointment to take the skills test.
    - **Testing must be completed by April 30th.**
  5. Successfully complete the NUR 100: Nursing I Skills Test.
  6. Successfully complete with a "C" grade or higher the required 2 credit course, NUR 111: Transition to Nursing, prior to your first clinical course.
  7. If an applicant fails any portion of the advanced placement process (i.e. theory exam, skills test or NUR 111), the applicant will be disqualified for advanced placement.



8. The student must complete all prerequisites for NUR 150: Nursing II in order to begin NUR 150: Nursing II.

## OCCUPATIONAL THERAPY ASSISTANT AND PHYSICAL THERAPIST ASSISTANT:

The student from Reading Area Community College who has successfully completed specific general education requirements will be granted admission to the Physical Therapist Assistant Program or Occupational Therapy Assistant Program per stated admission requirements at Lehigh Carbon Community College. The student must see advisor or transfer counselor.

## PRACTICAL NURSING PROGRAM

### Applicants must:

1. Be a graduate of an approved secondary school or hold a high school equivalency diploma. Have completed, with a grade of "C" or higher, one course in algebra, biology and chemistry. Applicants whose high school academics were completed outside of the United States will have to apply for a Certificate of Preliminary Education through the Pennsylvania Department of Education.
2. Sign an affidavit stating that they have not been convicted of a felonious act. The Practical Nursing Law (P.L. 1211, No. 376, March 2, 1956, as amended through 1985) provides that as of January 1, 1986:  
*The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted\* of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," or convicted\* of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:*

# ENROLLMENT INFORMATION

- (a) At least ten (10) years have elapsed from the date of conviction;
- (b) The applicant satisfactorily demonstrates to the Board of Nursing that they have made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
- (c) The applicant otherwise satisfies the qualifications contained in or authorized by this act.

\*The term "convicted" shall include a judgment, an admission of guilt or a plea of *nolo contendere*.

3. Take the College's placement test and score into regular-entry English Composition (COM 121) and into Algebra II (MAT 110).

## NOTE:

All PN students must take the College's placement test and enroll in all relevant courses designed to meet minimum program prerequisites.

4. Complete the required foundation coursework and maintain a GPA of 2.5 or better. The prerequisite coursework is as follows:

MAT 030 Algebra I  
ORI 102 College Success Strategies  
COM 031 Basics of College Study Skills  
\*BIO 120 Biological Concepts  
or BIO 150 Biology I  
\*CHE 120 Principles of Chemistry

\* Students possessing a high school-level biology and/or chemistry course (with lab) with a "C" or better within 5 years of program start date will satisfy this/these prerequisites.

5. Complete the clinical application. This form is available in the Enrollment Services office in Berks Hall, Room 111.
6. All qualified students will be invited to attend a mandatory Information Session to receive forms for the required documents. Once the completed required documents have been submitted and approved and grades are posted, the qualified student will be fully accepted into the PNP. All questions can be directed to the Division of Health Professions at 610.607.6226 or 610.372.4721, ext. 5441 or 3944. The requirements are that applicants must:
  - a. Show evidence of good mental, physical and dental health.
  - b. Submit evidence of required immunizations or antibody titres.

Submit evidence of negative substance abuse testing.

- c. Submit evidence of current CPR Certification for the Health Care Professional at the beginning of the program year. American Heart Association or the American Red Cross certification only are accepted.
- d. Submit evidence of current health insurance prior to enrollment in PNP coursework.
- e. In addition to the State Board of Nursing affidavit, you must submit evidence of a PA Child Abuse History Clearance and a PA State Police Criminal Record Check. Applicants from out-of-state are required to submit a FBI criminal background check. An applicant convicted of any of the "prohibitive offenses" contained in the Older Adults Protective Services Act (Act 169 as amended by Act 13) or any type of child abuse will disqualify you from admission or continuing in the program regardless of time elapsed from the date of conviction. A second affidavit concerning this information must be signed. Past criminal history may have an impact upon the ability to obtain licensure and employment as a nurse (see Appendix "Consumer Information Disclosure" for PA State Board of Nursing policy: Refusal, suspension, or revocation of license; grounds in the Commonwealth of Pennsylvania Practical Nurse Law).

## Students requesting Readmission to the Practical Nursing Program

Please note:

1. All required courses must have a "C" or above grade.
2. All required courses in the Practical Nurse Program curriculum cannot be repeated more than once for any reason ("W" as well as anything less than a "C" grade).
3. Only one readmission may be allowed for the clinical Practical Nurse Program.
4. There is a 5 year limit on Anatomy and Physiology I and II for those students whose choose to waive Body Structure & Function. A & P I and II must be completed within 5 years of the start date into the Practical Nursing Program.
5. Students must successfully complete a math test for progression in the program. The passing grade is 85%
6. The program is one year in length after all prerequisite courses have been completed.

## The Re-admission process entails the following steps:

1. Students must meet with the Assistant Dean of Practical Nurse Program to discuss re-entry in the program.
2. Students must notify in writing to the Assistant Director of the Practical Nurse Program of their intention for re-admission at least two semesters before he/she wishes to re-enter the program. Students who have withdrawn from Semester I, must restart the program, there is no advance placement into Semester I.
3. All students must re-apply to the Practical Nurse Program through the Enrollment Services Office - Berks Hall Room 111.
4. All students requesting re-admission are encouraged to take college courses to maintain their cumulative GPA of 2.5.
5. Students must make an appointment with the Coordinator of Assessment at 610.372.4721, Ext. 5103, Berks Hall Room 121, to receive an application for Credit-by-Exam, which must be completed and taken to the Cashier's Office, Berks Hall Room 107, for payment.
6. The receipt must be returned to the Practical Nurse Program and a date set for an in-house comprehensive exam and skills testing of the semester prior to which you plan to re-enter. The deadline date must be at least four weeks prior to the start of Semester II.
7. Student will receive Semester I objectives to study from and are encouraged to schedule practice sessions in the lab for remediation purposes. Students will also be encouraged to seek employment as a certified nursing assistant. All candidates will be required to demonstrate clinical competency by a skill performance examination. The skills will include procedures from the preceding semester and will be pass/fail. The candidates will have one (1) attempt to successfully complete any skill. Three skills will be assessed for students entering Semester II.
8. All candidates must successfully complete a math test with a score of 85% to re-enter the Practical Nurse Program.
9. Students must pass the comprehensive exam and skills tests by with a score of 85% or above and the skills test by pass/fail to be approved for re-admission or advanced placement.
10. Candidates are allowed to test one (1) time.
11. Students may be re-admitted one time.
12. Successful students will meet with the Assistant Director to discuss re-entry into the Practical Nurse Program.

# ENROLLMENT INFORMATION

## RESPIRATORY CARE PROGRAM

### Applicants must:

1. Declare Respiratory Care as their major and meet with the Respiratory Care Program Director for an interview to discuss the academic and clinical requirements of the program and to be informed of the criteria for admission and continued enrollment in the Respiratory Care courses. The interview is mandatory and must be completed prior to April 15 of the intended year the student wishes to enter clinical courses.
2. Attain a grade of "C" (2.0) or higher in all courses required within the Respiratory Care program of study and maintain a cumulative G.P.A. of 2.5 or higher in all college courses. This rule applies to courses taken at the College as well as any required courses transferred into the College from other institutions. It is the student's responsibility to request transcripts be sent to the College from outside institutions in time for evaluation of the transcripts by April 15 of the intended year the student wishes to enter clinical courses.
3. Submit a Letter of Intent to enter the clinical courses, identified by the "RES" course designator, to the Respiratory Care Program Director by April 15 prior to the intended Fall semester. Information on the required content of the letter can be obtained from the Program Director.
4. Have a medical examination certifying the student is physically fit as per the Health Professions Division format.
5. Be currently certified for cardiopulmonary resuscitation by either the American Heart Association for Health Care Providers course, or American Red Cross Professional Rescuer course.
6. Submit evidence of a negative drug panel, a Child Abuse clearance, a state Criminal Background clearance and an FBI finger-printed Criminal Background clearance. Students should consult the Program Director before applying for any of the items listed.
7. Submit evidence of required up-to-date immunizations and/or of antibody titres as required by the approved health form.
8. Submit evidence of current health insurance.
9. Attend an information/orientation session at the scheduled date and time after being selected for Respiratory Care

### Re-Entry Requirements:

1. Only one re-entry to the program can be provided after receiving a D or F in a Respiratory Care Course.
2. Re-entry into the program is limited to two years following unsuccessful competition of a course or withdrawal from a course.
3. The individual must pass a SKILLS examination (written and performance) for re-entry.



## ENROLLMENT SERVICES

The goal of the Enrollment Services Office is to help new students be better prepared for the first semester at RACC. The staff provides a general introduction to the College and facilitates the enrollment of new students. Located on the first floor of Berks Hall, Enrollment Services oversees campus tours and information sessions, the college application process, placement testing, transcript evaluations, course articulation, advisement, and course registration for new students. Additionally, the staff serves as the academic advisors to students who are undecided about their college major.

**NOTE:** Current students already enrolled at the College, must see their faculty/academic advisor for advisement, course scheduling, and registration. Students are strongly encouraged to meet with their advisor on a regular basis to ensure that their graduation requirements are being met. Additionally, students can access WebAdvisor online to register for classes, check grades, locate advisor name and contact information, access their financial aid, and make payments on their account.





# TUITION AND FEES



## TUITION

### \*Tuition and fees are subject to change

Full-time students are charged a flat rate for up to eighteen (18) credits, and an additional per credit charge for each credit above eighteen (18). Full-time students are those registered for twelve (12) or more credit hours of coursework per semester.

Part-time students are charged on a per credit basis. Part-time students are those registered for less than twelve (12) credit hours of coursework per semester.

Be sure to contact the Cashier's Office to be sure your balance is clear. You can always request a copy of your account history.

The College shall apply service charges standard for the industry for returned checks.

Should an account need to be referred to a collection agency, the student will be responsible for all collection charges and legal fees standard for the industry. The current collection fee percentage can be obtained through the Cashier's Office.

### PAYMENT OF TUITION

- 50% of your balance is due 45 days prior to the start date of the semester; 25% of your balance is due the first day of the semester; and 25% of your balance is due 30 days after the start date of the semester.  
A \$15 deferred option fee is charged against all accounts with a balance still due after the last installment date has elapsed.
- Payment can be made by cash, check, money order, MasterCard, VISA, Discover, sponsor payment, or financial aid. The student will be held responsible for all charges incurred at RACC.
- The College reserves the right to drop students (at its discretion) from courses for failure to meet the payment schedule.

### TUITION REFUNDS

Students dropping a course before the first day that the class begins for which s/he is enrolled will receive a 100% refund of tuition and fees. The student must submit the Schedule Change Form to the Records Office, Berks Hall, Room 107 or drop the course(s) online at [www.racc.edu](http://www.racc.edu).

Once the first day of class begins, students dropping a course before 10% of the time has elapsed between the starting and ending date of the course will receive a 95% refund of tuition and fees. Students dropping a course before 20% of the time has elapsed between the starting and ending date of the course will receive a 50% refund of tuition and fees. There will be no refund for any course dropped after the 20% date has elapsed.

**Failure to officially drop a course will result in a forfeiture of any refund and will result in a failing grade ("F") for all courses in which the student was enrolled.**

### UNEMPLOYED POLICY

Students must be either (a) residents of Berks County at the time of layoff, or (b) affected by a Berks County business or industry plant closing or layoff. Students may enroll for a maximum of one semester on a tuition-free basis. Students enrolling in a non-credit course or program can receive a maximum tuition waiver equivalent to the cost of fifteen (15) credit hours of instruction (tuition only) in one (1) credit semester of instruction (tuition only). College staff will assist students in an attempt to secure the necessary financial aid to continue their education.

Costs such as fees, textbooks and supplies must be paid by the students. Students must have been laid off, permanently or indefinitely, within twelve (12) months prior to the time they make application for the program.

### SENIOR CITIZENS TUITION

Senior citizens from Berks County are eligible to take one course per semester in the credit division tuition-free. Courses may be audited or taken for credit.

#### Eligibility Requirements:

1. The student must be 65 years of age or older and present proof of age, such as Medicare Card, Driver's License, Birth Certificate, etc.
2. Clinical sections in the Health Professions Programs are excluded. The requests for tuition-free courses by senior citizens will be honored on a first-come, first-serve basis and will be governed by seats available in any given class.
3. Enrollment of senior citizens must not cause the class size to exceed College enrollment limitations.
4. Individual costs such as textbooks, supplies and fees must be paid by the senior citizen.

If enrollment totals cause senior citizens to be ineligible, these students shall be notified before the first day of classes. An attempt to find another alternative shall be made. Non-credit courses cannot be included in this offer.

### SPONSORSHIP STUDENTS

It is the responsibility of the student to present proof of third party sponsorship to the Cashier's Office prior to registration. RACC will then bill the sponsor.

## FEES

### \*Tuition and fees are subject to change

**Capital Outlay Fee:** Payment of this fee is required of full-time and part-time students who are non-residents of the Berks County area. The capital outlay fee is charged to offset the cost of College facilities and equipment.

**Credit By Examination:** The cost of credit by institutional examinations is equivalent to 1 (one) credit hour of instruction for either residents or non-residents.

**Culinary Arts Program Laboratory Fee:** A laboratory fee will be charged for both CUL 102 Basic Food Preparation and Safety and CUL 126 Food Preparation Theory.

**Graduation Application Fee:** A one time fee will be charged to cover the cost of caps, gowns and diplomas.

**Health Professions Campus and Clinical Laboratory Fee:** A per course fee will be charged in accordance with the SCHEDULE OF FEES.

*Current tuition and fees are located on the College's website at [www.racc.edu](http://www.racc.edu) under [How to Pay for College > Tuition and Payment > Tuition and Fees.](#)*

# TUITION AND FEES



**Official Transcript:** A fee will be charged for each transcript.

**Tech Prep Articulation Fee:** A per course fee will be charged for the awarding of credit for courses taken during high school that are identified in the Tech Prep Articulation Agreement.

**Technology Fee:** The technology fee is used to maintain existing services and to implement new technology initiatives.

## SPECIAL FEES External Evaluation of Credits for Nonstudents

Individuals needing courses such as military credits, etc., evaluated for posting on an official transcript from an accredited postsecondary institution may request an evaluation by contacting the Coordinator of Assessment and Articulation.

## ADDITIONAL COSTS

Students enrolled in all Health Professions Programs will incur additional costs for program requirements such as an annual physical examination, immunizations, textbooks, special equipment, malpractice insurance, health insurance, uniforms, and transportation to clinical facilities.

Any students enrolled in programs in which some class instruction and educational experiences are provided at off-campus facilities may incur additional expenses for transportation and parking.

## TYPICAL PERSONAL EXPENSES

*(Per Academic Year)*

Students should expect to incur personal expenses in addition to tuition and fee expenses. The expenses will include books and supplies, transportation and meals on campus. Actual costs vary greatly from student to student. The Financial Aid Application provides examples of student expenses for different types of students (single, self-supporting, married, etc.).

## COST ADJUSTMENTS DUE TO COURSE LOAD REDUCTION OR WITHDRAWAL FROM COLLEGE

Students who drop a course prior to the end of the semester or officially withdraw from the College must complete the Change of Schedule Form which may be obtained from the Advising Center or drop course(s) online at [www.racc.edu](http://www.racc.edu). **Failure to officially drop a course will result in a forfeiture of any refund and will result in a failing grade ("F") for all courses in which the student was enrolled.**

It is important to discuss your intentions with a Financial Aid Specialist since withdrawal from the College may result in a recalculation of your financial aid award if it occurs prior to the 60% cut off date for the semester.

**Institutional/Activity Fee:** This fee supports the general operating budget related to facilities and functions, co-curricular activities, various special programs and some student-related operating costs.

**International Student Fee:** An International Fee will be charged to students who are citizens of a country other than the United States and who enter on non-immigrant visas.

**Malpractice Insurance Fee:** This fee for Health Professions students provides coverage for one year from the time of payment. The premium will be assessed at the time students complete their registration process in the Business Office. The amount of the fee will be set by the insurance carrier each year. Coverage ceases if the participant withdraws.

**Health Professions Assessment Fee:** This fee covers the cost of standardized testing in specified Health Professions Programs.

## HEALTH PROFESSIONS SCHEDULE OF FEES

(A ✓ indicates fees charged to specific courses in addition to tuition.)

Program	Course	Course Title	Lab Fee	Malpractice Insurance Fee	Assessment Fee
Nursing	NUR 100	Nursing I	✓	✓	✓
	NUR 150	Nursing II	✓		✓
	NUR 200	Nursing III	✓	✓	✓
	NUR 250	Nursing IV	✓		✓
Practical Nursing	PNP 101	Practical Nursing I	✓	✓	✓
	PNP 102	Practical Nursing II	✓		✓
	PNP 103	Practical Nursing III	✓		
Respiratory Care	RES 150	Respiratory Care I	✓	✓	
	RES 227	Respiratory Care II	✓		
	RES 237	Respiratory Care III	✓		
	RES 255	Respiratory Care IV	✓	✓	
	RES 265	Respiratory Care V	✓		✓
Medical Laboratory Technician	MLT 120	Basic Immunology	✓	✓	
	MLT 211	Clinical Laboratory Techniques	✓		
	MLT 222	Clinical Urinalysis	✓	✓	
	MLT 220	Clinical Hematology/Coagulation	✓		

# HONORS PROGRAM

## HONORS PROGRAM GOALS

The primary goal of the Honors Program is to enrich the educational experience of academically talented, intellectually curious students.

The Honors Program achieves this goal through specialized courses and other learning opportunities which often include exploratory learning, interdisciplinary themes, collaborative activities, primary research and hands-on projects.

The Honors Program also seeks to enhance opportunities for students to transfer to four-year colleges and universities and to provide special recognition for students with high academic achievement.

## ELIGIBILITY

To become eligible for the Honors Program, a student must meet one of the following criteria:

**New Students** need to meet one of the following criteria:

- RACC placement tests scores of COM 122 or COM 121 with Reading score of 90+
- Graduation in the top 10% of high school class
- A combined SAT score of 1650 or higher

**Currently enrolled students** need to meet one of the following criteria:

- A 3.25 GPA or higher, excluding developmental courses, with a minimum of 8 credits in college-level courses
- Recommendation of instructor (unless another criterion is fulfilled, admission would be for a single course)
- Special talent or ability in the area of a particular honors course (unless another criterion is fulfilled, admission would be for a single course)

## PROGRAM OPTIONS

- **Taking individual Honors Courses**  
Students may enroll in one or more individual honors courses according to their personal, professional, or academic interests.
- **Working Toward an Honors Certificate/Diploma**  
Students who complete 15 honors credits with an overall GPA of 3.25 or higher and a 3.0 or higher in all honors courses will earn an Honors Certificate. When they graduate from RACC, these students will receive an Honors Diploma.

## BENEFITS

Taking Honors courses at RACC offers many benefits:

- Academic challenge
- Personal enrichment
- Small classes with other academically motivated students
- More individual attention from instructors and faculty mentors
- A competitive edge when applying for jobs or transferring to four-year colleges and universities
- Honors designations on transcripts
- Special commendation as an Honors Graduate
- Increased opportunities for scholarships
- Honors Program scholarships
- Free admission for two events at the Miller Center for the Arts with student ID.

## SCHOLARSHIPS

### Samuel and Sonia Briskin Scholarship-

Each year the Honors Program will recognize an outstanding new student studying in the Honors Program, based on the recommendation of Honors faculty, to encourage further participation in the Honors Program.

**Honors Program Scholarship** - Each year the Honors Program recognizes outstanding students enrolled in the Honors Program at Reading Area Community College and awards scholarships based on their past commitment to the Honors Program. Eligible students must have completed six honors credits, maintain a 3.25 GPA (excluding developmental courses), have a B or higher in all honors courses and fill out an application for consideration. Previous recipients of the Honors Program Scholarship may reapply after they have completed six additional honors credits. Application available each year in December to be awarded as a Spring scholarship.

**Sonia M. Briskin Scholars Award** - Each year the Honors Program recognizes one student at the annual Academic Awards Ceremony. The eligible student must have completed three or more honors courses, achieved a GPA of 3.75 or higher; provided outstanding service to the RACC community and demonstrated outstanding leadership abilities. This student is awarded a cash stipend as well as a custom-designed certificate while being honored at the ceremony.

Applications for each of these scholarships will be available each year in December to be awarded for the spring semester. In addition, many scholarships will give merit to honor students in the selection processes.

## EARNING HONORS CREDIT

Students have three ways to earn honors credit:

**1. Honors Courses** - Students can enroll in honors courses. Some are honors versions of general education courses. Others are seminars, often interdisciplinary, on various topics.

Currently available courses include the following:

ANT 200	Intercultural Communication
ANT 255	Interpreting Lives: Rites of Passage, Personal History, and the Life Cycle
ANT 285	Ethnographic Research
BUS 240	International Business
COM 122	English Composition
COM 132	Composition and Literature: Texts & Contexts
COM 152	Fundamentals of Speech
ENV 131	The Environment
HON 101	Introduction to College Studies
HUM 276	Ethics
HUM 281	Leadership Development Studies
MAT 151	Foundations of Math
PSY 131	General Psychology
SOC 131	Sociology

For additional information, see individual course descriptions.

**2. Honors Contracts** - Students can enroll in a standard RACC course and arrange with the instructor to complete additional or different work. Honors contracts are subject to the willingness of individual instructors to participate and to the approval of the appropriate Assistant Dean and the Honors Committee. A maximum of 8 contract hours may be applied toward an Honors Certificate or Honors Diploma.

**3. Independent Study** - A student can earn one to four honors credits for a project proposed and carried out under the direction of a faculty mentor. A project may involve in-depth research, creative works, internships, and/or three-dimensional projects. The time invested in an independent study project will be similar to the time required for a course of comparable credit. Independent Study is subject to the willingness of individual instructors to participate and to the approval of the appropriate Assistant Dean, the Honors Committee, and Senior Vice President of Academic Affairs/Provost. A maximum of 6 independent study credits may be applied toward an Honors Certificate or Diploma.

**For additional information, contact the Honors Program Coordinator at 610.607.6216.**

## ARTICULATED CREDIT POLICY

In addition to evaluating coursework for transfer of credit from colleges and universities accredited by recognized regional accreditation agencies, Reading Area Community College will award credit toward its degree and certificate programs from the following sources: work and professional experience, instruction or educational experiences at non-regionally accredited institutions, instruction or educational experiences in workforce or community education programs at RACC, partnership programs for which agreements exist that define credit award, and other experiences which may be reasonably regarded as resulting in knowledge and skill corresponding to courses and programs offered at the college. The award of college credit verifies that the student has acquired knowledge, skills, or competencies comparable to what would be acquired in a college course. Unless the College has evaluated and approved the courses or programs in question prior to the request for award of credit, the burden of proof rests with the student requesting the award of credit. Credit is awarded only under the following conditions.

1. The student is currently admitted to a program of study at Reading Area Community College.
2. The total award of credit cannot exceed 75% of the total credits required for the degree or 50% of the credits, instructional hours, or courses required for the certificate program which the student seeks. Any exceptions must be approved by the relevant Vice President.
3. The student must submit all documents required for the assessment of the award of credit.
4. The student must file an application for assessment and pay any fees associated with the assessment. The College does not guarantee an award of credit based on the application or its assessment.
5. All assessments and their credit award are determined by instructors in the area in which credit is sought and must be approved by the direct supervising administrator of the instructor.
6. Documentation of the results of all assessments and their credit approval or denial will be maintained confidentially by the College.
7. Articulated credit awarded is applicable only to RACC's programs and may or may not transfer to other institutions. Acceptance of this credit is the sole prerogative of the institution to which the student desires to transfer.

Students who wish to receive credit for educational experiences other than RACC classes should contact the Enrollment Services Office. The staff can assist in the following areas:

1. Credit by Examination
2. Life Experience/Portfolio Assessment
3. Transfer Credit
4. CLEP Test Credit
5. Advanced Placement Credit

**Credit by Examination** - Institutional examinations for credit were designed for students who have previous experience that applies to a specific course. Students may be eligible to take a test to earn college credit for a particular course. Credit by Examination is considered resident credit. Prior to sitting for these exams a student must pay the cost of one credit hour for each test they intend to take.

### Portfolio Development for Life

**Experience Assessment** - Students who have been admitted as degree seeking students may request an assessment of college-level learning gained from work experiences, travel, seminars, workshops, self-study, or other means through the development of a portfolio. Prior to compiling a portfolio, students should consult with an Enrollment Services staff member and request a Guide to Portfolio Development. Clinical coursework for all Health Services programs may not be earned in this manner. Prior to the assessment of a submitted course portfolio, students must pay the cost of one credit hour for each request. Portfolio credit is considered resident credit and may not transfer to other institutions.

### Transfer Credit and Evaluations -

Students transferring from another college or university should follow the standard procedures for admission to Reading Area Community College. Reading Area Community College will not accept a grade below a "C" in transfer. Exceptions may be approved by the Assistant Dean of the student's program of study.

Acceptability of transfer credit also depends on the appropriateness of the course(s) to a given program, the comparability of the course to the courses offered at Reading Area Community College, and the length of time which has elapsed since the credit was earned. It is the responsibility of the student to provide Reading Area Community College with official transcripts and any requested other requested materials to assist in the proper evaluation of these credits.



**CLEP Testing** - CLEP (College-Level Examination Program) and DSST/CLEP (Dantes Subject Standardized Tests) completed with passing scores will be evaluated for credit at Reading Area Community College.

**Military Service** - Reading Area Community College will grant academic credit for military school service and military occupational speciality (MOS) rating as recommended by the Army American Council on Education registry system <https://aartscolleges.army.mil>. Military credit is not resident credit. Official military records must be requested and sent directly to the College for evaluation. Military transcripts may be requested at <https://aartscolleges.army.mil>

**Advanced Placement** - Tests which are specifically designed by the College Board for secondary school students to eliminate duplication of studies at the college level are accepted at Reading Area Community College.

Examinations are graded on a scale of 1 to 5 with a standard passing score of 3. Reading Area Community College will generally award students transfer credit for AP exams passed with a 3 or higher in most cases.

Reading Area Community College reserves the right to use 4 or 5 as the minimum passing score for certain AP exams. For example, a score of 4 or higher on the AP English Language and Composition test is required for English Composition (COM 121) credit; a score of 4 or higher on the AP English Literature and Composition test is required for Composition and Literature (COM 131) credit.

Clinical coursework in Health programs cannot be earned through AP testing.

# STUDENT SUPPORT



A wide range of student support services are available to help students succeed at Reading Area Community College and beyond.

The College provides professional staff who are available to assist students with personal and social matters, as well as career, transfer and educational planning.

## TUTORING SERVICES

Free tutoring is provided for all developmental credit courses, several 100-level courses and select 200-level courses in the Tutoring Center (Berks Hall 209). Tutors are available during posted hours to assist students on a walk-in basis in reading, writing, math, science, etc. and to facilitate study groups. Individual tutoring is available on a limited basis to students enrolled in credit classes who have a documented disability.

## TRANSFER CENTER SERVICES

Located in B216, the Transfer Center provides assistance for students planning to transfer from RACC to another college or university. Resources available to current RACC students include:

- Assistance with finding a transfer school that meets students' educational and career goals.
- Literature from college and universities throughout the area.
- Information about course equivalency and articulation of RACC courses to a wide variety of other colleges and universities. Articulation information is also available online at [www.patrac.org](http://www.patrac.org) and [www.collegetransfer.net](http://www.collegetransfer.net).
- Information about scholarships available to students transferring from RACC to other colleges and universities.

RACC collaborates with the Pennsylvania Transfer and Articulation Center to provide all students detailed information about how credits will transfer between RACC and other participating public and private institutions in Pennsylvania. This information is available online at [www.patrac.org](http://www.patrac.org)

## CAREER CENTER SERVICES

The Career Center provides current RACC students and RACC alumni with assistance in identifying career goals, establishing ways in which these goals can be achieved, and transitioning from college to the world of work. Resources available include

- **Career Exploration** through one-on-one appointments and online resources.
- **Workshops** throughout the year to assist with identifying career goals and developing job search strategies.
- **Job Opening** information from employers interested in hiring current students and RACC graduates.
- **Resume and Cover Letter** evaluation and writing assistance.
- **On-campus Recruiting** visits by employers interested in hiring current students and RACC graduates.
- **Career Library** of information including labor market data, job descriptions, and internship information.
- **Career Fair** for students and alumni to connect with employers.

The Career Center also offers 2 courses on career development: Career Decision Making and Professionalism on the Job.

## KEYS PROGRAM

KEYS is a state-run program designed to help a specific group of students attend, and succeed, in community college. Students who receive benefits through Temporary Assistance for Needy Families (TANF) and wish to enroll, or are already enrolled, in a community college in Pennsylvania, may be eligible to participate in KEYS.

The KEYS program here at RACC provides a student facilitator to help students achieve career goals by utilizing college services such as career counseling, tutoring, academic support and financial aid. Students will also be connected to Berks County Supportive Services and other community service agencies.

Students enrolled in KEYS may be eligible for financial assistance to cover such expenses as:

- Child care
- Transportation
- School/training registration fee (*not tuition*)
- Books and school or training supplies
- Test fees
- Clothing
- Equipment/tools needed for school/training
- Car purchase
- Car repair
- Motor vehicle operator fees

## PROBATION AND ALERT ADVISING

The academic probation policy gives students warning and time to prove their academic performance before being suspended or dismissed. Students on probation are required to meet with an advisor to review their past academic performance, discuss strategies for success and select appropriate courses. During this meeting, advisors help students complete an ACE PASS (Agreement for Continued Enrollment Plan for Achieving Student Success). Students on probation may only change their schedules after completing the ACE PASS with an advisor and/or reviewing requested changes with an advisor. Students on Alert are not required to meet with an advisor, but are encouraged to do so to discuss ways to avoid probation and return to good standing. For more information on Academic Policies, please see page (26).

## STUDENT FACILITATORS/ CASE MANAGERS

Student facilitators and case managers are available to provide you with support to keep you moving forward in attaining your personal and academic goals while enrolled at the College. These individuals can connect you with specific college and community resources designed to enhance personal and academic success.

## Advantage Program/Student Support

**Services Program** - Intensive assistance in college skills development is available through Support Services. Funded by the federal government, this project expands college access by providing basic skills instruction, tutoring and supportive counseling.

**Carl Perkins Program** - Federally funded, the Carl Perkins Grant provides academic support and career guidance services to qualified students who are pursuing degrees at Reading Area Community College. Students enrolled in college programs are eligible for these services which include tutoring, academic advisement and career guidance.

# DISABILITY SERVICES

Students have the responsibility to self-disclose as a student with a disability and must provide documentation of the disability.

The disability documentation submitted should meet the following guidelines:

- (1) assessment completed by a qualified professional
- (2) assessment completed within the last three years of the date of application

Additionally, the disability documentation should build a case for and provide sound rationale for the accommodation(s) requested. Decisions regarding requested accommodations are based on the submitted documentation and are a result of

collaboration between the student and the disability services staff.

The need for sign language interpreter services should be requested in a reasonable amount of time prior to meeting with disability services staff.

## Services for Students with Disabilities -

The Center for Academic Success at Reading Area Community College coordinates services for students with disabilities. The primary objective is to provide academic accommodations for students who qualify for services under the guidelines of the Americans with Disabilities Act and Section 504 of the 1973 Rehabilitation Act.

**Assistive Technology** - RACC has acquired assistive technology for use by students with disabilities. There is also a staff person available to train students to use the technology to support student success.

## OTHER SERVICES/STUDENT ACTIVITIES

### BOOKSTORE



Students may purchase textbooks, other required reading materials, and classroom supplies from the bookstore.

### STUDENT ACTIVITIES

#### Student Government Association

The Student Government Association (SGA) is the voice of the student body at Reading Area Community College. Composed of elected freshmen and sophomore senators, SGA promotes civic responsibility and education. The Student Government Association functions under its own Constitution and the Student Bill of Rights and Responsibilities. SGA offers a discount card program that is free to credit students, staff and faculty.

#### Clubs and Organizations

Reading Area Community College student clubs are based upon student interest and may vary from year to year. Typical clubs include the Student Newspaper and International Club. Any group of students with a common interest may petition for official sanction as a club. Procedural information may be obtained from the Coordinator of Student Activities located in the Student Union Building, Room 110.

#### The Phi Theta Kappa International Honor Society

Phi Theta Kappa, the honor society for two-year colleges, was founded in 1918. In addition to recognizing scholastic achievement, Phi Theta Kappa also provides members opportunities for scholarship, leadership, service, and fellowship. The RACC chapter was chartered in 1990. Students are invited to join when they have completed at least 12 credits of associate degree coursework at RACC with a grade point average of 3.60 or higher. Membership benefits include scholarship opportunities, gold stoles and tassels for graduation and Phi Theta Kappa recognition on diplomas.

#### Health Services

Students who become ill or need emergency treatment will be directed to one of the local hospitals in Reading for care and treatment. The College assumes no responsibility for the medical treatment of students or for costs incurred for transportation to emergency services or for treatment rendered.

#### Student Housing

The College does not approve, rate or provide any resident housing facilities. All arrangements for living quarters are the responsibility of the students.

#### Alumni Association

All students who have graduated from Reading Area Community College automatically become members of the Alumni Association. For more information contact the Foundation Office at 610.607.6239.

### STUDENT PARKING SERVICES

Parking permits must be obtained within the first two weeks of the semester in the lobby of Penn Hall. Students may park on Lot B (South of Franklin Street), Lot E (Orange Car Lot), or in the Parking Garage. Students requiring handicapped parking will find spaces on all lots as well as along Front Street in front of Penn Hall. If you plan to park in the Parking Garage, you must use your Student Identification Card (ID) to gain access to the garage.

# FINANCIAL AID



## OVERVIEW

It is the basic belief of all financial aid programs that the primary responsibility for meeting college costs lies with the student. If a student and his or her family cannot meet the full cost of education, the Financial Aid Office, through available financial aid programs, helps students and their parents meet the cost of their education.

These funds can come from a variety of sources such as the federal government, the state government, private sources and from the school itself. Financial aid may be awarded in the form of a grant or scholarship— *money which does not have to be repaid*; a loan— *money which must be repaid*; or employment— *where a student works to earn money for school*. The type of aid you receive will be based upon your “need” as determined by the federal methodology. All aid can be accepted or declined by the student; but, in some cases, if declined, it will not be replaced by other sources of funding. Over 70% of all students at RACC currently receive financial aid.

## HOW TO APPLY

You must complete and submit the Free Application for Federal Student Aid (FAFSA) to apply for financial aid at Reading Area Community College. This application will be used to determine your eligibility for federal, state and institutional sources of assistance. We recommend that you apply with FAFSA on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In addition to the Federal website, we recommend that you check RACC’s website monthly at [www.racc.edu](http://www.racc.edu). On the scholarship page, you will see applications for private sources.

## ELIGIBILITY REQUIREMENTS

### ELIGIBILITY REQUIREMENTS

Currently enrolled and prospective students interested in applying for aid must:

1. Be a U.S. citizen, permanent resident, or eligible non-citizen.
2. Be enrolled or intending to enroll on at least a half-time basis for student loan programs.  
NOTE: The PELL Grant may be available to students enrolled less than half-time.
3. Be enrolled in a program of study leading to a degree or eligible certificate (credit or non-credit) offered by Reading Area Community College.  
NOTE: Auditing classes are not paid for by financial aid.
4. Be in "satisfactory academic standing" according to the College's academic probation policy.
5. Be maintaining "satisfactory academic progress" according to the College's Title IV Student Financial Assistance Satisfactory Academic Progress Policy published in the Financial Aid Handbook.
6. Not be in default on any Stafford, Perkins, HEAL or loans, and not owe a refund on any PELL, SEOG, or SSIG received at RACC or any previously attended school.
7. Be a high school graduate or have received a G.E.D.

## VETERANS SERVICES

The Financial Aid Office acts as a liaison between our students who are veterans of the armed services and the Veterans Administration Office. Counseling and assistance are provided to veterans who need help in securing benefits under several different veterans educational programs. Reservists should bring their Notice of Basic Eligibility (DD2384) to the Financial Aid Office. All other veterans should bring their Report of Separation (DD214). All paperwork is processed through the Financial Aid Office.

## TYPES OF FINANCIAL AID

### FEDERAL AID

**Federal Pell Grant** – awards generally range from \$400 to \$5500 per academic year. Student may be enrolled less than half-time depending upon eligibility. Please consult the Financial Aid Office for information about deadlines.

**Federal Work-Study Program (FWSP)** – Student may work at designated sites on and off-campus during the academic year. Maximum amount that can be earned is \$6240 per academic year. Student must be enrolled at least half-time without exceeding unmet need and have FAFSA filed by May.

**Direct Stafford Loan** – Requires a student loan application which can be requested from [www.studentloans.gov](http://www.studentloans.gov). For current loan limits, see the Financial Aid office. Students must maintain half-time enrollment. There is no filing deadline for the student loan, but it must be processed prior to the end of the semester for which it is intended and therefore early application is recommended.

There are two types of *Direct Stafford Loans*:

**Subsidized Loan** – The interest on the loan is paid for by the federal government while you are in school. The student makes no interest or principle payments until 6 months after graduation or dropping below half-time status.

**Unsubsidized Loan** – Interest accrues after loan is disbursed. Student can pay or have the interest capitalized. Student pays the quarterly interest payments while in school. Principle payments are still deferred until 6 months after graduation or dropping below half-time.

**Pennsylvania State Grant and Special Programs**  
Reading Area Community College participates in all of the State Grant and Special Programs available through Pennsylvania Higher Education Assistance Agency. The details all of the programs can be obtained at [www.pheaa.org](http://www.pheaa.org).



## SCHOLARSHIPS



*Foundation for Reading Area  
Community College*

The Foundation for  
Reading Area Community  
College is an independent

501(c)(3) corporation established in 1981 to provide financial support for Reading Area Community College's programs and educational needs. The Board of Directors of the Foundation is comprised of business and community leaders who represent the Foundation in the community and assist in the solicitation of funds. Support to the College is provided primarily for student scholarships, capital projects, library materials, classroom equipment and cultural events.

Since its incorporation in 1981, the Foundation has developed over 100 donor designated endowed scholarship funds. Over 300 awards are made annually to students in the form of scholarships or awards. For consideration of these scholarships and awards, students need to follow two easy steps. Each and every year, a Free Application for Federal Student Aid needs to be completed. Even if students don't qualify for grants, this step is necessary to qualify for our "scholarship pool" of applicants. In addition, any scholarships requiring applications are available on [www.racc.edu](http://www.racc.edu). Students should check this often as deadlines vary throughout the year.

### *ENDOWED FUNDS OF THE FOUNDATION*

Donors may establish an endowment in memory of a loved one or to honor a favorite faculty or family member. The Foundation staff works with donors to maximize charitable deduction benefits while establishing endowments that will fund scholarships and programs to help RACC meet its mission. Funds are disbursed according to criteria created by the donor at the time an endowment is established.

For further information, please contact us  
The Foundation for  
Reading Area Community College  
Berks Hall – Room 309  
610.607.6239 / [Foundation@racc.edu](mailto:Foundation@racc.edu)

*Visit our website at [www.racc.edu](http://www.racc.edu)*



# COOPERATIVE EDUCATION

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Cooperative Education courses are designed to provide students with actual, valuable and practical work experience in a supervised learning situation with a participating employer. The primary objective of Co-op is to bridge the gap between theory and practice by allowing the students to apply skills learned on campus to practical on-the-job learning situations and earn college credits in the process. The Co-op courses are required in some programs of study but taken in any program if appropriate. Students enrolled in Co-op will gain valuable experience not only in the actual job functions, but also in the introduction to the world of work. The qualifications for participation in a Co-op course are as follows:

- a. Students must have 27 credit hours of coursework or the equivalent of three full semesters of college work in their program and a 2.0 grade point average

- b. before enrolling in the course. Eligibility and prerequisites may differ by Division.
- b. Students must have secured a job site with an approved Co-op employer before enrolling in the course. Students must receive approval in writing from the Assistant Dean of the division before registering for Co-op credits.

Credits earned in an approved Cooperative Education course may be substituted for up to six credit hours of coursework in the total program of study. Specific course substitution must be approved by the Faculty Advisor.

For specific information regarding Cooperative Education courses, contact the division office of your academic program.

*Visit our website at [www.racc.edu](http://www.racc.edu)*

# Academic Information

# ACADEMIC INFORMATION



The Yocum Library building, which contains the Humanities Center and The Yocum Library, was opened in 1996. The library is located on floors two through four of The Yocum Library building. The Humanities Center, which contains classrooms and faculty offices, occupies the first floor of The Yocum Library building.

The Yocum Library schedule and hours of operation are on the library website at [www.racc.edu/library](http://www.racc.edu/library). The library is open seven days per week including evening hours Mondays through Thursdays. The Academic Testing Center, which is located within The Yocum Library, maintains a different schedule and hours of operation. Information on the Academic Testing Center is available as a Quick Link on the RACC website, [www.racc.edu](http://www.racc.edu).

The Yocum Library includes a collection of approximately 65,000 books, films, music recordings, maps, art prints and posters. In addition to the physical collection, the library subscribes to many online databases which provide thousands of electronic or e-books, magazines, journals, newspapers, images, music recordings and primary research resources. RACC students, faculty and staff have access to these databases using passwords. Passwords are available on ANGEL. Library circulation and reference services are available on the second floor of The Yocum Library. The second floor also contains the children's books, reference books, art prints, posters, maps and the feature film collections. The library's collection of print magazines, journals, and newspapers are found on the third floor, as

well as most of the book collection. Special collections in The Yocum Library include the College Archives, the Wes Fisher Music Score Collection, the Schuylkill Navigation System Map Collection, a research comic book collection and the faculty reserves collection.

The Yocum Library is part of the Berks County Advanced Library Information Network (ALIN) Consortium which links Berks County public libraries. Because the libraries in the Consortium share the same integrated library software system and a county-wide delivery system, library patrons can easily locate and borrow items from any of the libraries in the System. Thus, RACC students have access to over a half-million items in the county-wide libraries collections. RACC students also have access to the online databases of the public libraries using the library card as a password. You can access the catalog as well as the collection of online databases via the Internet at [www.racc.edu/library](http://www.racc.edu/library).

The library staff includes reference librarians and technology specialists to help patrons using the library for research. In addition, there is also a Online Learning Librarian who serves as the contact staff member for students in RACC online or Dual Enrollment courses. Library staff information, as well as information on library services for students, staff and faculty, appear on the library website. The library staff provides customized instruction for RACC classes and also teaches library research courses.

The library also publishes on the library website, *The Yocum Library Blog*, offering

articles about library events and resources, as well as reviews of books, films and Internet websites.

If your information needs cannot be met through The Yocum Library or Consortium collections, the library staff has access to library databases such as Access PA and OCLC. Using these databases, the library staff can identify holdings in other libraries and can obtain needed items by Interlibrary Loan. Ask the Reference Librarian or Head of Interlibrary Loan about this service. Other services available in the library include assistive technology (text readers, a print text enlarger, a TDD/TDY telephone line and software), and group study rooms. Check the library website or ask at the Service Desk about access to these services.

## THE ACADEMIC TESTING CENTER

Faculty may use the Academic Testing Center to provide proctored make-up tests for their students outside of the normal classroom schedule. In addition, faculty who teach online courses may require their students to take some or all of their tests in the Academic Testing Center. The Academic Testing Center is located within The Yocum Library but operates on a different schedule. Library and Academic Testing Center schedules are available on the RACC website. There are "Quick Links" on the RACC website to the Library and the Academic Testing Center. Website information also includes the rules for using the Academic Testing Center

## ONLINE LEARNING

### *What is Online Learning?*

Online Learning uses technology to allow students flexibility to complete all or some of the requirements for a course without coming onto the RACC campus. Online Learning courses require the same prerequisites, cover the same material and require just as many hours of work as the same courses taught in a classroom on campus.

Online course requirements are met through the use of the Internet and a learning management software system (LMS).

Students must have access to a computer, access to the Internet, and some computer skills. Online credit courses are taught by a RACC faculty member. Required textbooks are available through the RACC bookstore.

### *Is Online Learning right for me?*

Online Learning classes are flexible. Students can learn at times that are more convenient for them, although online learning courses follow the same schedule (start and end dates) as campus-based courses.

Students who tend to be most successful in online learning courses are those individuals who have:

- **Motivation.** While some people need teachers to keep them motivated and on-task, successful distance learners are able to motivate themselves.
- **Time management skills.** Distance learning requires more self-discipline than traditional learning. Managing your commitments is critical to being a successful distance learner. Successful distance learners rarely procrastinate.
- **General study skills.** Having good reading comprehension, writing and exam taking skills are critical to success in the distance learning environment.
- **Technology skills.** Online courses require a computer with Internet access and some computer skills including mouse, keyboard, email, Windows, word processing and Internet skills. Computers are available in the Yocum Library if a student does not have access to such equipment.



### *How do I sign up for Online Learning courses?*

Students register for Online Learning courses as they would any other type of RACC course. First a student must be admitted to RACC through the Admissions process. After a student is admitted, he or she can register for Online Learning courses by using WebAdvisor.

### *Who can I contact about Online Learning?*

For more information contact Jose-Alby Fabiani at 610.372.4721, ext. 5054 or 800.626.1665, ext. 5054.

## WEB-ENHANCED COURSES

A web-enhanced course uses materials on a website to supplement classroom instruction. It is not an online course. The student is expected to attend all scheduled class days and times. The College supports use of ANGEL as a course management system for these courses. Students may be required to access course materials via the Internet. Specific instructions will be provided by the instructor of a web-enhanced course.

## HYBRID COURSES

A hybrid course combines traditional face to face classroom instruction with online learning. A significant portion of the learning activities have been moved online, and time traditionally spent in the classroom is reduced but not eliminated. In hybrid courses, students complete the course requirements by attending classes on campus approximately 50% of the time. The rest of the time they work online.

Students in hybrid courses must possess basic computer skills, such as word processing, sending and receiving email and attachments, cutting and pasting, and internet skills. Access to a computer and the internet is required. Computers are available in the Yocum Library if a student does not have access to such equipment.

## COURSE MANAGEMENT SYSTEM (ANGEL) HELP DESK

The ANGEL Help Desk is located on the 2nd floor of the Yocum Library. The ANGEL Help Desk Staff provides assistance to the RACC community with their course management system needs. Assistance is available by phone at 610.372.4721 ext. 5056 or 800.626.1665 ext. 5056, email at [angelhelp@racc.edu](mailto:angelhelp@racc.edu), or in person.

For hours of operation visit the ANGEL Help Desk page at <http://www.racc.edu/ANGEL/help.aspx>.

## IDENTITY VERIFICATION PROCEDURES

The student's identity verification procedures start at the time of admission. Additionally, procedures related to student identity verification include registration, advising and transcript requests procedures.

When a student is initially registered, a unique username and password is created to access secure college online services such as myRACC portal and the student's email (Ravens). This information is provided to the student and/or mailed to the student. When students first log in, they are prompted to set up security questions that allow them to retrieve their passwords if they forget them. Students who cannot retrieve their myRACC portal passwords electronically may contact the IT Help desk for assistance. The IT Help desk requires additional identity verification such as picture ID, and student ID number.

Students' access to the course management system (ANGEL) requires the use of unique usernames and passwords that are also provided during the registration process. When students first log into the course management system, they are prompted to change their temporary passwords. Data transmission of login information is secured using standard encryption technology. Students are reminded about best practices related to setting up and maintaining the security of the passwords on the myRACC portal login screen, on the course management system announcement section, and on the ANGEL help desk web pages on the RACC website.

Students who cannot retrieve their course management system passwords may contact the ANGEL Help desk for assistance. The ANGEL Help desk requires additional identity verification information such as student number, student's Ravens email, picture ID, and last four digits of the student's Social Security Number.

Students are responsible for maintaining the security of usernames, passwords and any other access credentials assigned to them. This information may not be shared or given to anyone other than the person to whom they were assigned. Users are responsible for any and all use of their accounts.

To maintain security, students are encouraged to follow the Password Guidelines and change their passwords. Users are held responsible for knowledge of the information contained within the RACC Student Handbook as well as the Computer Use and File Sharing Policy.

# ACADEMIC INFORMATION

## ACADEMIC POLICIES & PROCEDURES

### COURSE SELECTION

All new students plan their first semester of study in consultation with an advisor. Subsequently, students are assigned to Academic Advisors who assist them with course selection. Every effort is made to assign students to academic personnel who have experience and expertise in their programs of study. Students are urged to meet with their advisors regularly. Although the College provides assistance in course selection, it is the responsibility of the students to keep abreast of any and all academic regulations that affect them through contact with an advisor.

### COURSE REPEAT POLICY

A student may register to take a course for a third time only with the permission of the Assistant Dean of the division in which the course is offered.

### REGISTRATION

Students will be notified when registration is to begin for each semester. Students may register for courses online using WebAdvisor, or may register in person. Students are strongly encouraged to meet with their Academic Advisor prior to registering for courses. Information about your Academic Advisor can be found on WebAdvisor, or may be obtained in the Advising Center.

### CROSS REGISTRATION

Reading Area Community College students have the opportunity to take classes at neighboring Berks County colleges and universities. Full-time RACC students are entitled to enroll in one course each semester (excluding summer sessions) at Albright, Alvernia, Kutztown or Penn State Berks, and only pay the RACC tuition rate. Cross-registration allows RACC students to:

- explore other classes and subjects that RACC does not offer
- try out a school they are considering for transfer
- take a 300 or 400 level course in their future bachelor's degree program

Interested students should contact the Transfer Center in Berks Hall.

### CLASS ATTENDANCE POLICIES

The College expects all students to attend classes regularly. Specific attendance policies for any course are determined by each instructor. Students must complete all assignments, examinations and other requirements in all of their courses. Absence does not constitute exemption from such obligations, and it is the responsibility of the students to take the initiative in making up

any work missed. Excessive absence may be cause for dismissal from a course or the College.

### FACULTY INITIATED WITHDRAWALS

An instructor of credit courses may initiate a faculty withdrawal of any registered students in their class during the first 60% of the course (before the end of the "W" period) providing the student missed more than 10% of the semester. A student withdrawn has the right to appeal this decision to the Assistant Dean for which the course resides and may continue to attend the class until a decision to the appeal is rendered.

### FULL-TIME STUDY

The normal academic load is twelve (12) to fifteen (15) credit hours per semester. To be classified as full-time, students must carry a minimum of twelve (12) credit hours per semester. Students carrying more than eighteen (18) credit hours per semester must have the approval of their academic advisors and the Senior Vice President of Academic Affairs/Provost, unless specified in the degree program.

### ACADEMIC LOAD FOR VETERANS

It is important for veterans to know that Veterans Administration regulations specify a minimum of twelve (12) credit hours to qualify for full-time benefits. It is the responsibility of students who are veterans to comply with all VA regulations if they are to receive full-time benefits. For further information, veterans are advised to contact the Financial Aid Office.

### FRESHMAN & SOPHOMORE CLASSIFICATION

Regularly enrolled students who have completed less than 30 credit hours at the College, or at another institution, are considered freshmen. Students who have completed 30 or more credit hours are designated sophomores.

### DISMISSAL

Students who do not maintain a 2.0 ("C") grade point average may be dismissed. Refer also to the section which discusses the grading system for more information. Students who are dismissed because of a low G.P.A. cannot return until they appeal to the Academic Affairs Committee for readmission. The Committee will decide whether or not students are to be readmitted and, if readmitted, under what conditions and limitations they will be placed. Students enrolled in selective programs may be required to maintain a higher G.P.A.

### ACADEMIC RESTART

Students are eligible for Academic Restart if they have not been enrolled at RACC for two or more consecutive years and if they have an unsuccessful academic record during

their previous enrollment. For more details, contact the Center for Academic Success.

### PROGRAM CHANGE

Students should make every effort to plan their program of study so that their course selection is in concert with career or educational goals. However, students may change their program of study if it becomes apparent that their abilities and interests are better suited to another program.

A decision to change programs should be made by students only after they have discussed the matter thoroughly with their advisor. Students should go to the Advising Center for a Change of Program form. The new program becomes effective immediately upon receipt and processing of the Change of Program form and the student is assigned to current catalog program requirements. A student who is readmitted and/or officially changes his/her program area of study is required to follow the catalog in effect at the time of his/her readmission and/or change of academic program.

### CHANGE OF SCHEDULE

Adjustments to schedule can be made using WebAdvisor or by completing the Schedule Change form available in the Advising Center or Records Office. There are specific periods of time each semester for adding, dropping and withdrawing from courses. Information about these dates is available from the Records Office or the Advising Center.

Students who find it necessary to stop attending courses must formally withdraw. All schedule changes become official when they are processed by the Records Office.

### AUDITING

Students may choose to audit a course. This means that the students may attend the course for no grade, and all required work is waived. No credit is given for an audit. Students who audit a course must register for the class in the same manner and at the same time prescribed for regular classes. They must also pay required tuition and fees as if they were registering for credit in the course. Within the add period, students are allowed to change their status in a course from credit to audit, or from audit to credit.

### FINAL GRADES

Students will receive final grades via the web ([www.racc.edu](http://www.racc.edu)). Grade information will not be released by telephone. Only the faculty member who has taught a student in a course can change a grade. Students who are taught by a team of teachers may only have their grades changed when there is complete unanimity. After one year, no course grade can be changed without the written permission of the Senior Vice President of Academic Affairs/Provost.

## ACADEMIC HONORS

### Semester Honors

The College recognizes scholastic achievement of regularly enrolled degree students by publishing the President's List and the Dean's List at the end of each regular semester.

The President's List includes the names of students who have earned twelve or more credit hours overall, have a minimum cumulative GPA of 3.0, are enrolled for a minimum of 6 credits for the current semester, have completed all credits taken during the current semester without a grade of "F," "W," or "I," and have a semester grade point average of 4.0.

The Dean's List includes the names of students who have earned twelve or more credit hours overall, have a minimum cumulative GPA of 2.5, are enrolled for a minimum of 6 credits for the current semester, have completed all credits taken during the current semester without a grade of "F," "W," or "I," and who have a semester grade point average of 3.5 to 3.99.

The words "President's List" and "Dean's List" will appear on the student's transcripts to clearly indicate the student's academic status.

### Graduation Honors

The College recognizes an Academic Honors Group at graduation. The Academic Honors List includes the names of graduates who have earned 30 hours or more of their coursework at Reading Area Community College and earned a cumulative grade point average of 3.50 or better.

Pre-college level developmental classes will be excluded from calculation of the official graduation GPA and from consideration of graduation honors.

Honor students will be recognized as follows:

Cum Laude (bronze honor cord)	3.50 - 3.74
Magna Cum Laude (silver honor cord)	3.75 - 3.94
Summa Cum Laude (gold honor cord)	3.95 - 4.00

### TRANSCRIPTS

Transcripts may be obtained from the Records Office. Student transcripts are confidential and protected by the Family Educational Rights and Privacy Act of 1974. Therefore, no transcripts or grades shall be released through a telephone call. If students wish to request a transcript of their academic work, they should contact the Records Office in person or send a signed letter by mail. This signed letter must contain the student's name, current address, social security

number, and the address to which the transcript should be sent. No facsimile will be generated for transcripts, verification letters or grade reports. A \$3.00 fee is charged for each transcript and must accompany any request. No transcript or official statement shall be issued to a student who either is financially indebted to the College or who has not fully satisfied College requirements.

### STUDENT RECORDS

Reading Area Community College maintains two kinds of student records; the cumulative folder and the permanent transcript. All student records are maintained on a confidential basis as outlined in the Family Educational Rights and Privacy Act of 1974. Students can access these records by written request to the Registrar, who will respond within 45 days. Copies of the Privacy Act are available upon request in the Records Office, Berks Hall.

### STUDENT RIGHT-TO-KNOW ACT

Public Law 101-542 requires colleges and universities to report the graduation/college transfer rates for new full-time students who enrolled during a specific Fall Term. Accordingly, the graduation and college transfer rate for new full-time students entering during the 2002 Fall Term was 30%. The Right-to-Know Act also permits institutions to publicize persistence (re-enrollment) rates for this same student group. Thus 37% of the entering 2003 Fall Term student group re-enrolled during the 2004 Fall Term.

### STATEMENT OF ACADEMIC INTEGRITY

The principles of truth and honesty are expected to be followed in all academic endeavors. Academic dishonesty in any form will not be tolerated. A procedure has been developed to prevent occurrences of academic dishonesty and to guide faculty and students should they become involved in such incidents. This procedure is fully described in the Student Handbook. A copy of the Academic Integrity Policy is available from the Student Government Association or the Vice President for Enrollment Management/Student Services. A copy of the Bill of Rights and Responsibilities for Electronic Learners is available from the Senior Vice President for Enrollment Management/Student Development or the Student Handbook.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Reading Area Community College has adopted a policy to uphold the provisions of the Family Educational Rights and Privacy Act of 1974. This federal law guarantees the confidentiality of students' education records, establishes the right of students to inspect and review their records, and provides for the hearing of complaints pertaining to alleged, inaccurate or misleading information in the education records. In compliance with the Act, the College has prepared this policy statement to inform students of their rights under the Act and describe the procedures in effect for reviewing records and hearing complaints.

The College accords all rights under this law to eligible students attending the institution. An eligible student is defined as one who is eighteen years of age or is attending an institution of post-secondary education; in either event, the student receives less than half of his or her support from a parent or guardian. Education records maintained by the College will be treated confidentially. No person outside the College, including the parents of eligible students, will be permitted access to such records without the student's written consent. Nor will the College disclose any information from a student's education records unless authorized by a written request from the student. Records of such authorized disclosures will be maintained by the College and will list the parties who have requested and obtained access to student records as well as the legitimate reasons for gaining access. Records of disclosures may be inspected by students.

Under the law, education records can be released without the student's consent to certain individuals in specific circumstances. Such individuals include: officials of another educational institution in which the students seek enrollment; representatives of the federal, state, and local educational agencies which require the reporting and disclosure of information; officials who determine the eligibility for and amount of financial aid for students; organizations conducting studies for educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; accrediting associations while carrying out their accrediting functions; persons who are complying with a judicial order or subpoena; and persons who would protect the health or safety of students

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# ACADEMIC INFORMATION



## The Family Educational Rights & Privacy Act of 1974 (continued)

and other individuals in an emergency. Within the College itself, education records are accessible and may be disclosed without the student's written consent to other staff members who have legitimate educational interest in the students. Such staff members include personnel in the offices of Student Services, Financial Aid, Admissions, Veterans Services, Administrative Services, Cooperative Education, Career Services, Academic Affairs, and the appropriate individual faculty members.

The College may designate certain personal information from student education records as Directory Information and may disclose such information at its discretion. However, the College will not release such information for commercial use. Directory information consists of: the student's name, address, telephone number, date and place of birth, major field of study, participation of officially sanctioned activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and honors received, and the most previous school or college attended by the student. Students may request that any or all of this Directory Information be withheld by notifying the Vice President for Enrollment Services, in writing, within two (2) weeks after the first day of class in the fall semester. Requests for nondisclosure of Directory Information will be honored for one (1) academic year *only*, and must be filed annually at the Records Office.

Besides guaranteeing the confidentiality of student records, this law also gives students the right to inspect and review their education records, challenge the contents of these records, have a hearing should the student find the outcome of the challenge unsatisfactory, and add explanatory materials to their records should the outcome of the

hearing prove unacceptable. The Vice President for Enrollment Services at Reading Area Community College is in charge of coordinating the inspection and review procedures for student education records, which includes admissions, financial, academic, personal files, cooperative education, and placement records. Students who wish to review their records may do so by visiting the Records office and requesting to see their records file. The file will not be given to the student for review until the student provides his RACC ID card to a professional staff member in the Records Office or the Vice President for Enrollment Services. The file may not be removed from the office; the student must review all records in the office to determine if any documents need to be photocopied. Any copies the student requests must be paid for by the student at the prevailing rate of the campus copiers. Under no circumstances, can any document (original or otherwise), in the student's records file be given to the student.

Students *may not* inspect or make copies of: financial records and statements submitted by their parents; confidential letters of recommendations placed in the student's file prior to January 1, 1975; and transcripts or reproductions of a document that exists elsewhere in the original. Education records *do not* include: records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible to any other individual, except one who serves as a temporary substitute for the original maker; records of a law enforcement unit; employment records (excluding work-study employment); alumni records; and student health records.

However, health records may be reviewed by a physician of the student's choice. Also, in the case of records containing information on

more than one student, an individual student will be permitted access *only* to that part of the record pertaining to the inquiring student.

After inspection of their records, students who feel that the information in their files is inaccurate, misleading, or violating their privacy or other rights may request that the records be amended. Students should first discuss the problematic information with the Vice President for Enrollment Services. Should their requests be upheld, then the appropriate records will be amended. If not, students will be advised within a reasonable time period that the records in question will not be amended and that they have the right to a formal hearing. Students must then request a formal hearing, in writing, from the Vice President of Academic Affairs/Provost. Students will be informed of the date, place, and time of the hearing within a reasonable period of time, in advance, by the Academic Affairs Office. Students are guaranteed a full and fair opportunity to present evidence relevant to the issue at hand and may be assisted or represented by individuals of their own choosing, including an attorney, at their own expense. The hearing panel will be composed of disinterested and impartial College officials under the leadership of the Senior Vice President of Academic Affairs/Provost.

The decision of the hearing panel will be made within a reasonable period of time and will be based solely upon the evidence presented at the hearing. This decision will be in writing and will be circulated to the parties concerned. It will include a summary of the evidence and reasons leading to the decision. Should the decision favor the students, the education records will be amended or corrected in compliance with the recommendations of the hearing panel. If the hearing panel finds the information to be neither inaccurate nor misleading, the students may place in their education records a statement commenting upon the information and explaining any reasons for disagreeing with the decision of the hearing panel. Any information placed by students in their files under these circumstances will be maintained as part of the student's records and will also be disclosed when the records in question are disclosed.

Visit our website at [www.racc.edu](http://www.racc.edu)

# ACADEMIC INFORMATION

## GRADING SYSTEM

The grading system is based on a 4.0 grade point Scale. The letter grade and value assigned is indicative of the caliber of academic work achieved by students.

Letter Grade	GRADING SYSTEM Definition	Grade Points
A	Excellent Performance	4.0
A-		3.7
B+	Above Average Performance	3.3
B		3.0
B-		2.7
C+	Average Performance	2.3
C		2.0
<b>CAUTION*</b> <b>Below Average – May Not Transfer; May Count Toward Graduation</b>		
C-	Below Average Performance	1.7
D+	Minimal Performance	1.3
D		1.0
F	Failing Performance (1986-Present)	0.0
R	Failing Performance (1979-1986)	0.0

LETTER INDICATOR	DEFINITION
<b>I</b>	<b>Incomplete.</b> Only given with permission of the faculty member when extenuating circumstances prevent students from completing the course work during the regular College session. This work must be completed within 30 days after grades are due; otherwise, the Incomplete automatically becomes an "F" unless a time extension is granted under extenuating circumstances.
<b>SE</b>	<b>Course in session.</b> This Letter Indicator appears on all official transcripts if processed while courses in which students are enrolled have not concluded.
<b>T</b>	<b>Transfer credits</b> from another institution.
<b>W</b>	<b>Withdrawal.</b> If the Withdrawal is completed by the end of the ninth week of a fifteen-week semester or the equivalent percentage (see College Calendar), this Letter Indicator will appear on the permanent records. If students withdraw after the end of the stated time period, a Letter Grade of "F" will appear on the permanent records. However, in the case of extenuating circumstances that are <u>documented</u> and approved by the faculty member of the course (or Assistant Dean if the faculty member is unavailable, or the Senior Vice President of Academic Affairs/Provost if neither are available), a Letter Indicator of "W" may be granted.
<b>X</b>	<b>Recognition of credits</b> for CLEP, Credit by Examination, Assessment of Experiential Learning, or for a course audit. No final Letter Grade is issued to students who elect to audit credit courses; therefore, it is not used in computing the grade point average. (1991-1992)
<b>AP</b>	<b>Recognition of credits</b> for Advanced Placement (1993-Present).
<b>NE</b>	<b>Recognition of credits</b> for CLEP/ACT-PEP national exams (1993-Present).
<b>CA</b>	<b>Recognition of credits</b> for Credit by Articulation (1993-Present).

LETTER INDICATOR	DEFINITION
<b>IE</b>	<b>Recognition of credits</b> for: Credit by Exam (In-house Exam) (1993-Present).
<b>EC</b>	<b>Recognition of credits</b> for External Credit (1993-Present).
<b>ME</b>	<b>Recognition of credits</b> for Military Experience (or classes) (1993-Present).
<b>PA</b>	<b>Recognition of credits</b> for Portfolio Assessment (1993-Present).
	<b>Credits Calculated</b> - The total credits from courses whose grades are used in the calculation of grade point averages. Does not include repeated courses or Letter Indicators. The G.P.A. is based on credits calculated. A low G.P.A. may result in probation or dismissal.
	<b>Credits Earned</b> - The total credits from all credit courses with a letter grade above an "F". These are the credits that count toward graduation and fulfillment of degree requirements.
	<b>Calculation of grade point average</b> - The number of grade points earned divided by the number of credits calculated. The number of grade points obtained by students in courses shall be computed by multiplying the credit weight by the grade point equivalent.
	* Students may repeat courses in which they received a grade below "C". This includes the Letter Grades: "C-", "D+", "D", "F", "R". When courses are repeated, the earlier grades remain on the permanent records; but only the last enrollment grades are used in the computation of the cumulative G.P.A. The repeat must be with courses at the College; it may not be by study at another institution.
	N.B. The Veterans Administration views a Withdrawal ("W") as an audited course and, as a result, receipt of the "W" could reduce V.A. benefits. Eligibility for some other financial aid programs may be affected when students choose this course adjustment option. Please see a Financial Aid Officer for clarification.



# ACADEMIC INFORMATION

## STUDENT INITIATED REQUEST FOR REVIEW OF GRADE(S)

A student request for the review of grades (including final grades) must be initiated by the last day of classes for the semester immediately following the semester in which the grade was given. A request for review for Spring Semester grades must be made by the end of the Fall Semester, not the summer. It is incumbent upon the student to produce documents for the hearing(s) on the request for a review. The review process is as follows:

1. The student first requests the grade review to the instructor in the course.
2. If not satisfied with the decision of the instructor, the student has the right to make a request for a review to the Assistant Dean of the Division in which the course is offered.
3. If not satisfied with the recommendation of the Assistant Dean, the student has the right to request a review by the Academic Affairs Committee.
4. If not satisfied with the recommendation of the Academic Affairs Committee, the student has the right to request a review by the Senior Vice President of Academic Affairs/Provost.

All student requests for review of grades must be made in writing prior to the aforementioned deadline. It is understood that the final decision concerning student grades is the sole prerogative of the course instructor. Accordingly, recommendations made through the above grade review process are advisory in nature.

## ACADEMIC PROBATION

Because the college is committed to the academic success of every student, the college will monitor a student's grades and issue an appropriate warning if grades are inadequate. Academic standing is determined by the standards for academic progress listed below. Eligibility to graduate with a certificate or degree requires a cumulative GPA of 2.0 in all course work applicable toward graduation. Courses with "F" grades do not count toward graduation, but are used in calculating the GPA.

*Note: There are exceptions to this policy in some of the health care sciences programs which require a higher standard than 2.0.*

## ACADEMIC RECORD REVIEW COMMITTEE

This is a group that convenes at the close of each academic semester to consider the

petitions of students placed on probation, suspension, or academic dismissal and the academic records of students who received "W," "F," or "I" grades in 40% or more of the coursework they have attempted. All petitions submitted for review by the Academic Records Review Committee should be addressed to the Associate Vice President of Academic Affairs.

## ACADEMIC STATUS

### 1. Academic Alert

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on academic alert. Additionally, students who are exhibiting poor academic achievement by receiving an excess of "W," "F," or "I" grades may be placed on Academic Alert, as determined by the Academic Record Review Committee. Students placed on Academic Alert receive a letter from the Vice President of Academic Affairs/Provost informing them of their academic standing and suggesting the use of college services to improve academic performance.

### 2. Academic Probation

Students who fail to meet satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Probation. Additionally, students who are exhibiting poor academic achievement by receiving an excess of "W," "F," or "I" grades may be placed on Academic Probation, as determined by the Academic Record Review Committee. Students placed on Academic Probation receive a letter from the Vice President of Academic Affairs/Provost informing them of their academic standing and the requirements that must be met in order to register for the next semester.

### 3. Academic Suspension

Students who fail to make satisfactory progress as defined by the Academic Progress Table will be placed on academic suspension. Additionally, students who are exhibiting poor academic achievement by receiving an excess of "W," "F," or "I" grades may be placed on Academic Suspension as determined by the Academic Record Review Committee. Students placed on Academic Suspension receive a letter from the Vice President of Academic Affairs/Provost informing them of their academic standing. Students placed on Academic Suspension will be academically suspended from the college for a period of one semester (fall or spring). Students may appeal the suspension ruling by petitioning the Academic Record Review Committee. To return from suspension, students need to submit and observe an ACE Pass with a probation counselor.

Academic Progress Table

GPA Credit Hours	Suspension	Probation	Alert	Good Standing
1 - 10	----	.00 - .99	1.00 - 1.99	2.00
11 - 20*	.00 - .99	1.00 - 1.49	1.50 - 1.99	2.00
21 - 30	.00 - 1.49	1.50 - 1.74	1.75 - 1.99	2.00
31 and up	.00 - 1.74	1.75 - 1.99	< 2.00	2.00

\*Students who have completed only their first semester of enrollment will not be suspended based on their academic performance in that semester.

## GRADE POINT AVERAGE (G.P.A.)

The Grade Point Average is determined by dividing the number of credits attempted into the grade points.

### EXAMPLE

Course	Cr	Grade	Q.P.
ORI 102	2 x	(B+)	3.3 = 6.6
COM 121	3 x	(C)	2.0 = 6.0
SOC 125	3 x	(A-)	3.7 = 11.1
	8		23.7

$$23.7 \div 8 = \text{Semester G.P.A. } 2.96$$

ENV 121	3 x	(C)	2.0 = 6.0
COM 131	3 x	(B-)	2.7 = 8.1
	6		14.1

$$14.1 \div 6 = \text{Semester G.P.A. } 2.35$$

$$37.8 \div 14 = \text{Cumulative G.P.A. } 2.70$$

See Grading System on previous page.

## 4. ACE PASS - Agreement for Continued Enrollment/Plan for Achieving Student Success

### ACE PASS for Academic Probation

Students placed on Academic Probation must contact the probation advisor to complete an ACE PASS for the upcoming semester. The contract may include part-time status, repeating failed courses, enrolling in a study skills course, and other requirements deemed necessary for success. When finalized, the contract must be approved by the staff member working with the student. Students must successfully complete all credits attempted and achieve a semester grade point average of at least a 2.0 to continue enrollment at the College.

### ACE PASS for Academic Suspension

Students placed on Academic Suspension who wish to enroll after one semester (fall or spring) must contact a probation counselor to develop an ACE PASS for the upcoming semester. The agreement may include part-time status, repeating failed courses, enrolling in a study skills course, and other requirements deemed necessary for success. When finalized, the agreement must be approved by the Coordinator of Advising for Academic Development and Special Populations. Students must successfully complete all credits attempted with a grade of at least a "C" and achieve a semester grade point average of at least a 2.0 to continue enrollment at the College.

## 5. Academic Dismissal

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on academic dismissal. Additionally, students who did not successfully complete all credits attempted with a grade of at least a "C" and achieve a semester GPA of at least 2.0 after the first semester following one semester of academic suspension will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive a letter from the Vice President of Academic Affairs/Provost informing them of their academic standing and dismissal from the college.

## 6. Reinstatement

Students who have been academically dismissed may apply for reinstatement after one year, if they can demonstrate that the circumstances that contributed to their past poor academic performance have been eliminated or managed so as to promote academic success. To apply for reinstatement, the student must submit a completed Application for Reinstatement to the Chair of the Subcommittee on Reinstatement of the Academic Affairs Committee by the following dates:

July 15 - for Fall Semester reinstatement  
November 15 - for Spring Semester reinstatement

The student is required to appear before the Subcommittee on Reinstatement of the

## GRADUATION REQUIREMENTS

The Pennsylvania State Board of Education has authorized Reading Area Community College to award the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), the Associate in Applied Science Degree (A.A.S.), the Associate in General Studies Degree (A.G.S.), the Certificate of Specialization, and the Diploma. The granting of a degree, certificate or diploma is recognition that a student has successfully completed all requirements for a particular program of study.

### Associate in Arts Degree

1. Successful completion (passing grades) of at least 60 credit hours of study (including the General Education Requirements for the A.A. degree) with no fewer than 25% of the credit hours required for the degree earned at Reading Area Community College.
2. Achievement of a cumulative Grade Point Average of 2.00 or more ("C" average or better) in college-level courses (i.e., 100-level courses or higher).
3. See "Additional Requirements."

### Associate in Science Degree

1. Successful completion (passing grades) of at least 60 credit hours of study (including the General Education Requirements for the A.S. degree) with no fewer than 25% of the credit hours required for the degree earned at Reading Area Community College.
2. Achievement of a cumulative Grade Point Average of 2.00 or more ("C" average or better) in college-level courses (i.e., 100-level courses or higher).
3. See "Additional Requirements."

### Associate in Applied Science Degree:

1. Successful completion (passing grades) of the required number of credit hours of study as listed in the given program (including The General Education & Career Requirements for the A.A.S. degree) with no fewer than 25% of the credit hours required for the degree earned at Reading Area Community College.
2. Achievement of a cumulative Grade Point Average of 2.00 or more ("C"

average or better) in college-level courses (i.e., 100-level courses or higher).

3. See "Additional Requirements."

### Associate in General Studies Degree

1. Successful completion (passing grades) of at least 60 credit hours of study (including all courses in the student's individualized program of study) with no fewer than 25% of the credit hours required for the degree earned at Reading Area Community College.
2. Achievement of a cumulative Grade Point Average of 2.00 or more ("C" average or better) in college-level courses (i.e., 100-level courses or higher).
3. See "Additional Requirements."

### Certificate of Specialization

1. Successful completion of all courses listed in the certificate program.
2. Completion of 50% or more of the credit hours required for the certificate program at Reading Area Community College.
3. Achievement of a cumulative Grade Point Average of 2.0 or more ("C" average or better) in college-level courses (i.e., 100-level courses or higher).
4. See "Additional Requirements."

### Diploma Programs

1. Successful completion of all courses listed in the diploma program.
2. Completion of 50% or more of the credit hours required for the diploma program earned at Reading Area Community College.
3. Achievement of a cumulative Grade Point Average of 2.0 or more ("C" average or better) in college-level courses (i.e., 100-level courses or higher).
4. See "Additional Requirements."

### Additional Requirements

1. Satisfaction of all admission requirements and financial obligations to the College.
2. Completion of all testing and examinations required by the College.
3. Submission of the College's Application for Graduation by publicized institutional deadlines.

Academic Affairs Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date one week after receipt of the completed application.

# ACADEMIC INFORMATION

## GRADUATION PROCEDURES



Reading Area Community College certifies most degrees, certificates, and diplomas in May, August, or December with the exception of graduates in the Practical Nursing Program.

Students who graduate from the Practical Nursing Program will be eligible for the Certificate in their December graduation ceremony. Students who wish to receive their degrees, certificates, and/or diplomas in May, August, or December must submit a completed graduation application.

All program coursework must be completed prior to graduation; however, students will be permitted to participate in commencement exercises in May with up to 8 credits remaining provided:

1. The 8 credits remaining for the program requirements must be taken in the summer session following commencement.
2. Students must register for the remaining course(s) by the time of application for graduation.
3. A petition in writing must be submitted to the Vice President for Enrollment Management to participate in commencement exercises if not all program requirements have been met. A copy of the student's next semester schedule must be attached to the petition.
4. No degree, certificate and/or diploma awards will be released to students until all program requirements have been met.

## POLICY FOR GRADUATES WITH MULTIPLE PROGRAM AWARDS

### SECOND DEGREE

A second degree is awarded only when all the program requirements for the second degree have been met and when students have successfully completed 15 additional credits that are not duplicated in the first degree program.

### SECOND CERTIFICATE

A second certificate is awarded only when all the program requirements for the second certificate have been met and when students have successfully completed 9 additional credits that are not duplicated in the first certificate program.

### SECOND DIPLOMA

A second diploma is awarded only when all the program requirements for the second diploma have been met and when students have successfully completed 6 additional credits that are not duplicated in the first diploma program.

## INSTITUTIONAL CORE COMPETENCIES

The Institutional Core Competencies are the knowledge, skills and abilities that Reading Area Community College graduates should be able to demonstrate in the workplace and society of the 21st Century. These institutional core competencies will be integrated into the general education core program of each College associate degree program to ensure that students have learned the critical skills to succeed in today's rapidly-changing, global and technological society. Therefore, each graduate of an associate degree will be expected to learn and show competencies in the following areas:

### COMMUNICATION SKILLS

Graduates should be able to communicate effectively in a variety of modes, within a variety of settings and for a variety of purposes. This involves mastery of college-level reading, writing, speaking and listening skills, as well as effective interpersonal skills.

### AWARENESS AND SENSITIVITY SKILLS

Graduates should be able to analyze the diverse aspects of cultural heritage, including those artistic, historical, economic, political, social, scientific and technological developments that help shape present

societies and the impact of this heritage on the environment. They should be able to identify their personal values, recognize ethical choices and analyze the implications of personal decisions. Graduates should be able to demonstrate personal growth and an awareness of cultural diversity.

### CRITICAL THINKING SKILLS

Drawing from the knowledge of appropriate disciplines, graduates should be able to evaluate the validity of ideas through critical thinking, which employs the skills of reasoning, logic and creativity. Using these skills, graduates should be able to present convincing arguments.

### PROBLEM SOLVING SKILLS

Using critical thinking skills, graduates should be able to solve problems. This process requires assessing information, identifying problems, generating, evaluating and selecting possible solutions, as well as preparing and evaluating implementation plans.

### STUDY SKILLS

Graduates should be able to employ effective study skills in order to meet assessment criteria. This process includes the ability to follow directions, implement various reading

strategies and identify and organize critical information for future recall. In addition, graduates should be able to demonstrate self-directed learning.

### MATHEMATICAL SKILLS

Graduates should be able to apply the skills of qualitative reasoning, quantitative reasoning, symbolic reasoning and computation to evaluate and solve mathematical problems systematically.

### INFORMATION TECHNOLOGY SKILLS

Graduates should be able to demonstrate the ability to create, save, retrieve, modify and analyze data using computer-based technology. They should be able to use word processing software as well as software appropriate to their program of study. In addition, graduates should be able to access information via the Internet and other digital sources.

### INFORMATION LITERACY SKILLS

Graduates should be able to access, evaluate, organize and use information ethically and legally using a variety of credible sources and demonstrate appropriate methods of research. In addition, they should be able to interpret and evaluate findings and draw conclusions.

## GENERAL EDUCATION REQUIREMENTS



### GENERAL EDUCATION PHILOSOPHY

General Education at Reading Area Community College seeks to provide students with intellectual and critical skills needed to meet the challenges of a more complex and diversified world.

### ASSOCIATE IN ARTS Transfer Programs

Students pursuing a Transfer Program will earn the Associate in Arts (A.A.) degree upon completion of all requirements. The programs have been designed with a level of adaptability because of the diversity of colleges and universities to which students may transfer.

The General Education Requirements for all A.A. programs are listed on the following pages. They are the mandatory courses that students complete in addition to their Major Requirements and Electives. As noted in the previous paragraph, the variance of academic programs at other educational institutions makes the selection of the Major Core Electives of paramount importance; therefore, it is recommended that students work closely with their Advisor and the Admissions Department of the four-year college or university to which they wish to transfer.

Although the College maintains a position of adaptability with regard to certain courses within the A.A. curricula, deviations from the General Education Requirements or the Major Requirements are approved only for extenuating circumstances by the Faculty Advisor and Assistant Dean.

### ASSOCIATE IN SCIENCE Transfer Program

Students pursuing the Science Transfer Program will earn the Associate in Science (A.S.) degree upon completion of all requirements. The program has been designed with a level of adaptability because of the diversity of colleges and universities to which students may transfer.

The General Education Requirements for the A.S. degree are listed on the following pages. They are the mandatory courses that students complete in addition to their Electives. As noted in the previous paragraph, the variance of academic programs at other educational institutions make the selection of the Electives of paramount importance; therefore, it is recommended that students work closely with their Advisor and the Admissions Department of the four-year college or university to which they wish to transfer.

Although the College maintains a position of adaptability with regard to certain courses within the A.S. program, deviations from the General Education Requirements are approved only for extenuating circumstances by the Faculty Advisor and Assistant Dean.

### ASSOCIATE IN APPLIED SCIENCE Career Programs

The College offers the Associate in Applied Science (A.A.S.) degree. These A.A.S. degrees are also referred to as Career Programs. They academically prepare students for employment upon graduation.

The General Education Requirements for all A.A.S. candidates are listed on the following pages. It is mandatory that all A.A.S. candidates complete these courses in addition to their Major Requirements. The purpose of this component of the associate degree is to offer exposure to the five academic divisions of the College which will serve to enhance the strength of the program in which students choose to major. Deviations from these requirements are approved only for extenuating circumstances by the Faculty Advisor and Assistant Dean.

### ASSOCIATE IN GENERAL STUDIES Individualized Programs

The Associate in General Studies (A.G.S.) degree is an individualized program which allows students to design their own degree programs for professional development or transfer. The College may also recommend the A.G.S. to students with a large number of transfer credits because of the proportion of total credits in free electives.

The General Education Requirements listed on the following pages are the mandatory courses that all A.G.S. candidates complete in addition to Electives. Deviations from these requirements are approved only for extenuating circumstances by the Faculty Advisor and Assistant Dean.

NOTE: This degree program requires careful planning with the transfer institution to allow for maximum transferability of credits.

### CERTIFICATE OF SPECIALIZATION College Credit Programs

The Certificate of Specialization - College Credit Programs provide students with the opportunity to gain specialized knowledge to advance in their jobs, learn new skills, update the skills they have, or to help them change careers.

Generally, similarities between the requirements of the Certificate Programs and the corresponding Associate in Applied Science programs can be found. Therefore, many candidates elect to enroll in the Certificate Program first and then, after completion, continue in the Associate in Applied Science degree.

### DIPLOMA College Credit Programs

The Diploma - College Credit Programs provide students with specific technical job skills. Students who complete the requirements of a Diploma gain specialized skills for workforce entry or promotion.



# ACADEMIC INFORMATION

## GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS

*Transfer Programs • 36 minimum credits*

### COMMUNICATIONS

COM 121 English Composition **or** COM 122

**CREDITS - 6**

COM 131 Composition & Literature **or** COM 132

### HUMANITIES

Choose **TWO** from the following list:

ART 111 Introduction to Drawing  
ART 112 Drawing II  
ART 113 Design  
ART 121 Painting  
ART 201 Art Appreciation  
ART 250 Art History  
MUS 221 Music Appreciation  
ENG 231 World Literature I  
ENG 235 World Literature II  
ENG 241 American Literature I

**CREDITS - 6**

ENG 245 American Literature II  
ENG 249 Contemporary American Literature  
ENG 251 Introduction to Drama  
ENG 255 Shakespeare  
ENG 261 Film Studies  
PHI 271 Introduction to Philosophy  
PHI 275 Ethics **or** PHI 276  
HUM 299 Seminar  
200 level Humanities Honors Elective

### INFORMATION TECHNOLOGY

IFT 110 Microcomputer Applications\*

**CREDITS - 3**

### MATHEMATICS

Choose **ONE** from the following list:

MAT 150 Foundations of Mathematics  
MAT 160 College Algebra  
MAT 165 Trigonometry

**CREDITS - 3 to 4**

MAT 180 Precalculus  
MAT 210 Statistics  
MAT 220 Calculus I

### NATURAL/PHYSICAL SCIENCES

ENV 130 The Environment **or** ENV 131

**AND** choose **ONE** of the following four-credit, laboratory courses:

BIO 120 Biological Concepts  
BIO 150 Biology I  
BIO 155 Biology II  
BIO 210 Botany  
BIO 280 Microbiology

**CREDITS - 7**

CHE 120 Principles of Chemistry  
CHE 150 Chemistry I  
CHE 155 Chemistry II  
PHY 120 Principles of Physics  
PHY 240 Physics I  
PHY 245 Physics II

### ORIENTATION

ORI 102 College Success Strategies\*\* **or** ORI 101 (Course must be taken during first semester of enrollment.)

**CREDITS - 2**

### SOCIAL SCIENCES

Choose **ONE** from the following list:

ANT 140 Cultural Anthropology  
POS 130 American Government  
PSY 130 General Psychology **or** PSY 131

**AND** choose **ONE** from the following list:

ANT 135 Human Evolution: Physical Anthropology & Archaeology  
ANT 140 Cultural Anthropology  
ECO 250 Comparative Economic Systems  
BUS 200 Macroeconomics  
BUS 201 Microeconomics  
HIS 110 History of the United States to 1877  
HIS 115 History of the United States Since 1865  
HIS 120 Western Civilization: To 1600  
HIS 125 Western Civilization: 1600-1945

**CREDITS - 6**

SOC 125 Individual & Society  
SOC 130 Sociology **or** SOC 131

HIS 130 Introduction to Contemporary History  
POS 130 American Government  
POS 135 State & Local Government  
PSY 120 Interpersonal Relations  
PSY 130 General Psychology  
SOC 125 Individual & Society  
SOC 130 Sociology  
Social Sciences Honors Elective

### ELECTIVE

Choose **ONE** of the following courses or any course listed on this page which has not been used to fulfill the academic discipline requisite:

COM 151 Fundamentals of Speech **or** COM 152  
PSY 120 Interpersonal Relations & Communications

HEA 110 Health  
- - - - - Foreign Language

**CREDITS - 3 to 4**

**A minimum of 60 credits is required to fulfill the graduation requirements for the Associate in Arts degree program. Please see your academic advisor one year prior to graduation to determine whether you meet the graduation requirements for your major.**

*Major requirements may not be used to satisfy general education requirements.*

\* Students who feel that they can demonstrate that they have already mastered the competencies for this course should contact Janine Tiffany at [jtiffany@racc.edu](mailto:jtiffany@racc.edu) about credit by examination a semester before they are scheduled to take IFT 110.

\*\* Any transfer student who has completed a minimum of 24 credits with a GPA of 2.0 or better from an accredited college or university may choose to have the College Success Strategies class waived.

## GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE

*Transfer Program • 42 minimum credits*

### COMMUNICATIONS

COM 121 English Composition **or** COM 122

### CREDITS - 6

**and**

COM 131 Composition & Literature **or** COM 132 **or**  
COM 141 Technical Writing

### HUMANITIES

Choose ONE from the following list:

ART 111 Introduction to Drawing  
ART 112 Drawing II  
ART 113 Design  
ART 121 Painting  
ART 201 Art Appreciation  
ART 250 Art History  
MUS 221 Music Appreciation  
ENG 231 World Literature I  
ENG 235 World Literature II

### CREDITS - 3

ENG 241 American Literature I  
ENG 245 American Literature II  
ENG 249 Contemporary American Literature  
ENG 251 Introduction to Drama  
ENG 255 Shakespeare  
ENG 261 Film Studies  
PHI 271 Introduction to Philosophy  
PHI 275 Ethics **or** PHI 276  
200 level Humanities Honors Elective

### INFORMATION TECHNOLOGY

IFT 110 Microcomputer Applications\*

### CREDITS - 3

### MATHEMATICS

Choose TWO from the following list:

MAT 180 Precalculus\*\*  
MAT 210 Statistics

### CREDITS - 6 to 8

MAT 220 Calculus I  
MAT 221 Calculus II

### NATURAL/PHYSICAL SCIENCES

ENV 130 The Environment **or** ENV 131

**AND** Choose *FOUR Lab Sciences (two of the following sequences):*

BIO 150 Biology I  
CHE 150 Chemistry I  
PHY 240 Physics I

### CREDITS - 19

**and**

**and**

**and**

BIO 155 Biology II  
CHE 155 Chemistry II  
PHY 245 Physics II

### SOCIAL SCIENCES

Choose ONE from the following list:

ANT 135 Human Evolution  
ANT 140 Cultural Anthropology  
ECO 250 Comparative Economic Systems  
BUS 200 Macroeconomics  
BUS 201 Microeconomics  
HIS 110 History of the United States to 1877  
HIS 115 History of the United States Since 1865  
HIS 120 Western Civilization: To 1600

### CREDITS - 3

HIS 125 Western Civilization: 1600-1945  
HIS 130 Introduction to Contemporary History  
POS 130 American Government  
POS 135 State & Local Government  
PSY 120 Interpersonal Relations  
PSY 130 General Psychology **or** PSY 131  
SOC 125 Individual & Society  
SOC 130 Sociology **or** SOC 131

### ORIENTATION

ORI 102 College Success Strategies\*\*\* **or** ORI 101 (Course must be taken during first semester of enrollment.)

### CREDITS - 2

**A minimum of 60 credits is required to fulfill the graduation requirements for the Associate in Science degree program. Please see your academic advisor one year prior to graduation to determine whether you meet the graduation requirements for your major.**

\* Students who feel that they can demonstrate that they have already mastered the competencies for this course should contact Janine Tiffany at [jtiffany@racc.edu](mailto:jtiffany@racc.edu) about credit by examination a semester before they are scheduled to take IFT 110.

\*\* MAT 160 and MAT 165 together may be used to fulfill the MAT 180 requirement.

\*\*\* Any transfer student who has completed a minimum of 24 credits with a GPA of 2.0 or better from an accredited college or university may choose to have the College Success Strategies class waived.

# ACADEMIC INFORMATION

## GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE

Career Programs • 23 minimum credits

### COMMUNICATIONS

CREDITS - 6

COM 121 English Composition **or** COM 122  
AND one of the following as listed in the career program:  
BUS 106 Business Communications  
COM 131 Composition & Literature **or** COM 132  
COM 141 Technical Writing

### HUMANITIES

CREDITS - 3

Choose ONE from the following list:

ART 111	Introduction to Drawing	ENG 245	American Literature II
ART 112	Drawing II	ENG 249	Contemporary American Literature
ART 113	Design	ENG 251	Introduction to Drama
ART 121	Painting	ENG 255	Shakespeare
ART 201	Art Appreciation	ENG 261	Film Studies
ART 250	Art History	PHI 271	Introduction to Philosophy
MUS 221	Music Appreciation	PHI 275	Ethics <b>or</b> PHI 276
ENG 231	World Literature I	HUM 299	Seminar
ENG 235	World Literature II	200 level	Humanities Honors Elective
ENG 241	American Literature I		

### INFORMATION TECHNOLOGY

CREDITS - 3

IFT 110 Microcomputer Applications\*

### MATHEMATICS

CREDITS - 3 to 4\*\*

Select the specific course listed in the career program:

BUS 110 Business Mathematics  
MAT 110 Algebra II  
MAT 150 Foundations of Mathematics  
MAT 160 College Algebra  
MAT 180 Precalculus  
MAT 210 Statistics  
MTT 120 Machine Tool Mathematics I

### NATURAL/PHYSICAL SCIENCES

CREDITS - 3\*\*\*

BIO 120 Biological Concepts  
CHE 120 Principles of Chemistry  
ENV 130 The Environment **or** ENV 131  
PHY 120 Principles of Physics

### ORIENTATION

CREDITS - 2

ORI 102 College Success Strategies\* \* \* \* **or** ORI 101 (Course must be taken during first semester of enrollment.)

### SOCIAL SCIENCES

CREDITS - 3 \* \* \* \* \*

SOC 125 The Individual & Society **or** SOC 130 Sociology **or** PSY 130 General Psychology

The total credits required to fulfill the graduation requirements for the Associate in Applied Science degree programs vary according to the major area of study. Please see your academic advisor one year prior to graduation to determine whether you meet the graduation requirements for your major.

\* Students who feel that they can demonstrate that they have already mastered the competencies for this course should contact Janine Tiffany at [tiffany@racc.edu](mailto:tiffany@racc.edu) about credit by examination a semester before they are scheduled to take IFT 110. Nursing students are exempt from taking this course.

\*\* A higher level mathematics course may be substituted for the one listed in the program outline if approved by the Faculty Advisor.

\*\*\* Students majoring in Medical Laboratory, Nursing, or Respiratory Care fulfill this requirement with a four-credit, laboratory science course.

\*\*\*\* Any transfer student who has completed a minimum of 24 credits with a GPA of 2.0 or better from an accredited college or university may choose to have the College Success Strategies class waived.

\*\*\*\*\* Nursing students are required to take SOC 130 and PSY 130.

+ Humanities requirement for Nursing students must have an HUM prefix.

## GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN GENERAL STUDIES

*Individualized Program • 26 minimum credits*

### COMMUNICATIONS

**CREDITS - 6**

COM 121 English Composition **or** COM 122  
*AND Choose ONE of the following courses:*  
 BUS 106 Business Communications  
 COM 131 Composition & Literature **or** COM 132  
 COM 141 Technical Writing  
 COM 151 Fundamentals of Speech **or** COM 152

### HUMANITIES

**CREDITS - 3**

*Choose ONE from the following list:*

ART 111	Introduction to Drawing	ENG 245	American Literature II
ART 112	Drawing II	ENG 249	Contemporary American Literature
ART 113	Design	ENG 251	Introduction to Drama
ART 121	Painting	ENG 255	Shakespeare
ART 201	Art Appreciation	ENG 261	Film Studies
ART 250	Art History	PHI 271	Introduction to Philosophy
MUS 221	Music Appreciation	PHI 275	Ethics <b>or</b> PHI 276
ENG 231	World Literature I	HUM 299	Seminar
ENG 235	World Literature II	200 level	Humanities Honors Elective
ENG 241	American Literature I		

### INFORMATION TECHNOLOGY

**CREDITS - 3**

IFT 110 Microcomputer Applications\*

### MATHEMATICS

**CREDITS - 3 to 4**

*Choose ONE of the following courses:*

BUS 110	Business Mathematics	MAT 165	Trigonometry
MAT 110	Algebra II	MAT 180	Precalculus
MAT 150	Foundations of Mathematics	MAT 210	Statistics
MAT 160	College Algebra	MAT 220	Calculus I

### NATURAL/PHYSICAL SCIENCES

**CREDITS - 3 to 4**

*Choose ONE of the following courses:*

BIO 120	Biological Concepts	ENV 130	The Environment <b>or</b> ENV 131
BIO 150	Biology	ENV 150	The Visible Universe
CHE 120	Principles of Chemistry	PHY 120	Principles of Physics
CHE 150	Chemistry I	PHY 240	Physics I

### ORIENTATION

**CREDITS - 2**

ORI 102 College Success Strategies\*\* **or** ORI 101 (Course must be taken during first semester of enrollment.)

### SOCIAL SCIENCES

**CREDITS - 6**

*Choose TWO of the following courses:*

ANT 135	Human Evolution: Physical Anthropology & Archaeology	HIS 130	Introduction to Contemporary History
ANT 140	Cultural Anthropology	POS 130	American Government
HIS 110	History of the United States to 1877	POS 135	State & Local Government
HIS 115	History of the United States Since 1865	PSY 120	Interpersonal Relations & Communication
HIS 120	Western Civilization: To 1600	PSY 130	General Psychology <b>or</b> PSY 131
HIS 125	Western Civilization: 1600-1945	SOC 125	The Individual & Society
		SOC 130	Sociology <b>or</b> SOC 131

### ELECTIVE REQUIREMENTS

CREDITS - 34 to 36

**A minimum of 60 credits is required to fulfill the graduation requirements for the Associate in General Studies degree program. Please see your academic advisor one year prior to graduation to determine whether you meet the graduation requirements for your major.**

\* Students who feel that they can demonstrate that they have already mastered the competencies for this course should contact Janine Tiffany at [jtiffany@racc.edu](mailto:jtiffany@racc.edu) about credit by examination a semester before they are scheduled to take IFT 110.

\*\*Any transfer student who has completed a minimum of 24 credits with a GPA of 2.0 or better from an accredited college or university may choose to have the College Success Strategies class waived.



# ACADEMIC INFORMATION

Five academic divisions comprise Reading Area Community College. Although each division has its own Assistant Dean and Faculty, they interact daily and work together closely. Students will typically take some courses from each division. The five divisions are listed below.

## BUSINESS DIVISION

**Assistant Dean: Linda Bell**

**Division Office: Penn Hall, Room 218**

The Business Division offers hands-on problem-solving experiences built upon a solid foundation of applied theory, giving students the best possible background for pursuing a career or transferring to a four-year program.

### ASSOCIATE IN ARTS DEGREE

#### Transfer Programs

Accounting  
Business Administration  
Computer Information Systems

### ASSOCIATE IN APPLIED SCIENCE DEGREE

#### Career Programs

Accounting  
Administrative Assistant  
Business Management  
Computer Technology  
Culinary Arts  
Electronic Health Records  
Executive Secretary  
Legal Secretary  
Medical Secretary  
Web Site Development

### CERTIFICATE OF SPECIALIZATION

#### College Credit Programs

Accounting  
Basic Secretarial Skills  
Bookkeeping/Accounting  
Business Management  
Culinary Arts (Certified Cook)  
Electronic Health Records  
Legal Secretary  
Medical Secretary  
Web Site Development

#### Diploma Programs

Medical Transcriptionist

## DIVISION OF HEALTH PROFESSIONS

**Assistant Dean: Dr. Amelia Capotosta**

**Division Office: Penn Hall, Room 420**

The Health Professions Division offers career preparation in a variety of programs. All of the Health Professions programs have a strong science base and clinical component in addition to theory to prepare students for the registry or licensing examinations in their field.

### ASSOCIATE IN APPLIED SCIENCE DEGREE

#### Career Programs

Medical Laboratory Technician (MLT)  
Nursing (ADN)  
Respiratory Care (RRT)

### CERTIFICATE OF SPECIALIZATION

#### College Credit Programs

Practical Nursing (PN)

## HUMANITIES DIVISION

**Assistant Dean: Dr. Karen Jacobson**

**Division Office: Yocum Library, Room 106**

The Humanities Division offers a flexible program of study preparing students for transfer to a four-year institution's Humanities, Liberal Arts, Fine Arts, or Communications program. The Division also provides communications and humanities elective courses that are essential to the general education core and, therefore, to the graduation requirements of all programs offered at Reading Area Community College.

### ASSOCIATE IN ARTS DEGREE

#### Transfer Programs

Communications Transfer  
Liberal Arts Transfer

### ASSOCIATE IN GENERAL STUDIES DEGREE

# ACADEMIC INFORMATION

## SCIENCE AND MATHEMATICS DIVISION

**Assistant Dean: Stephen Waller**

**Division Office: Berks Hall, Room 402**

The Science and Mathematics Division offers programs in the natural sciences and the technologies. College transfer programs and career programs provide students with a wide range of choices. The acquisition of employable skills and the development of an appropriate academic base for further study allow the student flexibility in the development of career goals.

### **ASSOCIATE IN SCIENCE DEGREE**

#### **Transfer Program**

Science

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

#### **Career Programs**

Machine Tool Technology

Mechatronics Engineering Technology

Nanoscience Technology

2+2+2 Millersville University Transfer Option

2+2+2 Penn State Berks Transfer Option

### **CERTIFICATE OF SPECIALIZATION**

#### **College Credit Programs**

General Science Certificate

Nanoscience Technology

## SOCIAL SCIENCES/HUMAN SERVICES DIVISION

**Assistant Dean: Cynthia Seaman**

**Division Office - Berks Hall, Room 500**

The Social Sciences/Human Services Division offers programs for career preparation and transfer and courses that supplement programs offered by other Divisions. Programs of career study prepare students for work in both public and private agencies which provide an expanding range of human services. College transfer programs prepare students to go on to four-year colleges and universities to pursue more extensive training in the Social Sciences and Human Services fields.

### **ASSOCIATE IN ARTS DEGREE**

#### **Transfer Programs**

Addictions Studies

Anthropology

Education

Early Childhood Teaching (PreK-Grade 4)

Elementary Education (Grades 4-8)

Secondary Education

Pre-Law/Public Administration

Psychology

Social Work

Sociology

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

#### **Career Programs**

Early Childhood Program Management

Early Childhood Teaching (PreK-Grade 4)

Human Services Worker

Criminal Justice/Law Enforcement

### **CERTIFICATE OF SPECIALIZATION**

#### **College Credit Programs**

Early Childhood Childcare Professional

Early Childhood Director

#### **Diploma Program**

Early Childhood Diploma

# ACADEMIC PROGRAMS

PROGRAMS	AA (TRANSFER)	AS (TRANSFER)	AAS (CAREER)	CERTIFICATE	DIPLOMA	DIVISION	PAGE NUMBER
Accounting	X		X	X		Business	38
Addictions Studies	X					Social Science	40
Anthropology	X					Social Science	42
Bookkeeping/Accounting				X		Business	43
Business Administration	X					Business	44
Business Management			X	X		Business	45
Communications	X					Humanities	46
Computer Information Systems	X					Business	47
Computer Technology			X			Business	48
Criminal Justice/Law Enforcement			X			Social Science	49
Culinary Arts			X	X		Business	50
Early Childhood Education Programs:							
Early Childhood Diploma					X	Social Science	52
Early Childhood Director				X		Social Science	52
Early Childhood Professional Child Care				X		Social Science	53
Early Childhood Program Management			X			Social Science	54
Education Transfer:							
Early Childhood Teaching (PreK-Grade 4)			X			Social Science	55
Elementary Education (Grades 4-8)	X					Social Science	56
Secondary Education	X					Social Science	57
Electronic Health Records			X	X		Business	58
Health Sciences	X					Science*	61
Human Services Worker			X			Social Science	62
Liberal Arts	X					Humanities	65
Machine Tool Technology			X			Science*	66
Mechatronics Engineering Technology			X			Science*	67
Medical Laboratory Technician			X			Health**	68
Nanoscience Technology			X	X		Science*	71
Nursing			X			Health**	73
Occupational Therapy Assistant			X			Health**	74
Office Technology Programs:							
Administrative Assistant			X			Business	41
Basic Secretarial Skills				X		Business	43
Executive Secretary			X			Business	60
Legal Secretary			X	X		Business	63
Medical Secretary			X	X		Business	69
Medical Transcriptionist					X	Business	70
Physical Therapist Assistant				X		Health**	75
Practical Nursing				X		Health**	76
Pre-Law/Public Administration	X					Social Science	77
Psychology	X					Social Science	78
Respiratory Care			X			Health**	79
Science Transfer		X		X		Science*	80
Social Work	X					Social Science	81
Sociology	X					Social Science	82
Technology Studies			X			Science*	83
Web Site Development			X	X		Business	84

\*Science and Mathematics Division

\*\* Division of Health Professions

The College also offers an Associate in General Studies degree.

# Programs of Study

# Accounting, Associate in Applied Science Degree

## Business Division

The Accounting Program is designed to prepare students for a career in public accounting, in industry, or as self-employed business people. Graduates of this program will have a well-rounded background in all major areas within accounting, preparing them for positions as public accounting paraprofessionals, tax preparers, general accounting clerks or office managers. College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Apply economic theory to solve social, political, financial and business problems.
- Demonstrate effective communication skills in writing and speaking in a business environment.
- Apply math operations to solve fundamental business problems.
- Utilize business management principles to analyze problems and make decisions.
- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Calculate product costs and break-even point for manufacturing companies and prepare operational budgets using both variable and absorption costing methods.
- Perform the steps in the accounting cycle both manually and using computerized general ledger software.
- Apply accounting theory to complex business transactions.
- Evaluate the internal control goals of various accounting information systems and recommend appropriate control plans to ensure the accomplishment of organizational goals.
- Prepare tax returns and conduct research utilizing the Internal Revenue Code.
- Apply the law to recognize legal implications of business and personal transactions.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.

## REQUIRED PROGRAM OF STUDY (Total Credits = 65)

### FALL SEMESTER I

ACC 105	Financial Accounting	3
BUS 100	Introduction to Business	3
BUS 110	Business Math	3
IFT 110	Microcomputer Applications	3
COM 121	English Composition	3
ORI 102	College Success Strategies	2
		17

### FALL SEMESTER 2

ACC 205	Intermediate Accounting I	4
MGT 100	Principles of Management	3
BUS 200	Macroeconomics	3
<i>or</i>		
BUS 201	Microeconomics	3
ENV 130	Environment	3
ACC 230	Federal Taxes	3
		16

### SPRING SEMESTER I

ACC 110	Managerial Accounting	3
BUS 106	Business Communications	3
MAT 150	Foundations of Math	3
<i>or</i>		
MAT 210	Statistics	3
ACC 220	Accounting Information Systems	4
HUM ----	Humanities Elective	3
		16

### SPRING SEMESTER 2

ACC 206	Intermediate Accounting II	4
BUS 230	Business Law	3
BUS/MGT---	Business Program Elective	3
SOC 125	Individual & Society	3
<i>or</i>		
SOC 130	Sociology	3
<i>or</i>		
PSY 130	General Psychology	3
ACC ---	Accounting Program Elective	3
		16

## SUGGESTED ELECTIVES

### Accounting Program Electives

ACC 120	Payroll	1
ACC 210	Financial Management	3
ACC 235	Auditing	3
ACC 290	Cooperative Education	3

### Business Program Electives

MGT 215	Human Relations in Business	3
BUS 240	International Business	3
MGT 230	Small Business Management	3
BUS 220	Principles of Marketing	3
IFT 120	Advanced Microcomputer Applications	3

Your advisor may suggest and must approve other electives.

## Business Division

The Accounting Transfer Program is designed to prepare students to enter baccalaureate programs in Accounting on the junior level.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Utilize business principles to analyze problems and make decisions.
- Apply economic theory to analyze social, political, financial and business problems.
- Transfer to an accredited college or university.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.

### REQUIRED PROGRAM OF STUDY (Total Credits = 63)

<b>See General Education Requirements</b>	<b>36</b>	<b>Major Requirements</b>			<b>Suggested Electives</b>	<b>12</b>
		ACC 105 Financial Accounting	3		Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.	
		BUS 100 Introduction to Business	3			
		BUS 200 Macroeconomics	3			
		BUS 201 Microeconomics	3			
		ACC --- Accounting Program Elective	3			
			15			

# Accounting, College Credit Certificate

## Business Division

The Accounting Certificate Program is designed for accountants who are working in the field and would like to expand their knowledge of all areas of accounting, as well as for students who currently have a bachelor's degree and desire a change of careers. The program provides sufficient accounting credits to meet the requirements for both the CPA and CMA examinations.

### Course Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective communication skills in writing and speaking in a business environment.
- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Calculate product costs and break-even point for manufacturing companies and prepare operational budgets using both variable and absorption costing methods.
- Perform the steps in the accounting cycle both manually and using computerized general ledger software.
- Evaluate the internal control goals of various accounting information systems and recommend appropriate control plans to ensure the accomplishment of organizational goals.
- Prepare tax returns and conduct research utilizing the Internal Revenue Code.
- Apply generally accepted auditing standards in the planning and implementation of an audit by an independent auditor.
- Apply the law to recognize the legal implications of business and personal transactions.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.

### REQUIRED PROGRAM OF STUDY (Total Credits = 36)

Major Requirements					
ACC 105	Financial Accounting	3	ACC 230	Federal Taxes	3
ACC 110	Managerial Accounting	3	ACC 235	Auditing	3
ACC 205	Intermediate Accounting I	4	BUS 230	Business Law	3
ACC 206	Intermediate Accounting II	4	IFT 110	Microcomputer Applications	3
ACC 210	Financial Management	3	---	---	3
ACC 220	Accounting Information Systems	4		Business/Program Elective	3

Additional prerequisites may be necessary for some courses and are found in the Course Descriptions section of this catalog. Students must confer with their academic advisor when selecting an elective. These courses qualify as Business Electives: BUS 240, IFT 120, MGT 215, MGT 230. Please see your advisor for assistance regarding the semester in which these courses are offered.

# Addictions Studies, Associate in Arts Degree

## Social Sciences/Human Services Division

This program is designed to prepare the student to enter a baccalaureate program in Addictions on the junior level.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Relate addiction theory as applied to the human service worker.
- Apply the psychological theories that are pertinent to the causes of addictive behavior and its treatment.
- Apply the sociological theories that explain the causes of addictive behavior and its treatment.
- Analyze the sociobiological basis of addictive conduct and its implications for assessment and treatment of substance abuse.
- Identify the pertinent laws that regulate controlled substances and address prevention, prosecution and treatment.
- Analyze the pharmacological and physiological factors that are involved in chemical dependence.
- Identify symptoms, signs and personal history background of the addicted individual.
- Show counseling skills in individual and group approaches to help chemically dependent individuals.
- Create a case management system including roles, duties and functions in order to serve the organizational purposes of a human service organization.
- Transfer to an accredited college/university.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

<b>See General Education Requirements</b>	<b>36</b>	<b>Major Requirements</b>		<b>Suggested Electives</b>	<b>9</b>
		SOC 225 Drugs & Alcohol in American Society	3	Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.	
		PSY 232 The Addictive Processes	3		
		PSY 120 Interpersonal Relations & Communication	3		
		PSY 130 General Psychology	3		
		<b>or</b>	<b>3</b>		
		SOC 130 Sociology			
		SOC 210 Social Problems	<u>3</u>		
			<b>15</b>		

## SUGGESTED ELECTIVES

ANT 135	HMS 110	PSY 130	PSY 235
ANT 140	HMS 240	PSY 210	SOC 130
BIO 120	LAW 150	PSY 212	SOC 220
CHE 120	MAT 210	PSY 214	SPA 101
CHE 150	POS 130	PSY 220	SPA 102
CHE 220	POS 135	PSY 230	

# Administrative Assistant, Associate in Applied Science Degree

## Business Division

The Administrative Assistant Program is designed for students with secretarial experience who wish to broaden their knowledge of business, intensify previously acquired secretarial skills, prepare for career advancement into managerial, supervisory or administrative positions, and gain necessary background to sit for the Certified Professional Secretary Examination. Prerequisite: advanced secretarial skills.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective communication skills in writing and speaking in a business environment.
- Apply math operations to solve fundamental business problems.
- Utilize business and management terminology and principles to analyze problems and make decisions.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation, and word division rules to business correspondence.
- Transcribe from various kinds of original communication, such as handwritten copy, printed copy and voice-recorded dictation.
- Proofread and edit typed/keyed copy, including transcription of machine dictation, with a high degree of accuracy and correctness.
- Use word processing, spreadsheet, database, presentation, and Internet skills to complete office tasks.
- Demonstrate speedwriting skills to take notes from oral dictation and produce readable copy.
- Recognize the changing nature of technology and adapt to new equipment and procedures while retaining the most appropriate traditional office practices.
- Work independently, with others or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes and work habits that contribute to organizational goals.
- Utilize effective human relations skills in business situations.
- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Calculate product costs and break-even point for manufacturing companies and prepare operational budgets using both variable and absorption costing methods.
- Apply economic theory to analyze social, political, financial and business problems.
- Develop a marketing plan using the fundamental elements of the marketing mix.
- Apply the law to recognize legal implications of business and personal transactions.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.

## REQUIRED PROGRAM OF STUDY (Total Credits = 65)

### FIRST YEAR

#### FALL SEMESTER I

BUS 105	Business English	3
BUS 110	Business Mathematics	3
ORI 102	College Success Strategies	2
BUS 100	Introduction to Business	3
ENV 120	The Environment	3
COM 121	English Composition	3
		17

#### SPRING SEMESTER I

ACC 105	Financial Accounting	3
HUM ----	Humanities Elective	3
MGT 100	Principles of Management	3
OFT 120	Machine Dictation and Transcription	3
BUS 106	Business Communications	3
IFT 110	Microcomputer Applications	3
		18

### SECOND YEAR

#### FALL SEMESTER 2

BUS 200	Macroeconomics	3
OFT 213	Word Processing I	3
MGT 215	Human Relations in Business	3
OFT 210	Speedwriting I	3
ACC 110	Managerial Accounting	3
		15

#### SPRING SEMESTER 2

OFT 214	Word Processing II	3
BUS 201	Microeconomics	3
BUS 220	Principles of Marketing	3
SOC 130	Sociology	3
<b>or</b>		
PSY 130	General Psychology	3
BUS 230	Business Law	3
		15



# Anthropology Transfer, Associate in Arts Degree

## Social Sciences/Human Services Division

This program is designed to prepare the student to enter a baccalaureate program in Sociology/Anthropology/Social Sciences, with a concentration in Anthropology, on the junior level.

Upon successful completion of this program, the student should be able to:

- Describe the interrelated biological and sociocultural factors that have been proposed to explain the evolution of the human species.
- Analyze the wide range of adaptive responses by societies to differing environmental and societal pressures both past and present.
- Identify and explain how inequalities in wealth, status and power are maintained in human societies.
- Discuss cross-cultural universals and differences in sexual and marriage practices and ideas about beauty.
- Explain the determinates of cross-cultural variation in expected (ideal) and observed (real) behavior.
- Discuss the various formal and informal methods of social control that exist in preindustrial, industrial and postindustrial societies.
- Explain the importance of and differences that exist in both verbal and nonverbal communication in human societies.
- Compare, contrast and evaluate supernatural and scientific explanations for the origin, function and persistence of religious belief and practice in human societies.
- Identify, discuss and contrast the major agents of socialization operating on individuals in non-Western and Western societies.
- Discuss the problems faced by native peoples as they attempt to cope with various aspects of the impact of modern western culture upon their traditional societies.
- Transfer to an accredited college or university.

### REQUIRED PROGRAM OF STUDY (Total Credits = 60)

See General Education Requirements

36

#### Major Requirements

ANT 135	Human Evolution: Physical Anthropology & Archaeology	3
ANT 140	Cultural Anthropology	3
ANT 210	Native Peoples of North America	3
ANT 245	The Anthropology of Religion	3
SOC 130	Sociology	3
		15

#### Suggested Electives

9

Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.

### SUGGESTED ELECTIVES

ANT 200	ECO 250	HIS 115	HUM 281
ANT 255	SOC 210	GEO 101	
ANT 285	HIS 110	PSY 130	

# Basic Secretarial Skills, College Credit Certificate

## Business Division

The Basic Secretarial Skills Certificate Program is designed to provide graduates with the competencies necessary to obtain secretarial employment which requires foundation-level skills. The student may later apply all coursework to an Associate in Applied Science degree, if desired.

### Program Competencies

Upon successful completion of this program, the students should be able to:

- Demonstrate effective communication skills in writing and speaking in a business environment.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation and word division rules to business correspondence.
- Demonstrate proficiency in keyboarding of business letters, memos, reports and tables at a high level of speed and accuracy.
- Demonstrate speedwriting skills to take notes from oral dictation and produce mailable copy.
- Proofread and edit typed/keyed copy, including transcription of machine dictation, with a high degree of accuracy and correctness.
- Transcribe from various kinds of original communication, such as handwritten copy, printed copy and voice-recorded dictation.
- Apply math operations to solve fundamental business problems.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Utilize effective human relations skills in business situations.

### REQUIRED PROGRAM OF STUDY (Total Credits = 35)

#### FALL SEMESTER

BUS 105	Business English	3
BUS 110	Business Mathematics	3
OFT 110	Keyboarding I	3
COM 121	English Composition	3
OFT 210	Speedwriting I	3
ORI 102	College Success Strategies	<u>2</u>
		17

#### SPRING SEMESTER

IFT 110	Microcomputer Applications	3
OFT 111	Keyboarding II	3
OFT 120	Machine Dictation and Transcription	3
MGT 215	Human Relations in Business	3
OFT 211	Speedwriting II	3
BUS 106	Business Communications	<u>3</u>
		18

# Bookkeeping/Accounting, College Credit Certificate

## Business Division

The Bookkeeping/Accounting Certificate Program is designed for students who would like to work in the area of accounting as accounts receivable, accounts payable, payroll or billing clerks or as bookkeepers for small businesses. All coursework may later be applied to an Associate in Applied Science degree, if the student desires.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective communication skills in writing and speaking in a business environment.
- Apply math operations to solve fundamental business problems.
- Utilize business management principles to analyze problems and make decisions.
- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Calculate product costs and break-even point for manufacturing companies and prepare operational budgets using both variable and absorption costing methods.
- Perform the steps in the accounting cycle both manually and using computerized general ledger software.
- Evaluate the internal control goals of various accounting information systems and recommend appropriate control plans to ensure the accomplishment of organizational goals.
- Prepare payroll documents and related payroll tax returns.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.

### REQUIRED PROGRAM OF STUDY (Total Credits = 31)

#### FALL SEMESTER I

ACC 105	Financial Accounting	3
BUS 100	Introduction to Business	3
BUS 110	Business Math	3
IFT 110	Microcomputer Applications	3
COM 121	English Composition	3
ORI 102	College Success Strategies	<u>2</u>
		17

#### SPRING SEMESTER I

ACC 110	Managerial Accounting	3
BUS 106	Business Communication	3
ACC 120	Payroll Accounting	1
ACC 220	Accounting Information Systems	4
MGT 100	Principles of Management	<u>3</u>
		14

## Business Administration, Associate in Arts Degree

### Business Division

The Business Administration Transfer Program is designed to prepare students to enter baccalaureate programs in Business Administration on the junior level.

#### Program Competencies

Upon successful completion of this program, the student should be able to:

- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Utilize business management principles to analyze problems and make decisions.
- Apply economic theory to analyze social, political, financial, and business problems.
- Transfer to an accredited college or university.

### REQUIRED PROGRAM OF STUDY (Total Credits = 63)

See General Education Requirements	36	Major Requirements		Suggested Electives	12
		ACC 105 Financial Accounting	3	Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.	
		BUS 100 Introduction to Business	3		
		BUS 200 Macroeconomics	3		
		BUS 201 Microeconomics	3		
		MGT 100 Principles of Management	<u>3</u>		
			15		

## Business Management, College Credit Certificate

### Business Division

The Business Management Certificate Program is designed to develop the skills necessary to implement and monitor effective business management practice. The knowledge gained from these courses will be helpful in entry-level management and management trainee positions. Coursework may later be applied to an Associate in Applied Science degree if the student desires.

#### Program Competencies

Upon successful completion of the program, the student should be able to:

- Utilize business management principles to analyze problems and make decisions.
- Apply human resource management principles to analyze problems and make decisions concerning human resources.
- Apply supervision skills.
- Utilize effective human relations skills in business situations.
- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Calculate product costs and break-even point for manufacturing companies and prepare operational budgets using both variable and absorption costing methods.
- Demonstrate effective communication skills in writing and speaking in a business environment.
- Develop a marketing plan for a product or an organization using the fundamental elements of the marketing mix.
- Apply the law to recognize legal implications of business and personal transactions.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.

### REQUIRED PROGRAM OF STUDY (Total Credits = 38)

ACC 105 Financial Accounting	3	IFT 110 Microcomputer Applications	3
ACC 110 Managerial Accounting	3	MGT 100 Principles of Management	3
BUS 100 Introduction to Business	3	MGT 200 Human Resource Management	3
BUS 106 Business Communications	3	MGT 210 Supervisory Management	3
BUS 220 Principles of Marketing	3	MGT 215 Human Relations in Business	3
BUS 230 Business Law	3	ORI 102 College Success Strategies	<u>2</u>
COM 121 English Composition	3		38

# Business Management, Associate in Applied Science Degree

## Business Division

The Business Management Program is designed to prepare graduates for careers in management. Students who complete the program are prepared for employment as office managers, assistant managers, assistant buyers, sales representatives, entrepreneurs, supervisors, human resource employees, benefits coordinators, market researchers and management trainees in programs such as those operated by banks, retail establishments, and other business and industrial enterprises.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Utilize business management principles to analyze problems and make decisions.
- Apply human resource management principles to analyze problems and make decisions concerning human resources.
- Apply supervision skills.
- Utilize effective human relations skills in business situations.
- Manage a small business venture.
- Apply math operations to solve fundamental business problems.
- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Calculate product costs and break-even point for manufacturing companies and prepare operational budgets using both variable and absorption costing methods.
- Demonstrate effective communication skills in writing and speaking in a business environment.
- Apply economic theory to analyze social, political, financial, and business problems.
- Develop a marketing plan for a product or an organization using the fundamental elements of the marketing mix.
- Apply the law to recognize potential legal implications of business and personal transactions.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.

## REQUIRED PROGRAM OF STUDY (Total Credits = 68)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER I</b>				<b>FALL SEMESTER 2</b>			
BUS	100	Introduction to Business	3	ACC	110	Managerial Accounting	3
BUS	110	Business Mathematics	3	BUS	200	Macroeconomics	3
COM	121	English Composition	3	MGT	200	Human Resource Management	3
		<i>or</i>	3	MGT	215	Human Relations in Business	3
COM	122	English Composition (Honors)	3	---	---	Business Management Program Elective	<u>3</u>
ENV	130	The Environment	3				15
IFT	110	Microcomputer Applications	3	<b>SPRING SEMESTER 2</b>			
ORI	102	College Success Strategies	<u>2</u>	MGT	230	Small Business Management	3
			17	BUS	201	Microeconomics	3
<b>SPRING SEMESTER I</b>				BUS	220	Principles of Marketing	3
ACC	105	Financial Accounting	3	BUS	230	Business Law	3
BUS	106	Business Communication	3	MGT	210	Supervisory Management	3
HUM	----	Humanities Elective	3	---	---	Business Management Program Elective	<u>3</u>
MAT	210	Statistics	3				18
MGT	100	Principles of Management	3				
PSY	130	General Psychology	<u>3</u>				
			18				

## BUSINESS MANAGEMENT PROGRAM ELECTIVES

ACC	210	Financial Management	3	MGT	250	Operations Management	3
ACC	230	Federal Taxes	3	MGT	290	Cooperative Education I	3
BUS	210	Principles of Sales	3	MGT	291	Cooperative Education II	3
BUS	240	International Business	3				

Your advisor may suggest and must approve other electives.

# Communications, Associate in Arts Degree

## Humanities Division

The Communications Transfer Program prepares students for transfer to a four-year college or university. It offers students in communications, journalism, public relations and visual communications a broad base of courses and experiences as a foundation for future specialization. The program also focuses on writing for new and emerging media.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Communicate clearly, correctly, and ethically in writing and speaking.
- Demonstrate strategies of ethical listening and critical reading.
- Use rhetorical principles to adapt content, style, and tone to address a variety of audiences and purposes.
- Assess the functions and effects of the mass media.
- Evaluate, integrate, and document ideas and words from sources in writing and speaking.
- Transfer to an accredited college or university.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

<b>See General Education Requirements</b>	<b>36</b>	<b>Major Requirements</b>		<b>Suggested Electives</b>	<b>9</b>
		COM 151 Fundamentals of Speech	3	Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.	
		COM 161 Mass Media	3		
		COM 163 Writing for the Media	3		
		COM 201 Introduction to Editing	3		
		COM 141 Technical Writing	3		
		OR	3		
		BUS 106 Business Communications	15		

## ADDITIONAL REQUIREMENTS

Additional courses recommended for the Communications Transfer major include:

- COM 211 Poetry Writing
- COM 215 Creative Nonfiction
- COM 218 Fiction Writing

# Computer Information Systems, Associate in Arts Degree

## Business Division

The Computer Information Systems Transfer Program is designed to prepare students to enter baccalaureate programs in Computer Information Systems on the junior level.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Describe the hardware and software needs in a modern business environment using appropriate computer terminology.
- Discuss the issues of professional standards and ethics for information technology workers.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Plan and design websites using fundamental web design principles.
- Create programs that solve common business problems using structured programming and modular design.
- Perform installation, configuration, diagnostics, preventive maintenance and basic networking of personal computers.
- Demonstrate effective communication skills in writing and speaking in a business environment.
- Utilize business management principles to analyze problems and make decisions.
- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

### See General

### Education Requirements

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### Computer Technology Electives

IFT	100	Introduction to Information Technology	3
NET	100	Computer Networking	3
PRG	100	Introduction to Computer Programming	3
PRG	260	Database Systems	3
WEB	100	Web Design I	<u>3</u>
			15

### BUSINESS REQUIREMENTS

ACC	105	Financial Accounting	3
BUS	100	Introduction to Business	3
BUS	200	Macroeconomics	3
<b>or</b>			
BUS	201	Microeconomics	<u>3</u>
			9

# Computer Technology, Associate in Applied Science Degree

## Business Division

The Computer Technology Program is designed to prepare graduates for employment in information technology support positions. Students will gain experience in supporting others in the use of computer hardware, software, networks and websites. Coursework will aid students in preparing to sit for various industry-standard certification exams. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Describe the hardware and software needs in a modern business environment using appropriate computer terminology.
- Discuss the issues of professional standards and ethics for Information Technology workers.
- Utilize a personal computer to prepare documents using word processing, spreadsheet, database, and presentation software and to perform basic navigation of the Internet.
- Plan and design websites using fundamental web design principles.
- Create programs that solve common business problems using structured programming and modular design.
- Demonstrate effective customer support and problem resolution skills.
- Demonstrate effective communication skills in writing and speaking in a business environment.
- Utilize business management principles to analyze problems and make decisions.
- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Perform installation, configuration, diagnostics, preventative maintenance and basic networking of personal computers.
- Troubleshoot desktop environments that are running Microsoft Windows operating systems.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.

## REQUIRED PROGRAM OF STUDY (Total Credits = 68)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER 1</b>				<b>FALL SEMESTER 2</b>			
BUS	100	Introduction to Business	3	HUM	----	Humanities Elective	3
COM	121	English Composition	3	MGT	215	Human Relations in Business	3
IFT	100	Introduction to Information Technology	3	NET	120	Server Administration (Windows)	3
IFT	110	Microcomputer Applications	3	NET	206	Installation & Maintenance of PCs II	3
ORI	102	College Success Strategies	2	PRG	100	Introduction to Programming	3
WEB	100	Web Design I (HTML)	<u>3</u>	-----	-----	Computer Tech Elective	<u>3</u>
			17				18
<b>SPRING SEMESTER 1</b>				<b>SPRING SEMESTER 2</b>			
BUS	106	Business Communications	3	ACC	105	Financial Accounting	3
IFT	120	Advanced Microcomputer Applications	3	ENV	130	The Environment	3
MAT	150	Foundations of Math	3	IFT	210	Help Desk Customer Support	3
NET	100	Computer Networking	3	PRG	260	Database Systems	3
NET	106	Installation & Maintenance of PCs I	3	-----	-----	Computer Tech Elective	<u>3</u>
SOC	125	Individual and Society	<u>3</u>				15
			18				

## SUGGESTED ELECTIVES

The following courses qualify as a Computer Tech Elective: ACC 220, MGT 100, MGT 230, IFT 220, NET 250, PRG 140 or any WEB course.

# Criminal Justice/Law Enforcement, Associate in Applied Science Degree

## Social Sciences/Human Services Division

This program is designed to prepare students to work in the field of Law Enforcement. Law enforcement practitioners demonstrate an understanding of the law enforcement and criminal justice system, apply principles of law enforcement operation, learn about the collection and presentation of evidence and technologies utilized in the field, practice the techniques and management of patrol operations and demonstrate the understanding and application of criminal law. Graduates are prepared for employment as patrolman, police officer, state trooper, deputy sheriff, corrections officer, youth detention officer, customs inspector, immigration detention officer, loss prevention investigator, private investigator and claims investigator.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Discuss a comprehensive overview of the criminal justice system with focuses on crime in America, police process, courts and punishment, the prison system and contemporary topics in law enforcement.
- Apply the basic structure of criminal law, culpability, use of force, search and seizure, the elements of crime, preparation of probable cause and formal charges and knowledge of the Pennsylvania Crime Code.
- Describe the judicial process and its relationship to the rules of criminal procedure as it pertains to the United States and Commonwealth of Pennsylvania constitutions.
- Identify and apply legal procedures for the service of search and arrest warrants, interrogation of defendants and prosecution of cases.
- Explain crime and criminological theories, analyzing criminal justice process, including the role of police, the criminal courts, the probation officer, correctional services and the reentry of the offender into society.
- Discuss an overview of the criminal justice system, the responsibilities of each component of the system and the interaction among the various agencies.
- Explain the importance of public services need for progressive community interaction skills of positive interpersonal relations based on the development of rapport through understanding, respect, empathy, planning and research with representatives of schools, social agencies, news media, politicians, political activists and the community at-large.
- Evaluate, contrast and discuss the strengths and weaknesses of varying types of law enforcement management styles and administrative requirements.
- Employ law enforcement management skills and discuss delegation, decision-making, problem-solving, commendations, discipline, responding to community needs, evaluating law enforcement reports, allocation of staff, scheduling and acquisition of assets.
- Identify, discuss and contrast the methods used in interviewing witnesses and victims, interrogating suspects in order to obtain valid confessions through establishing rapport, perceiving body language and obvious attempts at deception, use of the polygraph, and techniques for verbally disarming the interviewee.
- Describe how the criminal justice system responds to the juvenile offender in terms of historical perspectives and current practices for interview, arrest, detention and diversion.

## REQUIRED PROGRAM OF STUDY (Total Credits = 62)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER I</b>				<b>FALL SEMESTER 2</b>			
ORI	102	College Success Strategies	2	COM	141	Technical Writing	3
LAW	135	Introduction to Criminal Justice	3	MAT	150	Foundations of Math	3
COM	121	English Composition	3	ENV	130	Environment	3
IFT	110	Microcomputer Applications	3	LAW	230	Interviewing & Interrogation	3
LAW	140	Criminal Law	3	LAW	250	Criminal Investigation	3
SOC	125	The Individual and Society					15
	<b>or</b>		3	<b>SPRING SEMESTER 2</b>			
SOC	130	Sociology	17	LAW	180, LAW-270, or LAW-290		3
<b>SPRING SEMESTER I</b>				LAW	285	Juvenile & Domestic Law	3
LAW	185	Criminology	3	LAW	240	Law Enforcement Mgmt.	3
PSY	120	Interpersonal Relations	3	----	----	Elective	3
PSY	130	General Psychology	3	HUM	----	Humanities Elective	3
LAW	150	Legal Procedures	3				15
LAW	255	Law Enforcement & Community Relations	3				
			15				

Graduates of Pennsylvania Municipal Police Academies (Act 120) are eligible for articulation of up to 15 credit hours into the required courses for the A.A.S. degree in Law Enforcement. For further information, contact the Program Coordinator.



# Culinary Arts, Associate in Applied Science Degree

## Business Division

The Culinary Arts Program is designed to prepare students for positions as first-line supervisors and managers in the growing food service industry. Students who complete the program learn different styles and techniques for ordering, preparing, and serving food, planning menus and managing food service organizations. The program also prepares students to take the ServeSafe certification examination. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools based on NOCTI results.** Please refer to the Selective Admissions Procedures.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Utilize business and management principles to analyze problems and make decisions.
- Apply math operations to solve fundamental business problems.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Apply the fundamental health and safety principles of nutrition.
- Safely use hand tools and equipment in a food service environment.
- Apply skills in the preparation of salads, dressings, dips, sandwiches and proper set-up of work stations.
- Apply skills in production of vegetables and fruits.
- Prepare meats, poultry and seafood in a variety of cooking techniques.
- Prepare eggs in a variety of styles, as well as breakfast meats, quick breads and starches.
- Apply knowledge of ingredients and mixing methods for a variety of baked goods.
- Produce frozen desserts, tarts, fruit desserts, decorated cakes and meringues.
- Prepare aspics, forcemeats, pates, mousse and marinades for use as decoration, as well as consumption.
- Apply entry-level skills in menu design, food cost, labor cost and purchasing fundamentals.
- Apply the use of HACCP (Hazard Analysis-Critical Control Point) as an everyday occurrence in food production.

## REQUIRED PROGRAM OF STUDY (Total Credits = 64)

FIRST YEAR				SECOND YEAR				9
<b>FALL SEMESTER 1</b>				<b>FALL SEMESTER 2</b>				
CUL	102	Basic Food Preparation and Safety	6	BUS	110	Business Math	3	
COM	121	English Composition	3	CUL	201	Food Preparation Practicum	3	
IFT	110	Microcomputer Applications	3	SOC	125	Individual and Society	3	
ORI	102	College Success Strategies	<u>2</u>	CUL	240	Garde Manger	3	
			14	MGT	100	Principles of Management	<u>3</u>	
<b>SPRING SEMESTER 1</b>				<b>SPRING SEMESTER 2</b>				15
CUL	126	Food Preparation Theory	6	CUL	220	Food Service Sanitation	2	
BUS	100	Introduction to Business	3	CUL	255	Advanced Food Preparation Practicum	3	
BUS	106	Business Communications	3	HUM	----	Humanities Elective	3	
CUL	260	Nutrition for the Food Service Professional	<u>3</u>	MGT	215	Human Relations in Business	<u>3</u>	
			15				11	
<b>SUMMER SESSION</b>								
CUL	215	Breakfast Cookery	3					
CUL	235	Professional Baking	3					
ENV	130	The Environment	<u>3</u>					

## ADDITIONAL INFORMATION

Students must be prepared to provide their own transportation to Berks Career & Technology Center in Oley for the first level courses. Students must provide 2 sets of uniforms, double-breasted jacket, black and white checkered pants, hats and closed-toe leather shoes. Order forms are available from the program coordinator, as well as the first night of class. There is a laboratory fee for this course (\$260 per semester).

# Culinary Arts (Certified Cook), College Credit Certificate

## Business Division

This Culinary Arts Program prepares students to become certified cooks. It is designed to prepare students to take the national competency test administered by the American Culinary Federation (ACF). The program also prepares students to take the ServeSafe certification examination. Please refer to selective admissions procedures.

### Program Competencies

Upon successful completion of the program, the student should be able to:

- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Apply the fundamental health and safety principles of nutrition.
- Safely use hand tools and equipment in a food service environment.
- Apply skills in the preparation of salads, dressings, dips, sandwiches and proper set up of work stations.
- Apply skills in production of vegetables and fruits.
- Prepare meats, poultry and seafood in a variety of cooking techniques.
- Prepare eggs in a variety of styles, as well as breakfast meats, quick breads and starches.
- Apply knowledge of ingredients and mixing methods for a variety of baked goods.
- Produce frozen desserts, tarts, fruit desserts, decorated cakes and meringues.
- Prepare aspics, forcemeats, pates, mousse and marinades for use as decoration as well as consumption.
- Apply entry-level skills in menu design, food cost, labor cost and purchasing fundamentals.
- Apply the use of HACCP (Hazard Analysis-Critical Control Point) as an everyday occurrence in food production.

## REQUIRED PROGRAM OF STUDY (Total Credits = 40)

### FIRST YEAR

#### FALL SEMESTER I

CUL	102	Basic Food Preparation and Safety	6
IFT	110	Microcomputer Applications	3
ORI	102	College Success Strategies	<u>2</u>
			11

#### SPRING SEMESTER I

CUL	126	Food Preparation Theory	6
CUL	260	Nutrition for the Food Service Professional	<u>3</u>
			9

#### SUMMER SESSION

CUL	215	Breakfast Cookery	3
CUL	235	Professional Baking	<u>3</u>
			6

### SECOND YEAR

#### FALL SEMESTER 2

CUL	201	Food Preparation Practicum	3
CUL	240	Garde Manger	<u>3</u>
			6

#### SPRING SEMESTER 2

CUL	220	Food Service Sanitation	2
CUL	255	Advanced Food Preparation Practicum	3
MGT	215	Human Relations in Business	<u>3</u>
			8

## ADDITIONAL INFORMATION

Students must be prepared to provide their own transportation to Berks Career & Technology Center in Oley for the first level courses. Students must provide 2 sets of uniforms, double-breasted jacket, black and white checkered pants, hats and closed-toe leather shoes. Order forms are available from the program coordinator, as well as the first night of class. There is a laboratory fee for this course (\$260 per semester).

## Early Childhood Diploma, Social Science Diploma

### *Social Sciences/Human Services Division*

The Early Childhood Diploma is designed to provide fundamental course work for entry level employment as an aide in the early care and education field. It also serves as the educational component for the Child Development Associate Credential (CDA). The CDA is a national credential awarded through the Council for Early Childhood Professional Recognition. Credits in this program may be applied to the Professional Child Care Certificate and/or Early Childhood Teaching or Management Associate Degree Programs.

#### **Program Competencies**

Upon successful completion of the program, the student should be able to:

- Establish and maintain a safe, healthy learning environment.
- Advance the physical and intellectual competence of young children.
- Support social and emotional development and provide positive guidance for young children.
- Establish positive and productive relationships with families.
- Ensure a well-run program that is responsive to participant needs.
- Maintain a commitment to professionalism.

### REQUIRED PROGRAM OF STUDY (Total Credits = 17)

<u>FALL SEMESTER</u>				<u>SPRING SEMESTER</u>			
ORI	102	College Success Strategies	2	ECE	150	ECE Practicum I	3
ECE	115	Integrated Arts in Early Childhood Program	3	ECE	227	Infant and Toddler Care	3
ECE	105	The Early Childhood Professional	<u>3</u>	ECE	---	ECE Elective	<u>3</u>
			8				9

## Early Childhood Director, College Credit Certificate

### *Social Sciences/Human Services Division*

The Early Childhood Director Certificate Program is designed to prepare graduates for administrative work in Early Childhood settings. Emphasis is placed on the unique role of the Early Childhood Program Director and the education of young children. This program is designed for students who have already earned a BA/BS or AA/AAS in other fields and wish to work as Early Childhood Directors.

#### **Program Competencies**

Upon successful completion of this program, the student should be able to:

- Plan and set up an environment designed to support and encourage the development of the creative process in inclusive early care and education settings.
- Analyze and relate historical, social, economic and philosophic bases for current practice and trends in early childhood education
- Develop and implement health, safety and nutrition policies that comply with regulatory standards.
- Apply knowledge of infant/toddler development including the unique program needs to develop age appropriate program and environment.
- Evaluate the impact of socioeconomic issues, issues of attachment and family structures on the development of the child.
- Demonstrate managerial and supervisor skills required for day-to-day operations of early care and education settings.
- Evaluate the role of leadership and advocacy for public policy issues related to children and their families.
- Utilize the Code of Ethics for Early Childhood Education to demonstrate the development of a professional attitude.
- Apply knowledge of communication skills in relationship to organizational management and leadership.

### REQUIRED PROGRAM OF STUDY (Total Credits = 32)

<u>FALL SEMESTER</u>				<u>SPRING SEMESTER</u>			
ORI	102	College Success Strategies	2	ECE	120	Observation & Assessment	3
ECE	115	Integrated Arts in Early Childhood Program	3	ECE	227	Infant & Toddler Care	3
ECE	105	The Early Childhood Professional	3	ECE	235	Program Leadership	3
ECE	140	Health, Safety & Physical Education	3	ECE	261	Family & School Relations	3
ECE	---	EC Elective	<u>3</u>	ECE	290	Cooperative Education	3
			14	ECE	---	EC Elective	<u>3</u>
							18

# Early Childhood Professional Child Care, College Credit Certificate

## *Social Sciences/Human Services Division*

This program is designed for individuals seeking employment as child care aides, family child care providers, nannies and pre-school teacher aides. Credits are transferable to the Associate Degree in Early Childhood Teaching (Pre-K-Grade 4) and/or Early Childhood Program Management. After obtaining an A.A.S. in either the Teaching or the Management option and working in the child care field for two years, graduates can seek employment as teachers in child care centers. Many courses are transferable to four-year institutions.

### **Program Competencies**

Upon successful completion of the program, the student should be able to:

- Plan and set up an environment designed to support and encourage the development of the creative process in inclusive early care and education settings.
- Analyze and relate historical, social, economic and philosophic basis for current practice and trends in early childhood education.
- Develop and implement health, safety and nutrition policies that comply with regulatory standards.
- Apply knowledge of infant/toddler development including the unique program needs to develop age appropriate program and environment.
- Utilize the Code of Ethics for Early Childhood Education to demonstrate the development of professional attitude.
- Utilize effective communication skills with children, colleagues, supervisors and parents.
- Employ appropriate, observable assessment and behavior guidance techniques in inclusive early care and education settings.
- Apply knowledge of infant/toddler development including the unique

## REQUIRED PROGRAM OF STUDY (Total Credits = 32)

<b><u>FALL SEMESTER</u></b>				<b><u>SPRING SEMESTER</u></b>			
ORI	102	College Success Strategies	2	ECE	120	Observation & Assessment	3
ECE	115	Integrated Arts in Early Childhood Program	3	ECE	261	Family & School Relations	3
ECE	105	The Early Childhood Professional	3	ECE	----	Early Childhood Elective	3
ECE	140	Health, Safety, Nutrition & Physical Education	3	ECE	150	Early Childhood Practicum I	3
COM	121	English Composition	3	PSY	210	Child Psychology	<u>3</u>
PSY	130	General Psychology	<u>3</u>				15
			17				

# Early Childhood Program Management,

## Associate in Applied Science Degree

### *Social Sciences/Human Services Division*

The Early Childhood Program Management option of the Early Childhood program is designed to prepare graduates for immediate employment in the ECE field. While this program places emphasis on the program management aspect, graduates will be qualified to serve as group supervisors and educators in Head Start and early childhood programs serving infants, toddlers, pre-schoolers, and school-aged children. Graduates may also seek employment as educational assistants or paraeducators in public and private schools. In addition, graduates with five years experience may also seek employment as supervisors, managers, and directors in PA Department of Welfare licensed facilities. Students entering this curriculum may find it necessary to attend the summer sessions to fulfill their degree requirements within two years. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### **Program Competencies**

Upon successful completion of this program, the student should be able to:

- Plan and set up an environment designed to support and encourage the development of the creative process in inclusive early care and education settings.
- Employ appropriate, observable assessment and behavior guidance techniques in inclusive early care and education settings.
- Analyze and relate historical, social, economic and philosophic bases for current practice and trends in early childhood education.
- Develop and implement health, safety and nutrition policies that comply with regulatory standards.
- Apply knowledge of early childhood program and child development to plan, adapt and implement a comprehensive program in early care and education settings.
- Apply knowledge of infant/toddler development including unique program needs to develop age appropriate program and environment.
- Evaluate the impact of socioeconomic issues, issues of attachment and family structures on the development of the child.
- Demonstrate managerial and supervisory skills required for day-to-day operations of early care and education settings.
- Evaluate the role of leadership and advocacy for public policy issues related to children and families.
- Utilize the Code of Ethics for Early Childhood Education to demonstrate the development of a professional attitude.
- Apply knowledge of communication skills in relationship to organizational management and leadership.

### REQUIRED PROGRAM OF STUDY (Total Credits = 62)

<b>FIRST YEAR</b>				<b>SECOND YEAR</b>			
<b>FALL SEMESTER 1</b>				<b>FALL SEMESTER 2</b>			
ORI	102	College Success Strategies	2	ECE	220	Curriculum Development & Instructional Materials	3
COM	121	English Composition	3	ECE	222	Emerging Literacy	3
PSY	130	General Psychology	3	MAT	150	Foundations of Math	3
ECE	115	Integrated Arts in Early Childhood Curriculum	3	SPE	100	Introduction Special Education	3
ECE	105	The Early Childhood Professional	3	ENV	130	Environment	<u>3</u>
ECE	140	Health, Safety and Physical Education	<u>3</u>				15
			17	<b>SPRING SEMESTER 2</b>			
<b>SPRING SEMESTER 1</b>				ECE	235	EC Program Leadership	3
ECE	120	Observation & Assessment	3	ECE	260	Early Childhood Practicum	3
ECE	227	Infant & Toddler Care	3	ECE	261	Family & School Relations	3
COM	141	Technical Writing	3	HUM	----	Humanities Elective	<u>3</u>
EDU	210	Planning & Instruction	3				15
PSY	210	Child Psychology	3				
IFT	110	Microcomputer Applications	<u>3</u>				
			18				

# Early Childhood Teaching (PreK-Grade 4),

Associate in Applied Science Degree

## Social Sciences/Human Services Division

The Early Childhood Teaching (PreK-Grade 4) program is designed to prepare graduates for immediate employment in the ECE field as well as provide the first 60-63 credits of the bachelor's degree leading to PreK - Grade 4 Teacher certification. Graduates of this program may seek employment opportunities with Head Start and early childhood programs serving infants, toddlers, pre-schoolers, and school-aged children. In addition, graduates may also seek employment as educational assistants or paraeducators in public and private schools. Students entering this curriculum may find it necessary to attend the summer sessions to fulfill their degree requirements within two years. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Plan and set up an environment designed to support and encourage the development of the creative process in inclusive early care and education settings.
- Employ appropriate, observable assessment and behavior guidance techniques in inclusive early care and education settings.
- Analyze and relate historical, social, economic and philosophic bases for current practice and trends in early childhood education.
- Develop and implement health, safety and nutrition policies that comply with regulatory standards.
- Apply knowledge of early childhood program and child development to plan, adapt, and implement a comprehensive program in early care and education settings.
- Apply knowledge of infant/toddler development including the unique program needs to develop age appropriate program and environment.
- Evaluate the impact of socioeconomic issues and issues of attachment and family structures on the development of the child.
- Demonstrate managerial and supervisory skills required for day-to-day operations of early care and education settings.
- Utilize the Code of Ethics for Early Childhood Education to demonstrate the development of a professional attitude.
- Utilize effective communication skills with children, colleagues, supervisors and parents.

## REQUIRED PROGRAM OF STUDY (Total Credits = 63)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER I</b>				<b>FALL SEMESTER 2</b>			
ORI	102	College Success Strategies	2	ECE	220	Curriculum Development & Instructional Materials	3
ECE	115	Integrated Arts in Early Childhood Curriculum	3	ECE	222	Emerging Literacy & Language Arts	3
ECE	140	Health, Safety, Nutrition & Physical Education	3	SPE	100	Introduction Special Education	3
ECE	125	Introduction to Early Childhood Education	3	PSY	210	Child Psychology	3
COM	121	English Composition	3	MAT	155	Foundations of Math II	<u>3</u>
HIS	110	US History I					15
	<b>or</b>		3	<b>SPRING SEMESTER 2</b>			
HIS	115	US History II		ECE	260	EC Practicum	3
			<u>17</u>	ECE	261	Family & School Relations	3
<b>SPRING SEMESTER I</b>				HUM	----	Humanities Elective	3
ECE	120	Observation & Assessment	3	BIO	120	Biological Concepts	<u>4</u>
MAT	150	Foundations of Math	3				13
EDU	210	Planning & Instruction	3				
PSY	130	General Psychology	3				
COM	131	Composition and Literature	3				
IFT	110	Microcomputer Applications	<u>3</u>				
			18				

# Education Transfer, Associate in Arts Degree

## Social Sciences/Human Services Division

This program is designed to prepare the student to enter a baccalaureate program in Elementary Education/Secondary Education on the junior level. Most four-year education programs require that students be accepted for candidacy before they take any courses in the education department. The requirement for candidacy is approximately 45-48 credits. It is the responsibility of students to check with the receiving (transfer) institution and with their faculty advisor to identify the requirements for the receiving institution.

Most institutions, however, have similar requirements. In order to be eligible for candidacy most schools require the following:

- A grade of "C" or better in the following general education requirements:
  - Six credits of English Composition (COM 121, COM 131)
  - Six credits of Mathematics (MAT 150, MAT 155)
  - Three credits of Speech (COM 151)

Students must pass the PAPA exam ([www.pa.nesinc.com](http://www.pa.nesinc.com)). Additionally, students must earn a minimum GPA (grade point average) of 3.0. These requirements should be completed as close as possible to the minimum 45 credits so that when students apply for candidacy at their receiving institution, they will be accepted immediately and will be eligible to register for the school's education courses.

### Early Childhood Teaching (PreK-Grade 4)

**If you are pursuing a career in teaching grades K-3, refer to the Early Childhood Teaching (PreK-Grade 4) curriculum on page 55.**

### Elementary Education (Grades 4-8)

Upon successful completion of this program, the student should be able to:

- Describe the multidimensional aspects of classroom teaching in public and private school systems.
- Analyze and relate historical, social, economic and philosophic bases for current practice and trends in education.
- Cite Pennsylvania teaching certification requirements for chosen areas of certification.
- Use Interstate New Teacher Assessment and Support Consortium (INTASC) standards for beginning teachers to begin to develop a standards-based portfolio.
- Apply knowledge of the teaching/learning process.
- Evaluate the influences of cultural diversity on teachers, students and school systems.
- Analyze the impact of a variety of learning styles for teachers, students and school systems.
- Describe the impact of the Individuals with Disabilities Education Act (IDEA) for teachers, students, parents and school systems.
- Apply knowledge of child development including meeting the unique needs of students in planning for instruction.
- Demonstrate effective communication skills in group and individual situations.
- Transfer to an accredited college or university in education.

#### REQUIRED PROGRAM OF STUDY (Total Credits = 60)

<b>See General Education Requirements</b>	<b>36</b>	<b>Major Requirements</b>			<b>Suggested Electives</b>	<b>9</b>
		EDU 130 Foundations of Education	3		Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.	
		SPE 100 Introduction to Special Education	3			
		COM 151 Fundamentals of Speech	3			
		PSY 210 Child Psychology	3			
		PSY 240 Educational Psychology	3			
			15			

#### SUGGESTED ELECTIVES

ECE 115*	ECE 222*	HIS 120	PSY 208
ECE 120*	EDU 210	HIS 125	SOC 130
ECE 125*	GEO 101	MAT 155	
ECE 140	HIS 110	MAT 210	
ECE 220*	HIS 115	POS 135	

\*A minimum of 15 ECE credits are needed if students are seeking work in child care centers licensed by the Department of Public Welfare. Students who are planning to transfer to a dual certification in Early Childhood/Elementary Education should consult with the institution to which they will transfer.

## Social Sciences/Human Services Division

This program is designed to prepare the student to enter a baccalaureate program in Elementary Education/Secondary Education on the junior level. Most four-year education programs require that students be accepted for candidacy before they take any courses in the education department. The requirement for candidacy is approximately 45-48 credits. It is the responsibility of students to check with the receiving (transfer) institution and with their faculty advisor to identify the requirements for the receiving institution.

Most institutions, however, have similar requirements. In order to be eligible for candidacy most schools require the following:

- A grade of "C" or better in the following general education requirements:
  - Six credits of English Composition (COM 121, COM 131)
  - Six credits of Mathematics (MAT 150, MAT 155)
  - Three credits of Speech (COM 151)

Students must pass the Praxis I exam (information available at [www.ets.org](http://www.ets.org)). Additionally, students must earn a minimum GPA (grade point average) of 3.0. These requirements should be completed as close as possible to the minimum 45 credits so that when students apply for candidacy at their receiving institution, they will be accepted immediately and will be eligible to register for the school's education courses.

## Secondary Education

Upon successful completion of this program, the student should be able to:

- Describe the multidimensional aspects of classroom teaching in public and private school systems.
- Analyze and relate historical, social, economic, and philosophic bases for current practice and trends in education.
- Cite Pennsylvania teaching certification requirements for chosen areas of certification.
- Use Interstate New Teacher Assessment and Support Consortium (INTASC) standards for beginning teachers to begin to develop a standards-based portfolio.
- Apply knowledge of the teaching/learning process.
- Evaluate the influences of cultural diversity on teachers, students and school systems.
- Analyze the impact of a variety of learning styles for teachers, students and school systems.
- Describe the impact of the Individuals with Disabilities Education Act (IDEA) for teachers, students, parents and school systems.
- Apply knowledge of adolescent development including meeting the unique needs of students in planning for instruction.
- Demonstrate effective communication skills in group and individual situations.
- Transfer to an accredited college or university in education.

### REQUIRED PROGRAM OF STUDY (Total Credits = 60)

<b>See General Education Requirements</b>	<b>36</b>	<b>Major Requirements</b>		<b>Suggested Electives</b>	<b>9</b>
		EDU 130	Foundations of Education		Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.
		SPE 100	Introduction to Special Education	3	
		COM 151	Fundamentals of Speech	3	
		PSY 212	Adolescent Psychology	3	
		PSY 240	Educational Psychology	3	
				15	

### SUGGESTED ELECTIVES

ANT 135	HIS 110	POS 130	SOC 225
ANT 140	HIS 115	PSY 208	SOC 230
COM 151	HIS 120	SOC 130	
EDU 210	HIS 125	SOC 210	
GEO 101	MAT 155	SOC 220	



# Electronic Health Records and Healthcare Information Technology, Associate in Applied Science Degree

## Business Division

The Electronic Health Records and Healthcare Information Technology Program is designed to provide students with the competencies necessary to obtain employment as electronic health records and healthcare information technicians. Students will gain experience in supporting others in the use of computer hardware, software, and networks. Graduates are prepared to work in physician's offices, clinics, laboratories, hospitals, group practices, specialty practices, health insurance offices and nursing homes. **Coursework will aid students in preparing to sit for various industry-standard certification exams.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Describe the hardware and software needs in a modern business environment using appropriate computer terminology.
- Discuss the issues of professional standards and ethics for Information Technology workers.
- Utilize a personal computer to prepare documents using word processing, spreadsheet, database, and presentation software and to perform basic navigation of the Internet.
- Demonstrate effective customer support and problem resolution skills.
- Demonstrate effective communication skills in writing and speaking in a business environment.
- Perform installation, configuration, diagnostics, preventative maintenance and basic networking of personal computers.
- Troubleshoot desktop environments that are running Microsoft Windows operating systems.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Demonstrate knowledge of the basic components of medical practice management software application and their functions.
- Identify the purpose and provisions of the Health Insurance Portability and Accountability Act.
- Define the contents of an electronic health record and the operation of an electronic medical record system.
- Understand concepts common to medical insurance plans in health care delivery.
- Interpret inpatient/outpatient record documentation to identify diagnoses and services/procedures.
- Define medical terminology used in health care delivery.
- Summarize federal legislation and regulations affecting health care.

## REQUIRED PROGRAM OF STUDY (Total Credits = 65)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER 1</b>				<b>FALL SEMESTER 2</b>			
COM	121	English Composition	3	EHR	210	Legal and Ethical Issues in Healthcare	3
EHR	100	Medical Terminology for the Healthcare Profession	3	EHR	200	Administrative Medical Assistant	3
IFT	100	Introduction to Information Technology	3	ENV	130	The Environment	3
IFT	110	Microcomputer Applications	3	HUM	--	Humanities Elective	3
ORI	102	College Success Strategies	2	NET	206	Installation & Maintenance of PCs II	<u>3</u>
SOC	130	Sociology					15
<i>or</i>			3	<b>SPRING SEMESTER 2</b>			
PSY	130	General Psychology	<u>17</u>	EHR	240	Healthcare IT Technician	
						CompTIA – Community Ed.	3
<b>SPRING SEMESTER I</b>				EHR	220	Health Insurance Billing and Coding	3
BUS	106	Business Communications	3	EHR	230	Practice Management	3
EHR	110	Computerized Medical Office	3	EHR	290	Cooperative Education/Practicum	3
IFT	120	Advanced Microcomputer Applications	3	IFT	210	Help Desk Customer Service	<u>3</u>
MAT	150	Foundations of Math	3				15
NET	100	Computer Networking	3				
NET	106	Installation & Maintenance of PCs I	<u>3</u>				
			18				

# Electronic Health Records, College Credit Certificate

## *Business Division*

The Electronic Health Records Certificate Program is designed to provide students with competencies necessary to obtain employment as electronic health records technicians. All coursework may later be applied to an Associate in Applied Science degree if the student desires.

### **Program Competencies**

Upon successful completion of this program, the student should be able to:

- Utilize a personal computer to prepare documents using word processing, spreadsheet, database, and presentation software to perform basic navigation of the Internet.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Demonstrate proficiency in keyboarding of business letters, memos, reports and tables at a high level of speed and accuracy.
- Demonstrate knowledge of the basic components of medical practice management software application and their functions.
- Identify the purpose and provisions of the Health Insurance Portability and Accountability Act.
- Define the contents of an electronic health record and the operation of an electronic medical record system.
- Understand concepts common to medical insurance plans in health care delivery.
- Interpret inpatient/outpatient record documentation to identify diagnoses and services/procedures.
- Define medical terminology used in health care delivery.
- Summarize federal legislation and regulations affecting health care.

## REQUIRED PROGRAM OF STUDY (Total Credits = 32)

### FIRST YEAR

#### **FALL SEMESTER I**

EHR	200	Administrative Medical Assistant	3
EHR	210	Legal and Ethical Issues in Healthcare	3
EHR	100	Medical Terminology for the Healthcare Profession	3
IFT	110	Microcomputer Applications	3
OFT	110	Keyboarding I	3
ORI	102	College Success Strategies	<u>2</u>
			17

#### **SPRING SEMESTER I**

EHR	110	Computerized Medical Office	3
EHR	220	Health Insurance Billing and Coding	3
EHR	230	Practice Management	3
IFT	120	Advanced Microcomputer Applications	3
OFT	111	Keyboarding II	<u>3</u>
			15

# Executive Secretary, Associate in Applied Science Degree

## Business Division

The Executive Secretary Program is designed to provide students with the competencies necessary to obtain employment as secretaries in business, industry or government. Additional employment opportunities would be: bilingual secretary, social secretary, typist, clerical worker, and receptionist. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the students should be able to:

- Demonstrate effective communication skills in writing and speaking in a business environment.
- Apply math operations to solve fundamental business problems.
- Demonstrate proficiency in keyboarding of business letters, memos, reports and tables at a high level of speed and accuracy.
- Demonstrate a high degree of accuracy in applying correct grammar, usage and style when transcribing documents from dictated audio tapes.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation and word division rules to business correspondence.
- Transcribe from various kinds of original communication, such as handwritten copy, printed copy and voice-recorded dictation.
- Proofread and edit typed/keyed copy, including transcription of machine dictation, with a high degree of accuracy and correctness.
- Use word processing, spreadsheet, database, presentation, and Internet skills to complete office tasks.
- Work independently, with others or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes and work habits that contribute to organizational goals.
- Use appropriate office procedures in the areas of records information management, telephone communications, incoming and outgoing mail, meetings and conferences, travel arrangements and simulated projects.
- Demonstrate speedwriting skills to take notes from oral dictation and produce mailable copy.
- Recognize the changing nature of technology and adapt to new equipment and procedures while retaining the most appropriate traditional office practices.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Utilize effective human relations skills in business situations.

## REQUIRED PROGRAM OF STUDY (Total Credits = 62)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER I</b>				<b>FALL SEMESTER 2</b>			
BUS	105	Business English	3	OFT	212	Office Procedures	3
ENV	130	The Environment	3	OFT	213	Word Processing I	3
OFT	110	Keyboarding I	3	SOC	130	Sociology	
ORI	102	College Success Strategies	2	<b>or</b>			3
COM	121	English Composition	<u>3</u>	PSY	130	General Psychology	
			14	OFT	210	Speedwriting I	3
<b>SPRING SEMESTER I</b>				HUM	----	Humanities Elective	3
BUS	110	Business Mathematics	3	IFT	110	Microcomputer Applications	<u>3</u>
OFT	111	Keyboarding II	3				18
OFT	120	Machine Dictation and Transcription	3	<b>SPRING SEMESTER 2</b>			
BUS	106	Business Communications	3	OFT	220	Exec. Dictation and Transcription	3
MGT	215	Human Relations in Business	<u>3</u>	OFT	211	Speedwriting II	3
			15	OFT	214	Word Processing II	3
				BUS	---	Business Elective	3
				OFT	290	Cooperative Education I	<u>3</u>
							15

## SUGGESTED ELECTIVES

The following courses qualify as a Business Elective: ACC 105, ACC 110, BUS 100, BUS 220, BUS 230.

# Health Sciences Transfer, Associate in Arts Degree

## Science and Mathematics Division

The Health Sciences Transfer program prepares students in the foundational courses needed to transfer to a Bachelor's degree program in the Health Sciences. Students may complete this degree with credits from allied health certification programs or from elective courses related to health sciences. Upon transfer to a Bachelors program, students may choose a variety of educational pathways towards careers in the health professions.

### Program Competencies

Upon successful completion of this program, the student should be able to

- Demonstrate a broad knowledge of historical and current practices in health sciences.
- Communicate with the appropriate terminology for health sciences.
- Perform laboratory techniques needed in the health sciences.
- Identify the anatomical components of humans.
- Describe the physiological systems in the human body and how major diseases and disorders impact these systems.
- Detail the laws and ethical practices in the health profession.
- Apply statistics and other mathematical methods to solve quantitative problems in health and science.

### REQUIRED PROGRAM OF STUDY (Total Credits = 60)

<b>FIRST YEAR</b>				<b>SECOND YEAR</b>			
<b>FALL SEMESTER I</b>				<b>FALL SEMESTER 2</b>			
BIO	150	Biology I	4	BIO	255	Anatomy & Physiology II	4
COM	121	English Composition	3	EHR	210	Legal & Ethical Issues in Healthcare	3
EHR	100	Medical Terminology for the Healthcare Profession	3	PHI	271	Introduction to Philosophy	3
IFT	110	Microcomputer Applications	3	PSY	130	General Psychology	3
ORI	102	College Success Strategies	<u>2</u>	Choose one of the following electives or obtain approval for a relevant elective course.			3
			15	ACC	105	Financial Accounting	
				BUS	200	Macroeconomics	
<b>SPRING SEMESTER I</b>				COM	151	Fundamentals of Speech	
BIO	250	Anatomy & Physiology I	4	PSY	120	Interpersonal Relations	
COM	131	Composition and Literature	3	SPA	101	Spanish I	<u>16</u>
HEA	110	Health	3	<b>SPRING SEMESTER 2</b>			
MAT	210	Statistics	3	BIO	280	Microbiology	4
PHI	275	Introduction to Ethics	<u>3</u>	ENV	130	The Environment	3
			16	SOC	130	Sociology	3
				Choose one of the following electives or obtain approval for a relevant elective course.			3
				ACC	105	Financial Accounting	
				BUS	201	Microeconomics	
				COM	151	Fundamentals of Speech	
				PSY	120	Interpersonal Relations	
				SPA	101	Spanish I	
				SPA	102	Spanish II	<u>13</u>

# Human Services Worker, Associate in Applied Science Degree

## Social Sciences/Human Services Division

This program is designed to prepare students to work in the varied field of human services. The Human Services Worker, with supervision, follows a care plan which provides services that are supportive, rehabilitative and therapeutic. These services have some urgency to the client's emotional or physical needs. Assessment, follow-up, networking and utilization of resources are critical functions for this work. The Human Services Worker must document all services provided from intake to closure.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Describe the historical development of human services.
- Identify the structure and dynamics of organizations, communities and society as well as the nature of individuals and groups.
- Explain and apply psychological and sociological theory to client situations.
- Apply case management skills.
- Implement and evaluate interventions based on assessment of client needs.
- Demonstrate information management skills.
- Communicate effectively using verbal and nonverbal skills with individuals and groups.
- Act in a professional and ethical manner in carrying out duties and responsibilities during fieldwork placement in a human service agency or organization.
- Demonstrate awareness of one's values, cultural bias, reaction patterns, interpersonal style and limitations.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

### FIRST YEAR

#### FALL SEMESTER I

ORI	102	College Success Strategies	2
COM	121	English Composition	3
HMS	110	Intro to Human Services	3
SOC	125	The Individual and Society	3
		<i>or</i>	3
SOC	130	Sociology	3
PSY	120	Interpersonal Relations	3
CAR	105	Professionalism on the Job	1
			15

#### SPRING SEMESTER I

COM	141	Technical Writing	3
IFT	110	Microcomputer Applications	3
PSY	130	General Psychology	3
HMS	125	Human Service and the Law	3
MAT	150	Foundations of Math	3
			15

### SECOND YEAR

#### FALL SEMESTER 2

ENV	130	Environment	3
COM	151	Speech	3
HMS	215	Human Service Practice I	3
PSY	234	Group Dynamics	3
----	----	Elective (ANT,HMS,SOC,PSY)	3
			15

#### SPRING SEMESTER 2

POS	135	State & Local Government	3
HMS	250	Fieldwork	3
HMS	216	Human Service Practice II	3
HUM	----	Humanities Elective	3
PSY	230	Abnormal Psychology	3
			15

# Legal Secretary, Associate in Applied Science Degree

## Business Division

The Legal Secretary Program is designed to provide students with the competencies necessary to obtain employment as legal secretaries or legal word processing specialists. Graduates are prepared to work for a private law firm, legal department of a corporation, insurance company, bank, deed and title company or for a government agency— local, state or federal. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective written communication skills in writing and speaking in a business environment.
- Apply math operations to solve fundamental business problems.
- Utilize legal terminology, rules and procedures to recognize legal implications of business transactions and occurrences.
- Demonstrate proficiency in keyboarding of business letters, memos, reports and tables at a high level of speed and accuracy.
- Demonstrate a high degree of accuracy in applying correct grammar, usage and style when transcribing legal documents from dictated audio tapes.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation and word division rules to business correspondence.
- Transcribe from various kinds of original communication, such as handwritten copy, printed copy and voice-recorded dictation.
- Proofread and edit typed/keyed copy, including transcription of machine dictation, with a high degree of accuracy and correctness.
- Work independently, with others or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes, and work habits that contribute to organizational goals.
- Use appropriate office procedures in the areas of records information management, telephone communications, incoming and outgoing mail, meetings and conferences, travel arrangements and simulated projects.
- Demonstrate speedwriting skills to take notes from oral dictation and produce mailable copy.
- Recognize the changing nature of technology and adapt to new equipment and procedures while retaining the most appropriate traditional office practices.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Use word processing, spreadsheet, database, presentation, and Internet skills to complete office tasks.
- Utilize effective human relations skills in business situations.

## REQUIRED PROGRAM OF STUDY (Total Credits = 65)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER I</b>				<b>FALL SEMESTER 2</b>			
BUS	105	Business English	3	OFT	212	Office Procedures	3
ENV	130	The Environment	3	OFT	213	Word Processing I	3
OFT	110	Keyboarding I	3	HUM	----	Humanities Elective	3
ORI	102	College Success Strategies	2	OFT	210	Speedwriting I	3
COM	121	English Composition	3	OFT	230	Legal Terminology & Transcription	3
IFT	110	Microcomputer Applications	<u>3</u>	SOC	130	Sociology	3
			17		or		3
				PSY	130	General Psychology	<u>18</u>
<b>SPRING SEMESTER I</b>				<b>SPRING SEMESTER 2</b>			
BUS	110	Business Mathematics	3	OFT	211	Speedwriting II	3
OFT	111	Keyboarding II	3	OFT	231	Advanced Legal Transcription	3
OFT	120	Machine Dictation and Transcription	3	OFT	290	Cooperative Education I	3
BUS	106	Business Communications	3	OFT	214	Word Processing II	3
MGT	215	Human Relations in Business	<u>3</u>	BUS	230	Business Law	<u>3</u>
			15				15

# Legal Secretary, College Credit Certificate

## *Business Division*

The Legal Secretary Certificate Program is designed to provide students who already possess advanced secretarial skills with the competencies necessary to obtain employment as legal secretaries or legal word processing specialists. All coursework may later be applied to an Associate in Applied Science degree if the student desires. **Prior secretarial experience is required for entry to this program.**

### **Program Competencies**

Upon successful completion of this program, the student should be able to:

- Demonstrate effective communication skills in writing and speaking in a business environment.
- Apply math operations to solve fundamental business problems.
- Utilize legal terminology, rules and procedures to recognize legal implications of business and personal transactions and occurrences.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation and word division rules to business correspondence.
- Proofread and edit typed/keyed copy, including transcription of machine dictation, with a high degree of accuracy and correctness.
- Work independently, with others, or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes and work habits that contribute to organizational goals.
- Use appropriate office procedures in the areas of records information management, telephone communications, incoming and outgoing mail, meetings and conferences, travel arrangements and simulated projects.
- Recognize the changing nature of technology and adapt to new equipment and procedures while retaining the most appropriate traditional office practices.
- Demonstrate a high level of accuracy in applying correct grammar, usage and style when transcribing legal documents from dictated audio tapes.
- Use word processing, spreadsheet, database, presentation, and Internet skills to complete office tasks.
- Utilize effective human relations skills in business situations.

## REQUIRED PROGRAM OF STUDY (Total Credits = 35)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER</b>				<b>SPRING SEMESTER</b>			
BUS	105	Business English	3	BUS	110	Business Mathematics	3
OFT	212	Office Procedures	3	OFT	214	Word Processing II	3
OFT	213	Word Processing I	3	MGT	215	Human Relations in Business	3
COM	121	English Composition	3	OFT	230	Business Law	3
OFT	230	Legal Terminology and Transcription	3	OFT	231	Advanced Legal Transcription	3
ORI	102	College Success Strategies	<u>2</u>	BUS	106	Business Communications	<u>3</u>
			17				18

## *Humanities Division*

The Liberal Arts Transfer Program prepares students for transfer to a four-year college or university. It offers students a broad base of courses and experiences as a foundation for future areas of specialization. This program also enables students to make connections across disciplines

### **Program Competencies**

Upon successful completion of this program, the student should be able to:

- Listen, speak, read, write and make presentations on a college level.
- Identify personal values and recognize ethical choices as well as the social and environmental consequences of personal decisions.
- Demonstrate an awareness of and sensitivity for cultural heritage, cultural diversity and diverse viewpoints.
- Evaluate the ways in which the arts, history, economics, politics, social institutions, sciences and technologies shape societies.
- Demonstrate critical thinking, problem-solving and study strategies.
- Demonstrate mathematical and information technology skills as appropriate for a future specialization.
- Employ appropriate methods of research by assessing and evaluating information from a variety of credible sources.
- Transfer to an accredited college or university.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

**See General Education Requirements**

**36**

### **Suggested Electives**

**24**

Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.



# Machine Tool Technology, Associate in Applied Science Degree

## Science and Mathematics Division

The Machine Tool Technology Program is designed to provide the student with above-entry-level knowledge and skills required of personnel entering the positions of parts inspector, machine operator and machining technician. The graduate is prepared with educational experiences conducive to employment consideration as a machinist or as a tool and die maker trainee. Other career options for graduates of this program are dependent on experience and skills development. These positions include: instrument maker, production machine set-up person, computerized numerically controlled machine tool operator and computerized numerically controlled machine tool programmer. Related careers requiring additional educational experiences include various positions within management or positions such as mechanical technician, mechanical technologist, mechanical engineer, machine tool designer, tool and die designer and others. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective technical writing skills.
- Analyze, interpret and prepare mechanical drawings using AutoCAD.
- Demonstrate proficiency in the use of handtools, semiprecision, precision layout and measuring tools.
- Operate the machine tools used in manufacturing according to National Institute Metalworking Skills (NIMS) Level I and selected NIMS Level 2 standards.
- Demonstrate proficiency in writing part programs, set-up and operating CNC milling and turning centers according to industrial standards.
- Demonstrate proficiency in designing parts, generating toolpaths and CNC code in 2D and 3D using MasterCAM software.

## REQUIRED PROGRAM OF STUDY (Total Credits = 79)

**Students are granted credit by articulation for the required Machine Tool Technology (MTT) courses after completion of the course competencies through courses offered by RACC's Workforce and Economic Development/Community Education Division in conjunction with the Berks Career & Technology Centers. Students should contact that division to obtain information on course offerings.**

Students enrolling in daytime courses offered at the Berks Career & Technology Center must present a Criminal Background Check and Child Abuse Clearance prior to the first day of class.

### Required MTT courses granted credit by articulation:

MTT 106	Engineering Graphics II	2
MTT 120	Machine Tool Mathematics I	3
MTT 125	Machine Tool Mathematics II	3
MTT 131	Engineering Graphics with Blueprint	3
MTT 135	Blueprint Reading II	3
MTT 140	Blueprint Reading III	3
MTT 151	Introduction to Metalworking	3
MTT 152	Basic Power Tools	2
MTT 156	Turning Technology	3
MTT 165	Machine Theory I	3
MTT 170	Machine Theory II	3
MTT 201	EDM Theory-Wire & Conversion	3
MTT 211	Milling Technology	3
MTT 221	Grinding Technology	3
MTT 240	Metrology	3
MTT 261	Basic CNC Programming Theory/Milling & Turning	3
MTT 265	CNC Fixture Design	2
MTT 271	Advanced CNC Milling	3
MTT 276	Advanced CNC Turning	3
MTT 281	MasterCAM Programming I & II	2
MTT 286	MasterCAM Programming III	2

In addition to the courses listed above, the following general education courses are required for completion of the AAS degree. These courses may be taken prior to, concurrent with, or following completion of the Machine Tool Technology competencies taught by the Workforce and Economic Development/Community Education division:

ORI 102	College Success Strategies	2
COM 121	English Composition	3
COM 141	Technical Writing	3
IFT 110	Microcomputer Applications	3
SOC 125	Individual and Society	3
PHY 150	Applied Physics	4
HUM ----	Humanities Elective	3

# Mechatronics Engineering Technology

Associate in Applied Science Degree

## Science and Mathematics Division

The Mechatronics Engineering Technology Program prepares students for careers as engineering technicians in diversified manufacturing. Students gain knowledge and skills in blueprint reading, CAD drawing, mechanics, pneumatics, hydraulics, electricity, motors, motor control, programmable logic controls, robotics and motion control, process control, instrumentation and computer integrated manufacturing. Emphasis is placed on predictive maintenance, troubleshooting and quality assurance. **College credit may be granted through Dual Enrollment or Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the students should be able to:

- Demonstrate effective technical writing skills.
- Analyze and interpret electric schematic, architectural and industrial prints.
- Demonstrate proficiency in the use of various hand and power tools used in equipment maintenance and repair.
- Operate, troubleshoot and repair commercial mechanical, electrical, fluid power, electronic, robotic and integrated manufacturing systems.
- Interface and integrate manufacturing components and unit operations into useful systems.
- Develop and implement project plans that integrate electrical systems, mechanical systems, control systems and computer systems.

## REQUIRED PROGRAM OF STUDY (Total Credits = 75)

Students are granted credit by articulation for the required Mechatronics Engineering Technology (MET) courses after completion of the course competencies through courses offered by RACC's Workforce and Economic Development/Community Education Division. Students should contact that division to obtain information on course offerings.

### Required MET courses granted credit by articulation:

MET	100	Introduction to Shop Machinery	1
MET	110	Manufacturing Fundamentals	3
MET	120	Industrial Mechanics I	5
MET	130	Industrial Electrical Systems	4
MET	140	Introduction to PLCs	4
MET	150	Industrial Mechanics II	6
MET	160	Rotating Electrical Machines	4
MET	200	Robotics & Motion Control	4
MET	210	Process Control & Instrumentation	3
MET	220	Advanced PLCs	4
MET	230	Integrated Manufacturing Systems	3
MET	240	Mechatronics Application Project	4

In addition to the courses listed, the following general education courses are required for completion of the AAS degree. These courses may be taken prior to, concurrent with, or following completion of the Mechatronics Engineering Technology competencies taught by the Workforce and Economic Development/Community Education division.

ORI	102	College Success Strategies	2
MAT	165	Trigonometry	3
PHY	150	Applied Physics	4
COM	121	English Composition	3
IFT	110	Microcomputer Applications	3
NET	105	Installation & Maintenance of PC Operating Systems	3
COM	141	Technical Writing	3
ENV	130	The Environment	3
SOC	125	The Individual & Society	3
HUM	----	Humanities Elective	3

# Medical Laboratory Technician, Associate in Applied Science Degree

## Division of Health Professions

This program is intended primarily to educate technicians for work in clinical, diagnostic laboratories. Medical Laboratory Technicians perform tests under the direction of a physician who specializes in diagnosing the causes and nature of disease. Medical Laboratory Technicians also work under the supervision of scientists doing research on new drugs or the improvement of laboratory techniques. Graduates may seek employment with hospitals, independent laboratories, physicians, clinics, public health agencies, pharmaceutical firms, research institutions and industrial laboratories. This program is fully accredited by the National Accrediting Agency for Clinical Laboratory Science (5600 North River Road, Suite 720, Rosemont, IL 60018-5119). Graduates are therefore eligible to take national certifying exams to become registered Medical Laboratory Technicians. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.** Please refer to Selective Admissions Procedures.

### Program Competencies

Upon successful completion of this program, the entry-level Medical Laboratory Technician should be able to:

- Follow established procedures for collection and processing biological specimens for analysis and perform assigned analytical tests or procedures.
- Recognize factors that affect measurements and results and take appropriate action according to predetermined protocols; recognize abnormal results, correlate them with disease processes, and refer them to designated supervisory personnel.
- Operate instruments within the scope of training utilizing established protocols and quality control checks, recognizing equipment malfunctions and notifying supervisory personnel when appropriate.
- Report information such as test results, reference range and specimen requirements to authorized sources.
- Perform routine quality control and maintain accurate records. Recognize out-of-control results and notify supervisory personnel.
- Demonstrate a professional attitude in interpersonal communication skills with patients, peers, supervisors, other health care professionals and the public.

## PREREQUISITES

BIO	150	Biology I
MAT	110	Algebra II
ORI	102	College Success Strategies

## REQUIRED PROGRAM OF STUDY (Total Credits = 69)

### FALL SEMESTER I

COM	121	English Composition	3
BIO	250	Anatomy & Physiology I	4
MLT	110	Introduction to the Clinical Laboratory	1
CHE	150	Chemistry I	4
MAT	210	Statistics	3
IFT	110	Microcomputer Applications	<u>3</u>
			18

### SPRING SEMESTER I

COM	131	or COM 141	3
BIO	255	Anatomy & Physiology II	4
MLT	120	Basic Immunology	2
CHE	220	Organic Chemistry	5
HEA	220	Clinical Implication of Laboratory Tests	<u>1</u>
			15

### FALL SEMESTER 2

CHE	275	Instrumental Analysis	4
BIO	280	Microbiology	4
MLT	211	Clinical Laboratory Techniques	3
HUM	----	Humanities Elective	3
SOC	130 or PSY	130	<u>3</u>
			17

### \*INTERIM JANUARY SESSION

MLT	222	Clinical Urinalysis	1
MLT	233	Clinical Serology	<u>1</u>
			2

### \*SPRING SEMESTER 2

MLT	220	Clinical Hematology/Coagulation	5
MLT	231	Clinical Microbiology	4
MLT	221	Clinical Chemistry	4
MLT	230	Clinical Blood Bank	<u>4</u>
			17

\*Interim Session and Spring Semester are full-time.

# Medical Secretary, Associate in Applied Science Degree

## Business Division

The Medical Secretary Program is designed to provide students with the competencies necessary to obtain employment as medical secretaries or medical transcriptionists. Graduates are prepared to work in doctors' offices, hospitals, or clinics, the medical department of a large industrial firm or insurance company or the offices of distributors of pharmaceutical products, surgical instruments or hospital supplies. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective communication skills in writing and speaking in a business environment.
- Apply math operations to solve fundamental business problems.
- Demonstrate proficiency in keyboarding of business letters, memos, reports and tables at a high level of speed and accuracy.
- Demonstrate a high degree of accuracy in applying correct grammar, usage and style when transcribing documents from dictated audio tapes that use medical terminology.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation and word division rules to business correspondence.
- Transcribe from various kinds of original communication, such as handwritten copy, printed copy, and voice-recorded dictation.
- Proofread and edit typed/keyed copy, including transcription of machine dictation, with a high degree of accuracy and correctness.
- Work independently, with others or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes and work habits that contribute to organizational goals.
- Use appropriate office procedures in the areas of records information management, telephone communications, incoming and outgoing mail, meetings and conferences, travel arrangements and simulated projects.
- Demonstrate speedwriting skills to take notes from oral dictation and produce mailable copy.
- Recognize the changing nature of technology and adapt to new equipment and procedures while retaining the most appropriate traditional office practices.
- Use word processing, spreadsheet, database, presentation, and Internet skills to complete office tasks.
- Create integrated documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use using personal productivity software.
- Utilize effective human relations skills in business situations.

## REQUIRED PROGRAM OF STUDY (Total Credits =65)

### FIRST YEAR

#### FALL SEMESTER I

BUS	105	Business English	3
ENV	130	The Environment	3
OFT	110	Keyboarding I	3
ORI	102	College Success Strategies	2
COM	121	English Composition	<u>3</u>
			14

#### SPRING SEMESTER I

BUS	110	Business Mathematics	3
OFT	111	Keyboarding II	3
OFT	120	Machine Dictation and Transcription	3
BUS	106	Business Communications	3
IFT	110	Microcomputer Applications	3
MGT	215	Human Relations in Business	<u>3</u>
			18

### SECOND YEAR

#### FALL SEMESTER 2

OFT	212	Office Procedures	3
OFT	213	Word Processing I	3
HUM	---	Humanities Elective	3
OFT	210	Speedwriting I	3
SOC	130	Sociology	<u>3</u>
			3
or			
PSY	130	General Psychology	3
OFT	240	Medical Terminology & Transcription	<u>3</u>
			18

#### SPRING SEMESTER 2

OFT	211	Speedwriting II	3
OFT	241	Advanced Medical Transcription	3
OFT	290	Cooperative Education I	3
OFT	214	Word Processing II	3
OFT	243	Medical Coding	<u>3</u>
			15

# Medical Secretary, College Credit Certificate

## Business Division

The Medical Secretary Certificate Program is designed to provide students who already possess advanced secretarial skills with the competencies necessary to obtain employment as medical secretaries or medical transcriptionists. All coursework may later be applied to an Associate in Applied Science degree if the student desires. **Prior secretarial experience is required for entry into this program.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective written communication skills in writing and speaking in a business environment.
- Apply math operations to solve fundamental business problems.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation and word division rules to business correspondence.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation and word division rules to business correspondence.
- Work independently, with others, or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes and work habits that contribute to organizational goals.
- Use appropriate office procedures in the areas of records information management, telephone communications, incoming and outgoing mail, meetings and conferences, travel arrangements and simulated projects.
- Recognize the changing nature of technology and adapt to new equipment and procedures while retaining the most appropriate traditional office practices.
- Use word processing, spreadsheet, database, presentation, and Internet skills to complete office tasks.
- Demonstrate a high degree of accuracy in applying correct grammar, usage and style when transcribing documents from dictated audio tapes that use medical terminology.
- Proofread and edit typed/keyed copy, including transcription of machine dictation, with a high degree of accuracy and correctness.
- Utilize effective human relations skills in business situations.

### REQUIRED PROGRAM OF STUDY (Total Credits =32)

	<u>FIRST YEAR</u>			<u>SECOND YEAR</u>		
<u>FALL SEMESTER</u>			3	<u>SPRING SEMESTER</u>		3
BUS 105	Business English		3	BUS 110	Business Mathematics	3
OFT 212	Office Procedures		3	OFT 214	Word Processing II	3
OFT 213	Word Processing I		3	MGT 215	Human Relations in Business	3
COM 121	English Composition		3	OFT 241	Advanced Medical Transcription	3
OFT 240	Medical Terminology and Transcription		3	BUS 106	Business Communications	<u>3</u>
ORI 102	College Success Strategies		<u>2</u>			15
			17			

# Medical Transcriptionist, Diploma

## Business Division

The Medical Transcriptionist Diploma Program is designed to provide students with the skills necessary to obtain employment as medical transcriptionists. Graduates are prepared to work in doctors' offices, hospitals or clinics with the option of transcribing at home. All course work may later be applied to a Certificate or an Associate in Applied Science degree if the student desires.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate proficiency in keyboarding of business letters, memos, reports and tables at a high degree of speed and accuracy.
- Apply basic language skills associated with the parts of speech, sentence formations, numerical expression, capitalization, punctuation and word division rules to business correspondence.
- Transcribe from various kinds of original communication, such as handwritten copy, printed copy and voice-recorded dictation.
- Proofread and edit typed/keyed copy, including transcription of machine dictation, with a high degree of accuracy and correctness.
- Work independently, with others or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes and work habits that contribute to organizational goals.
- Demonstrate a high degree of accuracy in applying correct grammar, usage and style when transcribing documents from dictated audio tapes that use medical terminology.
- Utilize effective human relations skills in business situations.

### REQUIRED PROGRAM OF STUDY (Total Credits =21)

	<u>FIRST YEAR</u>			<u>SECOND YEAR</u>		
<u>FALL SEMESTER I</u>			3	<u>FALL SEMESTER 2</u>		3
BUS 105	Business English		3	MGT 215	Human Relations in Business	3
OFT 110	Keyboarding I		<u>3</u>	OFT 240	Medical Terminology and Transcription	<u>3</u>
			6			6
<u>SPRING SEMESTER I</u>			3	<u>SPRING SEMESTER 2</u>		3
OFT 111	Keyboarding II		3	OFT 241	Advanced Medical Transcription	3
OFT 120	Machine Dictation and Transcription		<u>3</u>			
			6			

# Nanoscience Technology, Associate in Applied Science Degree

## Science and Mathematics Division

This program, in conjunction with the Pennsylvania State University Nanofabrication Manufacturing Technology Program, prepares students for careers as skilled technicians for manufacturers utilizing nanofabrication technology. This discipline includes aspects of biotechnology, automation, miniaturization, integration, optics, robotics and information systems.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective oral communication and technical writing skills.
- Apply statistical methods for accuracy, precision, and error analysis as they pertain to quality control, measured results and calculated results.
- Utilize computer applications, including spreadsheets, word processing and online communications, for processing data.
- Explain basic scientific principles related to the behavior of matter at the atomic and macroscopic levels in chemical, biological and mechanical systems.
- Demonstrate necessary skills to function as a manufacturing technician in nanofabrication.
- Demonstrate proficiency in operating state of the art nanofabrication equipment.
- Demonstrate proficiency in identifying component and system level problems.
- Apply the concepts of the nanofabrication process related to advanced electronic and the latest nano-level manufacturing technologies.

## REQUIRED PROGRAM OF STUDY (Total Credits =65)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER I</b>				<b>FALL SEMESTER 2</b>			
ORI	102	College Success Strategies	2	NSC	180	Electronics for Nanoscience	4
MAT	165	Trigonometry	3	NSC	200	Nanofabrication Seminar	1
IFT	110	Microcomputer Applications	3	BIO	150	Biology I	4
ENV	130	The Environment	3	COM	141	Technical Writing	3
CHE	150	Chemistry I	4	SOC	125	The Individual & Society	3
			15				15
<b>SPRING SEMESTER I</b>				<b>SPRING SEMESTER 2 AT PENN STATE MAIN CAMPUS</b>			
CHE	155	Chemistry II	4	NSC	211	Materials, Safety & Equipment	3
COM	121	English Composition	3	NSC	212	Basic Nanofabrication	3
MAT	210	Statistics	3	NSC	213	Thin Film in Nanofabrication	3
HUM	----	Humanities or Art Elective	3	NSC	214	Lithography for Nanofabrication	3
PHY	150	Applied Physics	4	NSC	215	Materials Modification	3
			17	NSC	216	Characterization, Packaging & Testing Of Nanofabricated Structures	3
							18

## 2+2+2 MILLERSVILLE UNIVERSITY TRANSFER OPTION

This program, in conjunction with The Pennsylvania State University Nanofabrication Manufacturing Technology Program, prepares students to enter the B.S. in Industrial Technology with a concentration in Nanofabrication Manufacturing Technology at Millersville University.

### 2-High School/RACC Dual Enrollment

You can earn college credit for the following courses at your high school through the RACC Dual Enrollment or Head Start to College programs.

COM	121	English Composition*	3
MAT	210	Statistics*	3
MAT	220	Calculus I*	4
PSY	130	General Psychology*	3
			13

\*Earned through your local high school or Head Start to College

<u>FIRST YEAR</u>			
<b>FALL SEMESTER I</b>			
ORI	102	College Success Strategies	2
IFT	110	Microcomputer Applications	3
PHY	240	Physics I	4
CHE	150	Chemistry I	4
			13

<u>SPRING SEMESTER I</u>			
COM	141	Technical Writing	3
ENV	130	The Environment	3
CHE	155	Chemistry II	4
COM	151	Fundamentals of Speech	3
PHY	245	Physics II	4
			17

<u>SECOND YEAR</u>			
<b>FALL SEMESTER 2</b>			
NSC	180	Electronics for Nanoscience	4
NSC	200	Nanofabrication Seminar	1
HUM	----	Humanities Elective	3
BIO	150	Biology I	4
SOC	125	The Individual & Society	3
			15

<u>SPRING SEMESTER 2 AT PENN STATE MAIN CAMPUS</u>			
NSC	211	Materials, Safety & Equipment	3
NSC	212	Basic Nanofabrication	3
NSC	213	Thin Film in Nanofabrication	3
NSC	214	Lithography for Nanofabrication	3
NSC	215	Materials Modification	3
NSC	216	Characterization, Packaging & Testing Of Nanofabricated Structures	3
			18

**Total Credit Hours Required for the Program 76**

This program prepares students to enter the B.S. in Science, General Science option with a concentration in Nanoscience at Penn State Berks College.

### 2-High School/RACC Dual Enrollment

You can earn college credit for the following courses at your high school through the RACC Dual Enrollment or Head State to College programs.

COM 121	English Composition*	3
MAT 220	Calculus I*	4
MAT 210	Statistics	3
IFT 110	Microcomputer Applications*	3
Total Credits		13

\*Earned through your local high school or Head Start to College

### FIRST YEAR

<b>FALL SEMESTER I</b>		
ORI 102	College Success Strategies	2
PHYS 211	General Physics Mechanics***	4
CHE 150	Chemistry I	4
ENV 130	The Environment	3
SOC 125	The Individual & Society	3
		16

### SPRING SEMESTER I

COM 141	Technical Writing	3
MAT 221	Calculus II	4
PHY 245	Physics II	4
CHE 155	Chemistry II	4
		15

### SECOND YEAR

<b>FALL SEMESTER 2</b>		
BIO 150	Biology I	4
NSC 180	Electronics for Nanoscience	4
NSC 200	Nanofabrication Seminar	1
HUM ---	Humanities or Art Elective	3
PHYS 212	General Physics Electricity & Magnetism***	4
		16

\*\*\*PHYS 211/212 taken at PSU-Berks

### SPRING SEMESTER 2 AT PENN STATE MAIN CAMPUS

NSC 211	Materials, Safety & Equipment	3
NSC 212	Basic Nanofabrication	3
NSC 213	Thin Film in Nanofabrication	3
NSC 214	Lithography for Nanofabrication	3
NSC 215	Materials Modification	3
NSC 216	Characterization, Packaging & Testing Of Nanofabricated Structures	3
		18

**Total Credit Hours Required for the Program 78**

## Nanoscience Technology, College Credit Certificate

### Science and Mathematics Division

This program, in conjunction with the Pennsylvania State University Nanofabrication Manufacturing Technology Program, prepares students for careers as skilled technicians for manufacturers utilizing nanofabrication technology. This discipline includes biotechnology, automation, miniaturization, integration, optics, robotics and information systems. **This program is designed for students who have already earned a college degree and wish to expand their education.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Apply statistical methods for accuracy, precision and error analysis as they pertain to quality control, measured results and calculated results.
- Utilize computer applications, including spreadsheets, word processing and online communications for processing data.
- Explain basic scientific principles related to the behavior of matter at the atomic and macroscopic levels in chemical, biological and mechanical systems.
- Demonstrate necessary skills to function as a manufacturing technician in nanofabrication.
- Demonstrate proficiency in operating state of the art nanofabrication equipment.
- Demonstrate proficiency in identifying component and system level problems.
- Apply the concepts of the nanofabrication process related to advanced electronic and the latest nano-level manufacturing technologies.

### REQUIRED PROGRAM OF STUDY (Total Credits =21)

#### FIRST YEAR

<b>FALL SEMESTER I</b>		
MAT 165	Trigonometry	3
IFT 110	Microcomputer Applications	3
CHE 150	Chemistry I	4
		10

<b>SPRING SEMESTER I</b>		
CHE 155	Chemistry II	4
MAT 210	Statistics	3
PHY 150	Applied Physics	4
		11

#### SECOND YEAR

<b>FALL SEMESTER 2</b>		
NSC 180	Electronics for Nanoscience	4
NSC 200	Nanofabrication Seminar	1
BIO 150	Biology I	4
		9

<b>SPRING SEMESTER 2 AT PENN STATE MAIN CAMPUS</b>		
NSC 211	Materials, Safety & Equip.	3
NSC 212	Basic Nanofabrication	3
NSC 213	Thin Film in Nanofabrication	3
NSC 214	Lithography for Nanofabrication	3
NSC 215	Materials Modification	3
NSC 216	Characterization, Packaging & Testing Of Nanofabricated Structures	3
		18

# Nursing, Associate in Applied Science Degree

## Division of Health Professions

The Associate Degree Nursing Program prepares students for positions as beginning staff level nurses in acute and long term care facilities. Upon successful completion of the program, students will receive an Associate in Applied Science (AAS) degree. The graduate will be eligible to sit for the state licensure examination (NCLEX-RN) to become a registered nurse. Nursing students attend classes on the College campus. Selected clinical learning experiences are provided at a variety of health care agencies with direct guidance of the nursing faculty. The purpose of these experiences is to provide the student with the opportunity to apply classroom learning in direct patient care situations. The nursing program is approved by the State Board of Nursing of the Commonwealth of Pennsylvania and accredited by the Accreditation Commission for Education in Nursing. For more information regarding the ACEN, contact 3343 Peachtree Road, NE Suite 850, Atlanta, Georgia 30326, 404-975-5000.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Apply expanding knowledge base to evaluate human responses which reflect health status of clients of any age with a focus on adults.
- Provide all clients with safe nursing care using the nursing process in a variety of health care settings.
- Manage care for a group of clients through collaboration with members of the health care team.
- Integrate professional standards and values into the practice of nursing.
- Exemplify effective communication skills when providing care and when advocating for client, nursing and self.

## REQUIRED PROGRAM OF STUDY (Total Credits = 70)

### PREREQUISITES TO NUR 100 (PRE-CLINICAL)

ORI	102	College Success Strategies	2
BIO	250	Anatomy & Physiology I	<u>4</u>
			6

### FIRST YEAR

#### FIRST SEMESTER

NUR	100	Nursing I	9
COM	121	English Composition	3
BIO	255	Anatomy & Physiology II *	<u>4</u>
			16

#### SECOND SEMESTER

NUR	150	Nursing II	9
PSY	130	General Psychology	3
BIO	280	Microbiology	<u>4</u>
			16

### SECOND YEAR

#### THIRD SEMESTER

NUR	200	Nursing III	10
MAT	150	Foundations of Math	3
COM	131	Composition and Literature	3
		<b>or</b>	3
COM	141	Technical Writing	<u>16</u>

#### FOURTH SEMESTER

NUR	250	Nursing IV	10
SOC	130	Sociology	3
PHI	271	Philosophy	3
		<b>or</b>	3
PHI	275	Ethics	<u>16</u>

\*This course fulfills the natural/physical sciences requirement.

The required placement test result for math is Algebra II. If the student does not place at the Algebra II level, then he/she must take math through and including Algebra I prior to program eligibility.

BIO 250: Anatomy & Physiology I and BIO 255: Anatomy & Physiology II must be completed within five years of application to the clinical portion of the Nursing Program.



# Occupational Therapy Assistant, Associate in Applied Science Degree

## Division of Health Professions

Reading Area Community College offers an Occupational Therapy Assistant Program in cooperation with Lehigh Carbon Community College. Students complete the general education requirements at Reading Area Community College and then complete the Physical Therapist Assistant clinical program at Lehigh Carbon Community College. After satisfactory completion of all program requirements, the student earns an Associate in Applied Science in Occupational Therapy Assistant from Lehigh Carbon Community College.

Graduates of this program are prepared for entry level employment as occupational therapy assistants, and are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. Phone: (301) 652-AOTA. The COTA functions under the direct or general supervision of an Occupational Therapist (OTR), in evaluating, planning and implementing programs to retrain or to develop the patient's performance in self-care, work and leisure skills. COTAs treat patients in mental health facilities, rehabilitation hospitals, school systems, hand clinics, nursing homes, and home health settings. AOTA requires that all OTA students complete their Level II Fieldwork within 18 months following completion of the academic preparation.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Provide all clients with safe care in a variety of health care settings.
- Provide the services expected of an entry-level occupational therapy assistant.
- Assist in management of delivery of occupational therapy as a member of the health care team in a variety of settings.
- Utilize the COTA/OTR supervision process and professional and educational resources to improve and increase knowledge and professional techniques to function effectively as a certified Occupational Therapy Assistant.
- Demonstrate a professional manner, abide by the policies and procedures of the facility and practice the ethics of the occupational therapy profession.
- Address the health needs of individuals, communities and society as a whole by assisting in community wellness and prevention programs.
- Utilize effective verbal and nonverbal communication skills to participate in the profession and society.
- Develop self-confidence and accountability to assume professional behaviors.
- Recognize education is a lifelong commitment to continued personal and professional development.
- Practice within the ethical parameters of the occupational therapy profession.
- Take an active role in student and professional organizations.
- Recognize individual differences and develop positive attitudes from this awareness.
- Demonstrate a holistic awareness of each individual and understand individual differences in adaptive responses.
- Adopt individualized learning when caring for individuals with diverse cultural, socioeconomic and environmental needs.
- Collaborate with client/patient and other health care providers to enhance occupational therapy service delivery.

## REQUIRED PROGRAM OF STUDY (Total Credits = 68.5)

### General Education Requirements at Reading Area Community College

<b>PREREQUISITE</b>			
BIO	150	Biology I	4
			<u>4</u>
<b>FALL SEMESTER</b>			
BIO	250	Anatomy & Physiology I	4
COM	121	English Composition	3
PSY	130	General Psychology	3
			<u>10</u>
<b>SPRING SEMESTER</b>			
BIO	255	Anatomy & Physiology II	4
COM	131	Composition & Literature	3
SOC	130	Sociology	3
			<u>10</u>
			<b>24</b>

### Clinical Education Requirements

### at Lehigh Carbon Community College

<b>FALL SEMESTER</b>			
OTA	101	Introduction to Occupational Therapy	3
OTA	103	Therapeutic Media	3.5
PSY	145	Human Growth and Development	<u>3</u>
			9.5
<b>SPRING SEMESTER</b>			
OTA	110	Intervention in Occupational Therapy	3.5
OTA	116	Principles of Treatment in Adult/Geriatric Rehabilitation	3.5
OTA	205	Medical Conditions	<u>3</u>
			9.5
<b>FALL SEMESTER</b>			
OTA	211	Occupational Therapy in Mental Health	4
OTA	217	Principles of Treatment in Adult/Geriatric Rehabilitation	4
OTA	223	Therapeutic Adaptations/Techniques in Occupational Therapy	3
OTA	229	Supervision in Occupational Therapy	<u>2</u>
			13
<b>SPRING SEMESTER</b>			
OTA	240	Fieldwork Experience	<u>12</u>
			44.5

# Physical Therapist Assistant, Associate in Applied Science Degree

## Division of Health Professions

Reading Area Community College offers a Physical Therapist Assistant Program in cooperation with Lehigh Carbon Community College. Students complete the general education requirements at Reading Area Community College and then complete the Physical Therapist Assistant clinical program at Lehigh Carbon Community College. After satisfactory completion of all program requirements, the student earns an Associate in Applied Science in Physical Therapist Assistant from Lehigh Carbon Community College.

The Physical Therapist Assistant (PTA) program is fully accredited under the commission on accreditation in Physical Therapy Education. This program will prepare the graduate to work under the supervision and direction of a licensed physical therapist in performing physical therapy treatments that include the following: therapeutic exercise, mechanical traction, massage, compression, heat, cold, sound, ultraviolet, water and electricity; instruction in activities of daily living (ADL); and the use and care of braces, prostheses and ambulation devices. The program includes clinical experience under the direction of a licensed physical therapist in area health facilities. Jobs for which graduates are expected to be qualified include physical therapist assistants in hospitals, extended health care facilities, rehabilitation hospitals, private physical therapy practices and children's centers.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Use therapeutic exercise, mechanical traction, therapeutic massage, compression, heat, cold, ultraviolet, water, electricity and ultrasound.
- Measure and adjust crutches, canes, walkers and wheelchairs, and instruction in their use and care.
- Instruct, motivate and assist patients and others in improving pulmonary function, learning and improving functional activities, such as pre-ambulation, transfer, ambulation, and daily living activities, and the use and care of orthosis, prostheses and supportive devices.
- Perform, without interpretation, of selected measurement procedures, such as range of joint motion, gross strength of muscle groups, length and girth of body parts and vital signs.
- Modify treatment procedures as indicated by patient response and within the limits specified in the plan of care, and reporting orally or in writing to the physical therapist.
- Communicate with members of physical therapy staff and other health team members, individually and in conference, to provide patient information.

## REQUIRED PROGRAM OF STUDY (Total Credits = 66)

### General Education Requirements at Reading Area Community College

#### PRE-REQUISITE

BIO	150	Biology I	4
			4

#### FALL SEMESTER

BIO	250	Anatomy & Physiology I	4
COM	121	English Composition	3
PSY	130	General Psychology	3
			10

#### SPRING SEMESTER

BIO	255	Anatomy & Physiology II	4
COM	131	Composition & Literature	3
SOC	130	Sociology	3
			3
			13
			27

### Clinical Education Requirements at Lehigh Carbon Community College

#### FALL SEMESTER

PTA	101	Introduction to Physical Therapy	3
PHY	103	Fundamentals of Physics	4
			7

#### SPRING SEMESTER

PTA	102	Applied Kinesiology	3.5
PTA	103	Physical Therapy Procedures I	3
PTA	201	Medical-Surgical Orientation to Therapy	3
			9.5

#### FALL SEMESTER

PTA	203	Physical Therapy Procedures II	3
PTA	205	Therapeutic Exercise	4
PTA	206	Rehabilitation	3.5
			10.5

#### SPRING SEMESTER

PTA	208	Clinical Practice	12
			39

# Practical Nursing, College Credit Certificate

## Division of Health Professions

The Practical Nursing Certificate Program is full-time and 12 months in length. It prepares the student to provide direct client care in all settings where nursing takes place under the supervision of a Registered Nurse, licensed physician or licensed dentist. The graduate will participate in assessment, planning, implementation and evaluation of nursing care in cooperation with other members of the health care team. Upon graduation students are eligible to take the NCLEX-PN licensing examination. The Practical Nursing Program is approved by the State Board of Nursing of the Commonwealth of Pennsylvania and accredited by the Accreditation Commission for Education in Nursing. For more information regarding the ACEN, contact 3343 Peachtree Road, NE Suite 850, Atlanta, Georgia 30326, 404-975-5000. Please refer to Selective Admissions Procedures.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Provide safe nursing care along with physical comfort and psychological and spiritual support by utilizing the nursing process.
- Practice effective communication techniques in settings with clients,
- clients' families and members of the health care team.
- Seek self-improvement and growth by active participation in education and career development.
- Function within the legal and ethical parameters of the law governing practical nursing.

## REQUIRED PROGRAM OF STUDY (Total Credits = 48)

### PREREQUISITES:

ORI 102	College Success Strategies*
COM 031	Basics of College Study Skills*
MAT 030	Algebra I
BIO 120	Biological Concepts or BIO 150**
CHE 120	Principles of Chemistry**

### SUMMER SESSION

COM 121	English Composition	3
PNP 102	Practical Nursing II	<u>13</u>
		16

### FALL SEMESTER

PSY 130	General Psychology	3
PNP 103	Practical Nursing III	<u>13</u>
		16

### SPRING SEMESTER

PNP 110	Body Structure and Function***	3
PNP 101	Practical Nursing I	<u>13</u>
		16

## ADDITIONAL INFORMATION

The PNP is a full-time day program only.

Students must have a GPA of 2.5 or above to apply to and be accepted to the Practical Nurse Program.

Math skills will be tested in the Spring Semester. Students must pass the math exam with an 85% or above.

\* Students may waive ORI 102 and COM 031 if they have completed 24 college credits.

\*\* Students possessing a high school-level biology and/or chemistry course (with lab) with a "C" grade or better will satisfy this/these course prerequisites if completed within 5 years of program start date.

\*\*\* Students have the option of taking Bio 250 Anatomy & Physiology I and Bio 255 Anatomy & Physiology II as their requirement for PNP 110 Body Structure and Function. These courses must be completed within five years of the start date into the Practical Nursing Program. Students that have chosen this option would have PNP 110 Body Structure and Function waived.

# Pre-Law/Public Administration Transfer, Associate in Arts Degree

## Social Sciences/Human Services Division

This program is designed to prepare the student to enter a baccalaureate program in Pre-Law on the junior level.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Identify and analyze sources of information and propaganda in the United States.
- Identify and describe the concept of evolutionary democracy and the development of the federal system of government in the United States.
- Apply the U. S. Constitution to the criminal justice process, including such issues as arrest, search and seizure, self-incrimination and the right to counsel.
- Describe the federal and state courts of the United States and discuss the operation of these courts and the new areas of law the courts are entering.
- Explain the types of local governments in the United States and describe what they do, problems facing them and new approaches these governments are developing to do the tasks in their charge.
- Compare the characteristics of a democracy to a dictatorship and analyze the political system of the United States.
- Summarize the elements and characteristics of interpersonal communication.
- Transfer to an accredited college or university.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

### See General

#### Education Requirements

36

### Major Requirements

HIS 110	History of the United States	1	
	or	3	
HIS 115	History of the United States II	11	
LAW 150	Legal Procedures	3	
POS 130	American Government	3	
POS 135	State & Local Government	3	
PSY 120	Interpersonal Relations & Communications	3	
		15	

### Suggested Electives

9

Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.

## SUGGESTED ELECTIVES

ANT 135	HIS 110	PSY 130	SOC 210
ANT 140	HIS 115	PSY 232	SOC 220
BUS 230	HIS 120	PSY 235	SOC 225
ECO 250	HIS 125	SOC 120	
GEO 101	HIS 130	SOC 130	

# Psychology Transfer, Associate in Arts Degree

## *Social Sciences/Human Services Division*

This program is designed to prepare the student to enter a baccalaureate program in Psychology on the junior level.

### **Program Competencies**

Upon successful completion of this program, the student should be able to:

- Describe the discipline of psychology and differentiate between the various sub-fields within psychology.
- Discuss various theories of psychology as they relate to behavior and mental disorders.
- Identify terminology in interpersonal relationships and intrapersonal awareness.
- Demonstrate knowledge of the relationship between psychology and physical health.
- Analyze biological, cognitive, and social-emotional development of the developing human.
- Identify the various theories that explain personality development.
- Summarize the basic features of research methods in psychology.
- Analyze the major thought systems, schools of psychology, and general theories of psychology as they relate to the social human.
- Analyze the biological, psychological, and sociocultural factors that influence the process of addiction and recovery.
- Illustrate the theories and their practical applications related to sensation and perception.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

**See General Education Requirements**

**36**

### **MAJOR REQUIREMENTS**

PSY 270 Research Methods 3

Select 4 courses from at least 2 of the following categories:

#### **Human Development**

PSY 208 Lifespan Development 3  
 PSY 210 Child Psychology 3  
 PSY 212 Adolescent Psychology 3

#### **Individual Processes**

PSY 230 Abnormal Psychology 3  
 PSY 235 Social Psychology 3

#### **Learning & Cognition**

PSY 240 Educational Psychology 3

#### **Biological Basis of Behavior**

PSY 245 Biological Basis of Human Behavior 3  
 PSY 250 Sensation and Perception 3  
 15

To fulfill program requirements, students should take the following General Education courses:

Mathematics  
 MAT 210 Statistics  
 Social Sciences  
 PSY 130 General Psychology  
 Elective  
 COM 151 Speech

Students should meet with their faculty advisor to carefully select courses.

# Respiratory Care, Associate in Applied Science Degree

## Division of Health Professions

The Associate Degree program in Respiratory Care prepares the student to assume responsible positions as part of the Health Care team. The graduate will be eligible to sit for the National Registry Examination, administered by the National Board for Respiratory Care (N.B.R.C.). Respiratory Care students participate in various classroom, laboratory and clinical experiences. The laboratory provides students the opportunity for hands-on experience in preparation for clinical practicum. The classroom courses give the student the foundational knowledge in Respiratory Care. The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC: 1248 Harwood Road, Bedford, TX 76021-4244. Phone: 817.283.2835). **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Provide, under medical direction, treatment, management, diagnostic evaluation and care to patients with deficiencies and abnormalities of the cardiorespiratory system.
- Administer the therapeutic use of the following: medical gases and administration apparatus, environmental control systems, humidification, aerosols, medications, ventilatory support, bronchopulmonary resuscitation and airway management.
- Demonstrate behavior consistent with acceptable professional conduct standards such as appearance, quality of work, quantity of work, continuing education, human relations skills, leadership skills, reading skills, writing skills and verbal communication skills.

## REQUIRED PROGRAM OF STUDY (Total Credits = 73)

### PREREQUISITES TO RES 150, 200 AND 212

BIO	250	Anatomy & Physiology I	4
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### SEMESTER I

ORI	102	College Success Strategies	2
BIO	250	Anatomy & Physiology I	4
COM	121	English Composition	3
RES	150	Respiratory Care I	5
RES	200	Cardiopulmonary Anatomy & Physiology	1
RES	212	Pharmacology	<u>2</u>
			17

### SEMESTER 2

BIO	255	Anatomy & Physiology II	4
MAT	110	Algebra II	3
			3
MAT	150	Foundations of Mathematics	3
			or
MAT	160	College Algebra	3
			or
MAT	210	Statistics	3
PSY	130	General Psychology	3
			or
SOC	130	Sociology	3
RES	227	Respiratory Care II	<u>8</u>
			18

### SUMMER SESSION

RES	237	Respiratory Care III	3
IFT	110	Microcomputer Applications	<u>3</u>
			6

### SEMESTER 3

BIO	280	Microbiology	4
COM	131	Composition & Literature	3
			or
COM	141	Technical Writing	3
RES	255	Respiratory Care IV	<u>10</u>
			17

### Semester 4

PHI	----	Philosophy or Ethics Elective	3
RES	265	Respiratory Care V	<u>12</u>
			15

# Science Transfer, Associate in Science Degree

## Science and Mathematics Division

This program is designed to prepare the student to enter a baccalaureate program in biological, physical, or pre-professional science or engineering at the junior level.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Demonstrate effective oral and written communication skills.
- Apply mathematical methods to scientific problems.
- Apply basic scientific principles and concepts in the solution of problems and laboratory experiments.
- Demonstrate an ability to collect, organize, analyze, evaluate and present data.
- Demonstrate an ability to retrieve data and search relevant literature.
- Demonstrate the ability to use specific scientific apparatus and instrumentation.
- Explain basic scientific principles related to the behavior of matter and energy from the atomic level through the macroscopic level.
- Transfer to an accredited college or university.

### REQUIRED PROGRAM OF STUDY (Total Credits = 60)

**See Associate in Science General Education Requirements 42**

Students should choose 18-20 credits to round out their program. These might include additional mathematics, science, humanities or social science classes as suggested by the transfer institution. It is essential that students meet with a Faculty Advisor for assistance in selecting courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.

# General Science Certificate, College Credit Certificate

## Science and Mathematics Division

The General Science Certificate Program is designed to provide students with foundational knowledge and skills in the sciences, covering the basics of biology, chemistry, environment, mathematics, and physics. This background can be used as an entry into the Science Transfer Associate in Science degree, into a science related degree at a 4-year college, or into employment where general science knowledge and laboratory skills are needed.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Identify how living organisms function, reproduce, and evolve.
- Explain the structures of atoms and compounds and the basic principles of chemical reactions and properties.
- Express how humans impact the environment.
- Describe the laws of motion, energy, electricity, and sound waves.
- Demonstrate effective basic laboratory skills in biology, chemistry, and physics.
- Apply mathematical operations to solve problems in biology, chemistry, and physics.
- Write reports, tabulate data, and create professional presentations.

### REQUIRED PROGRAM OF STUDY (Total Credits = 30)

#### FALL SEMESTER

BIO 120	Biological Concepts	4
<i>or</i>		
BIO 150	Biology I	
CHE 120	Principles of Chemistry	4
<i>or</i>		
CHE 150	Chemistry I	
IFT 110	Microcomputer Applications	3
MAT 110	Algebra II	3
ORI 102	College Success Strategies	<u>2</u>
		16

#### SPRING SEMESTER

ENV 130	The Environment	3
COM 121	English Composition	3
PHY 120	Principles of Physics	4
<i>or</i>		
PHY 150	Applied Physics	
---	Additional lab science or elective	<u>4</u>
		14

# Social Work Transfer, Associate in Arts Degree

## Social Sciences/Human Services Division

This program is designed to prepare the student to enter a baccalaureate program in Social Work on the junior level.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Summarize the history and nature of the social work profession and the social service delivery system and policies in the United States.
- Articulate the knowledge, values and skills of Generalist Social Work practice.
- Identify culturally proficient social work practice models which affirm client system strengths.
- Demonstrate the ability to apply theoretical knowledge of development across the lifespan in assessing client systems.
- Having achieved foundational-level social work competencies, transfer to an accredited institution offering the Bachelor of Social Work (B.S.W.) degree.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

<b>See General Education Requirements</b>	<b>36</b>	<p><b>Major Requirements</b></p> <p>SWK 110 Introduction to Social Work 3</p> <p>SWK 240 Poverty and Social Welfare Policy 3</p> <p>SWK 230 Human Behavior and the Social Environment 3</p> <p>ANT 140 Cultural Anthropology 3</p> <p>ANT 245 Anthropology of Religion OR 3</p> <p>POS 130 American Government —</p> <p style="text-align: right;">15</p>	<b>9</b>	<p><b>NOTE:</b></p> <p>It is strongly recommended that students meet with their faculty advisor early in the program to select general education courses. Please refer to the Social Work curriculum guide online at <a href="http://racc.edu/academics/advising">racc.edu/academics/advising</a>. It is the responsibility of the student to meet with an admissions representative from the four-year institution to determine its transfer policies.</p>
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## SUGGESTED ELECTIVES

ANT 245	CHE 120	PHI 275	PSY 208	SOC 220
BUS 200	COM 151	MAT 210	PSY 234	SPA 101
BIO 120	PHI 271	POS 130	SOC 210	SPA 102



# Sociology Transfer, Associate in Arts Degree

## Social Sciences/Human Services Division

This program is designed to prepare the student to enter a baccalaureate program in Sociology/Anthropology/Social Sciences, with a concentration in Sociology or Anthropology, on the junior level.

Upon successful completion of this program, the student should be able to:

- Explain basic theory, methodology and knowledge from the field of sociology.
- Illustrate key concepts in sociology including norm, social control, socialization and deviance.
- Analyze social change processes utilizing various societies at various times as examples.
- Analyze cultural and social variations of family structure and the impact of the family on the individual.
- Identify current social issues and the role of social policy making in addressing social problems.
- Evaluate social problems, their causes, controls and effects upon society.
- Utilize resources for keeping current with issues and trends in sociology.
- Apply ethical choices related to sociological research.
- Transfer to an accredited college or university.

### REQUIRED PROGRAM OF STUDY (Total Credits = 60)

<b>See General Education Requirements</b>	<b>36</b>	<b>Major Requirements</b>		<b>Suggested Electives</b>	<b>9</b>
		SOC 130 Sociology	3	Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.	
		SOC 210 Social Problems	3		
		SOC 220 The Family	3		
		ANT 140 Cultural Anthropology	3		
		PSY 120 Interpersonal Relations & Communications	<u>3</u>		
			15		

### SUGGESTED ELECTIVES

ECO 250	SOC 291	ANT 245	GEO 101
SOC 125	SOC 299	ANT 250	SST 110
SOC 230	PSY 235	ANT 255	PSY 130
SOC 290	ANT 200	ANT 290	HUM 280

# Technology Studies, Associate in Applied Science Degree

## Science and Mathematics Division

This program is a flexible Associate's degree plan that can be individualized to meet the occupational and educational needs of a student, who is completing or has completed technical programs, certifications, licensures, military training, or prior learning. It is intended for those students whose occupational goals are not met by the College's other associate degree programs of study. Each student is expected to meet general education requirements and technical program requirements following a plan that is approved by their academic advisor or the appropriate assistant dean. In the end, the student will have a focused set of technical skills and knowledge along with a broad academic foundation useful for securing more career opportunities or work-place advancement.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- establish an expertise of knowledge and skills in a technical profession.
- explain the use of science, mathematics, computers, and writing in developing and communicating technological advances.
- demonstrate a comprehensive knowledge of how technology impacts society.

## REQUIRED PROGRAM OF STUDY (Total Credits = 60)

<u>FIRST YEAR</u>				<u>SECOND YEAR</u>			
<b>FALL SEMESTER 1</b>				<b>FALL SEMESTER 2</b>			
ORI	102	College Success Strategies	2	COM	141	Technical Writing	3
IFT	110	Microcomputer Applications	3			Humanities/Art Elective	3
		Any Lab-based Science Course	4			Technology Course*	3
MAT		Any 100-level or higher MAT course	3			Technology Course*	3
		Technology Course*	<u>3</u>			Technology Course*	<u>3</u>
			15				15
<b>SPRING SEMESTER 1</b>				<b>SPRING SEMESTER 2</b>			
COM	121	English Composition	3	ENV	130	The Environment	3
IFT	120	Adv Microcomputer Apps		SOC	130	Sociology	
	<b>or</b>		3		<b>or</b>		3
LIB	113	Internet Research Strategies		PSY	130	General Psychology	
MAT		MAT 160 or higher	3			Technology Course*	3
		Technology Course*	3			Technology Course*	3
		Technology Course*	<u>3</u>			Technology Course*	<u>3</u>
			15				15

\* The student should follow the Technical Program of Study that is approved by their academic advisor or the appropriate academic assistant dean. All elective courses should be appropriate to meet the student's occupational goal. Up to 20 credits of technology courses may be completed by articulation of technical center courses, prior learning, or military training through the RACC Assessment Center following current RACC policies, which are summarized at <http://www.racc.edu/StudentLife/Services/assessment.aspx>. These credits may not transfer to other colleges. A minimum of 15 credits of technology courses should establish a concentration of knowledge and skills in one technical area.

# Web Site Development, Associate in Applied Science Degree

## Business Division

The Web Site Development concentration is designed to prepare graduates as website developers. Students will gain experience in website design, creation and implementation. They will also be able to maintain a web server. **College credit may be granted through Tech Prep articulation agreements between RACC and approved secondary schools.**

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Create programs that solve common business problems using structured programming and modular design.
- Describe the hardware and software needs in a modern business environment using appropriate computer terminology.
- Plan and design websites using fundamental web design principles.
- Create multimedia websites using web authoring tools.
- Employ the skills necessary to be an Internet site developer, designer or webmaster.
- Create e-commerce websites.
- Discuss the issues of professional standards and ethics for Information Technology workers.
- Utilize a personal computer to prepare documents using word processing, spreadsheet and database software and to perform basic navigation of the Internet.
- Demonstrate effective communication skills in writing and speaking in a business environment.
- Utilize business management principles to analyze problems and make decisions.
- Apply economic theory to analyze social, political, financial and business problems.

## REQUIRED PROGRAM OF STUDY (Total Credits = 68)

### FIRST YEAR

#### FALL SEMESTER I

IFT 100	Introduction to Information Technology	3
IFT 110	Microcomputer Applications	3
WEB 100	Web Design I (HTML)	3
PRG 100	Introduction to Programming	3
BUS 100	Introduction to Business	3
ORI 102	College Success Strategies	<u>2</u>
		17

#### SPRING SEMESTER I

WEB 115	Web Design II (Dreamweaver)	3
NET 100	Fundamentals of Networking	3
WEB 215	Web Design Graphics	3
PRG 160	JAVAScript	3
COM 121	English Composition	3
MGT 100	Principles of Management	<u>3</u>
		18

### SECOND YEAR

#### FALL SEMESTER 2

WEB 200	E-Commerce	3
WEB 230	Web Databases (PHP/MySQL)	3
ENV 130	The Environment	3
BUS 106	Business Communications	3
MGT 215	Human Relations in Business	3
HUM ----	Humanities Elective	<u>3</u>
		18

#### SPRING SEMESTER 2

WEB 220	Flash Animation	3
ACC 105	Financial Accounting	
	<b>or</b>	3
MGT 230	Small Business Management	
MAT 150	Foundations of Math	3
SOC 125	The Individual and Society	
	<b>or</b>	
SOC 130	Sociology	3
	<b>or</b>	
PSY 130	General Psychology	
WEB 210	Web Design Layout	<u>3</u>
		15

# Web Site Development, College Credit Certificate

## Business Division

The Web Site Development concentration is designed to prepare graduates as website developers. Students will gain experience in website design, creation and implementation. They will also be able to maintain a web server. The program is also designed for individuals working in advertising and marketing, as well as for students who currently have a bachelor's degree and desire a change of careers. Students may receive credit for certain courses if they can demonstrate or document proficiency.

### Program Competencies

Upon successful completion of this program, the student should be able to:

- Create programs that solve common business problems using structured programming and modular design.
- Describe the hardware and software needs in a modern business environment using appropriate computer terminology.
- Plan and design websites using fundamental web design principles.
- Create multimedia websites using web authoring tools.
- Employ the skills necessary to be an Internet site developer, designer or webmaster.
- Create e-commerce websites.
- Discuss the issues of professional standards and ethics for Information Technology workers.
- Utilize a personal computer to prepare documents using word processing, spreadsheet and database software and to perform basic navigation of the Internet.

## REQUIRED PROGRAM OF STUDY (Total Credits = 36)

### FIRST YEAR

### SECOND YEAR

#### FALL SEMESTER I

#### FALL SEMESTER 2

IFT	100	Introduction to Information Technology	3
IFT	110	Microcomputer Applications	3
WEB	100	Web Design I (HTML)	3
PRG	100	Introduction to Computer Programming	<u>3</u>
			12

WEB	200	E-Commerce	3
WEB	230	Web Databases PHP/MySQL	<u>3</u>
			6

#### SPRING SEMESTER I

#### SPRING SEMESTER 2

NET	100	Computer Networking	3
WEB	115	Web Design II (Dreamweaver)	3
WEB	215	Web Design Graphics	3
PRG	160	JAVAScript	<u>3</u>
			12

WEB	210	Web Design Layout	3
WEB	220	Flash Animation	<u>3</u>
			6



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# Course Descriptions

# 2013-2014 COURSE DESCRIPTIONS

## Accounting–Anthropology

### ACCOUNTING

Course Number Credit Hours

**ACC 100 Personal Finance 3**

This course is an introduction to the basics of personal financial planning including budgeting, consumer awareness, home buying and selling, insurance, lending and borrowing, various types of investments, estate planning, and income tax strategies. This course is designed to help students make better use of the financial resources they have as well as to plan for a more successful future. Prerequisite: COM 061 or ESL 060 *Spring*

**ACC 105 Financial Accounting 3**

This course is designed to provide a conceptual introduction to financial accounting topics for business and accounting majors. Emphasis in the course is placed on using financial accounting information for decision making. Accounting theory of all commonly used accounts such as cash, investments, receivables, inventory, fixed assets, payables, bonds, and stocks are studied, as are accounting systems and controls, financial statement preparation, and analysis. Students will be introduced to the accounting cycle through computerized software. Prerequisites: IFT 110 (or concurrently), COM 050 or COM 051 or ESL 051. Strongly recommended: BUS 110 *All*

**ACC 110 Managerial Accounting 3**

Accounting techniques for managerial planning and control for all types of organizations, including non-profit, retail, wholesale, selling, and administrative situations in large and small businesses are included in this course. Product costing for manufacturing companies is also covered; however, emphasis is placed on the implications of the methods used for decision making. Topics covered include cost-volume-profit analysis, types of costs and cost behavior patterns, relevant costs for various types of decisions, budgeting, standard cost variances, responsibility accounting, capital project evaluation techniques, job order cost systems, and process cost systems. Students will solve various problems using microcomputers and spreadsheet software. Prerequisites: ACC 105, MAT 030 *All*

**ACC 120 Payroll Accounting 1**

This course provides up-to-date instructions in the preparation of payroll records and tax returns. Students will be responsible for a practice set which includes all payroll activities for a small business including weekly payroll, computation and entries, and quarterly and annual tax returns using actual federal and state forms. Prerequisite: COM 061 or ESL 060 *Spring*

**ACC 205 Intermediate Accounting I 4**

This course provides an in-depth study of financial accounting topics including the conceptual framework for financial reporting and accounting principles, financial statement preparations and analysis, compound interest, annuities and present value, cash, receivables, and inventory valuations, property, plant and equipment, depreciation, and amortization of intangible assets. Prerequisites: ACC 110, COM 121 or COM 122 Strongly recommended: ACC 220 *Fall*

**ACC 206 Intermediate Accounting II 4**

This course is a continuation of Intermediate Accounting I. It is a study of current and contingent liabilities, long-term liabilities, capital stock, additional paid-in capital, retained earnings, earnings per share calculations, investments, pensions, leases, alternative means of income recognition, accounting for income taxes, and statement of cash flows. Prerequisite: ACC 205 *Spring*

**ACC 210 Financial Management 3**

Basic terminology and evaluation techniques for the financial decisions required of all managers are emphasized in this course. Investment portfolios, risk, alternatives for both short- and long-term business financing, stock and bond markets, interest rates, dividend policies, forecasting, and project evaluation are all covered with the intent of exposing students to the required techniques for making the best decisions for a business's continued success. Prerequisite: ACC 105 or permission of the instructor *Spring*

**ACC 220 Accounting Information Systems 4**

The primary purpose of this course is to provide an overview of automated accounting systems. Financial accounting systems are analyzed for file requirements, output, internal controls, and interaction with other systems. Internal controls over computer systems are also studied. Students will gain a hands-on computer experience using several integrated accounting packages. Prerequisite: ACC 105 *Spring*

**ACC 230 Federal Taxes 3**

This course is the study of the federal tax system, withholding taxes, payroll taxes, self-employment taxes, and individual income taxes. Emphasis is given to the Internal Revenue Code for tax accounting for individuals and businesses. Also covered are special tax computations, tax credits, gains and losses, inventories and depreciation, as well as tax problem researching sources and preparation of returns. Prerequisite: ACC 105 *Fall*

**ACC 235 Auditing 3**

Generally Accepted Auditing Standards are studied in this course in relation to the examination of financial statements by an independent auditor. The moral and ethical problems of the auditor are also covered in addition to the planning and implementation of an audit case using computerized spreadsheet software. Prerequisite: ACC 205 *Spring*

**ACC 290 Cooperative Education I Varies**

*All*

**ACC 291 Cooperative Education II Varies**

*All*

**ACC 299 Special Studies and Special Topics Varies**

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course

may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

### ANTHROPOLOGY

Course Number Credit Hours

**ANT 135 Human Evolution: Physical Anthropology & Archaeology 3**

This is an introductory course to familiarize students with the methods and findings of Physical/Biological Anthropology and Archaeology. Interrelated biological and sociocultural factors that have been proposed to explain the evolution of the human species will be examined as well as the wide range of adaptive responses to differing environmental and societal pressures encountered by humans as they left their original homeland. Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 *Spring*

**ANT 140 Cultural Anthropology 3**

This introductory course familiarizes students with the concepts, methods, and findings of Cultural and Linguistic Anthropology. Cross-cultural study of adaptations to the environment, social institutions, and cultural practices is combined with a holistic examination of particular societies around the world. Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 *All*

**ANT 200 Intercultural Communication (Honors) 3**

Honors courses involve more in-depth study than non-honors courses and often involve exploratory learning, essay writing, collaborative activities, and individualized research. This course examines how human beings communicate, and often mis-communicate, intercultural. It considers the ways such communication occurs not only through speech but also through gestures, posture, dress, facial expressions, distancing, use of time, and spatial organization. It further concerns the nature of ethnography and the relationship between language and culture. Prerequisites: COM 121 or COM 122, eligibility for the Honors Program *Spring*

**ANT 210 Native Peoples of North America 3**

This course will examine theories regarding the origin of the native peoples of the United States, Canada, and Mexico (commonly called "Indians") and compare and contrast the various cultural adaptations these populations have made to their changing social and physical environments from prehistoric times to the present. A final emphasis will focus on contemporary problems facing them and possible solutions to these problems. Prerequisite: COM 121 or COM 122 *Fall*

**ANT 245 The Anthropology of Religion 3**

This course examines theories proposed to explain the origin, function and persistence of supernaturalistic ideology, symbolism and ritual in both non-Western and Western societies as well as

*ANT course descriptions continued ►*

# 2013-2014 COURSE DESCRIPTIONS

## Anthropology (continued)—American Sign Language

the social, cultural and political consequences of religious beliefs and differences.  
Prerequisite: COM 121 or COM 122 *Fall*

### ANT 255 Interpreting Lives: Rites of Passage, Personal History, and the Life Cycle (Honors) 3

Same as HIS 255 & PSY 255. Honors courses involve more in-depth study than non-honors courses and often involve exploratory learning, essay writing, collaborative activities and individualized research. This interdisciplinary course considers the stages of life and their cross-cultural variation, including the rites of passage that mark transitions throughout the human life cycle. Further, the course examines how people construct and reaffirm their lives through the process of personal narrative. Students will be taught life history interview methods and guided to do independent research with an individual "tradition bearer". Such life history research facilitates the coming to voice of women and minority people who are often ignored in standard historical writing.  
Prerequisite: COM 121 or COM 122, eligibility for the Honors Program *Fall*

### ANT 285 Ethnographic Research (Honors) 3

Honors courses involve more in-depth study than non-honors courses and often involve exploratory learning, essay writing, collaborative activities and individualized research. The course focuses on supervised qualitative field research in particular social situations. Students will learn the steps to accomplishing an ethnographic research project, including ways to do various kinds of observations, fieldnotes, interviews, and analysis and interpretation of field data.  
Prerequisite: COM 121 or COM 122, eligibility for the Honors Program *Summer*

### ANT 290 Cooperative Education I Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA. *All*

### ANT 291 Cooperative Education II Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA. *All*

### ANT 299 Special Studies and Special Topics Varies

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

## The Right Programs

All = Fall/Spring/Summer

## ART

For additional Humanities courses, see course descriptions for English, Humanities, Music and Philosophy.

### Course Number Credit Hours

#### ART 111 Introduction to Drawing 3

This course introduces the basic principles of drawing. Emphasis is on studying the elements of design, developing the skills to use these concepts objectively and executing ideas on a two-dimensional surface. Students will be required to create independent works of art and to participate in field trips to museums and art galleries.

Prerequisite: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 *All*

#### ART 112 Drawing II 3

This course is a continuation of the principles learned in Introduction to Drawing and will utilize black and white media. It will also introduce color as an element in drawing using the dry media of colored pencils and pastels. Drawing II focuses on the act of drawing as a process. Students will further their knowledge of the many different expressive qualities of drawing using direct observation and hands-on participation. Students will participate in field trips to museums and art galleries and write about those experiences.

Prerequisite: ART 111 *Spring*

#### ART 113 Design 3

Students will explore the basic elements of art: line, form, color, and texture. Both black and white and color media will be used in this course. Students will develop and analyze visual systems of order based on balance, variation, proportion, emphasis, and rhythm. Presentation software skills will be learned and utilized in this course for design presentation purposes.

Prerequisite: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 *Fall/Spring*

#### ART 121 Painting 3

Students will work with acrylic paint and watercolor to explore fundamental color theories. Students will be able to further drawing skills and develop individual approaches to color. They will also explore several different techniques used in producing work in these media. Individual creativity and intent will be emphasized as well as learning the basics.

Prerequisite: ART 111 *Spring*

#### ART 201 Art Appreciation 3

Students will explore works of art considered to be most representative examples of art in the history of Western civilization. Video, audio, visual examples of art, in conjunction with trips to museums and galleries, supplemental reading, and class discussion are used to facilitate the student's ability to write critical papers on the topic of art.

Prerequisite: COM 121 or COM 122 *All*

#### ART 250 Art History: The Western Tradition 3

A study of the nature of Art, according to the Western tradition, and the comparison of a variety of art expressions through texts, videos and direct observation. Field trips to museums and art galleries are part of the course. Writing about art experiences will also be an important component of this course.

This course is recommended for Art majors.  
Prerequisites: COM 121 or COM 122 *Spring*

## AMERICAN SIGN LANGUAGE

### Course Number Credit Hours

#### ASL 100 American Sign Language I 3

This course will focus on the development of communication skills and cultural sensitivity necessary to communicate successfully with members of the deaf community. Students will be introduced to the study of American Sign Language. Students will begin to develop receptive and expressive skills in ASL and learn basic vocabulary and grammatical structure.

Prerequisites: COM 021, COM 050 or COM 051 *Fall*

#### ASL 105 American Sign Language II 3

This course will focus on building and expanding the communication skills developed in the American Sign Language I course. Students will continue to develop their receptive and expressive skills in ASL, expand their vocabulary base, and learn more complicated sentence structures.

Prerequisite: ASL 100 *Spring*

#### ASL 110 American Sign Language III 3

This course will focus on building and expanding the communication skills developed in the American Sign Language II course. Students will continue to develop their receptive and expressive skills in ASL, expand their vocabulary base and learn more complicated sentence structures. They will also learn how to talk about people in a more abstract way, how to talk about the environment outside of the classroom and how to discuss past events as opposed to telling what is happening currently.

Prerequisite: ASL 105 *Fall*

#### ASL 115 American Sign Language IV 3

This course will focus on building and expanding the communication skills developed in the American Sign Language III course. Students will continue to develop their receptive and expressive skills in ASL, expand their vocabulary base and learn more complicated sentence structures. They will also learn appropriate cultural behaviors for directing and maintaining attention. Students will also learn strategies such as controlling the pace of a conversation and resuming conversations after an interruption.

Prerequisite: ASL 110 *Spring*





# 2013-2014 COURSE DESCRIPTIONS

## Biological Sciences–Business

### BIOLOGICAL SCIENCES

Course Number Credit Hours

#### BIO 120 Biological Concepts 4(Lab)

A one-semester introductory course concerned with the fundamental facts and principles of modern biology. The course is designed for the student who wishes to gain an understanding of current biological concepts and their relevance to problems of human society. Emphasis will be on principles including: cell structure and function, energy transfer, reproduction, heredity, and evolution. Topics of contemporary interest include cancer, AIDS, infertility, genetic technology, and others.

Prerequisites: COM 061; MAT 020 or appropriate placement tests score All

#### BIO 150 Biology I 4(Lab)

This is a first year college course that emphasizes biological organization at the cellular level. Concepts of cell biology, genetics, and evolution are included. The laboratory complements the lecture. Prerequisites: COM 061, COM 050 or COM 051, CHE 120 or high school Chemistry with a "C" or better; MAT 020 or appropriate placement test score All

BIO descriptions continued ►

#### BIO 155 Biology II 4(Lab)

This course introduces the fundamental principles of botany and zoology as applied to the representative groups of plants and animals. Topics also include ecology and evolution. Prerequisite: BIO 150 with a "C" or better Spring

#### BIO 210 Botany 4(Lab)

A survey of the plant kingdom with major emphasis on the anatomy and physiology of the seed plants. Prerequisite: BIO 150 every other Fall

#### BIO 250 Anatomy & Physiology I 4(Lab)

A study of the fundamentals of anatomy and physiology, with emphasis placed on the organization of the body, cells and tissues, integumentary system, skeletal system, muscular system, nervous system, and special senses. Prerequisites: BIO 150 with a grade of "C" or better (OR with the approval of the Assistant Dean of the Division of Science and Mathematics after meeting all of the following requirements: a high school diploma within the last 3 years earning a grade of "B" or better in Biology AND Advanced Biology. Algebra I AND Chemistry with at least a grade of "C"); COM 050 or COM 051 or ESL 051 and COM 060 or ESL 060 All

#### BIO 255 Anatomy & Physiology II 4(Lab)

A study of the fundamentals of anatomy and physiology with emphasis placed on the organization of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Prerequisite: BIO 250 with a "C" or better within the last 5 years All

#### BIO 280 Microbiology 4(Lab)

This course is a survey of the world of microorganisms. Topics include: microbial morphology, metabolism, and genetics; culture characteristics and identification; basic immunologic concepts and applications; theory of disease process; and applied microbiology as to food and water. The laboratory component complements the lecture material. Prerequisites: BIO 150 with a grade of "C" or better (OR with the approval of the Assistant Dean of the Division of Science and Mathematics after meeting all of the following requirements: a high school diploma within the last 3 years earning a grade of "B" or better in Biology AND Advanced Biology. Algebra I AND Chemistry with at least a grade of "C"); COM 050 or COM 051 or ESL 051 and COM 060 or ESL 060 All

#### BIO 290 Cooperative Education I Varies

See Advisor

#### BIO 291 Cooperative Education II Varies

See Advisor

#### BIO 299 Special Studies and Special Topics Varies

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. See Advisor

### BUSINESS

Course Number Credit Hours

#### BUS 100 Introduction to Business 3

A survey of the structure of business - its principles, activities, and typical problems. It is designed to provide students with an overview of business and business careers and a working knowledge of business language. The course covers facets of business such as ownership, management, production, marketing, human resources, accounting, information systems, economics, legal issues, ethics, and social responsibility. Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 All

#### BUS 105 Business English 3

This course is designed for students to review and strengthen technical English skills such as grammar, sentence structure, word usage, and punctuation. Prerequisite: COM 061 or ESL 060 Fall/Spring

#### BUS 106 Business Communications 3

This course is the communication process explored through the development of effective oral and written communications skills. Emphasis on business correspondence, report writing, application letter and résumé, and oral presentation. Prerequisite: COM 121 or COM 122 All

#### BUS 110 Business Mathematics 3

This course stresses the mastery of fundamental mathematical operations designed to prepare students in all pertinent areas of business including decimals, fractions, percentages, payroll, taxes, finance charges, insurance, stocks, bonds, compound interest, present value, annuities, and business statistics. Prerequisite: MAT 030 All

#### BUS 115 Economics Survey 3

This course is an introduction to the basic concepts and principles of economics including the essential concepts, principles, and problems of both macroeconomics and microeconomics. Prerequisite: COM 061 or ESL 060 TBA

#### BUS 200 Macroeconomics 3

This course is an introduction to the basic principles of economics with emphasis upon macroeconomic theory. Among topics considered are the scope and nature of economics, national income and employment theory, business fluctuations, money and banking, fiscal and monetary policies, and economic growth. Prerequisites: COM 121 or COM 122 and MAT 020 or appropriate placement test score All

#### BUS 201 Microeconomics 3

This course is the study of basic economic principles with particular emphasis upon microeconomic theory and problems. Among the topics considered are the economics of the firm, the price system and resources allocation, the distribution of income, and domestic economic problems. Prerequisite: COM 121 or COM 122 and MAT 020 or appropriate placement test score All

#### BUS 210 Principles of Sales 3

This course introduces the theories and principles of sales, the many different types and levels of selling, the importance of selling in our everyday lives, and the essentials of successful selling including the sales personality, product knowledge, why people buy, and the sales process. Students will review the personal and economic aspects of selling; they will also have the opportunity to make sales presentations. Prerequisite: COM 061 or ESL 060 TBA

#### BUS 220 Principles of Marketing 3

This course is a study of the distributive phase of economics including the marketing concept, the marketing mix, marketing research, and consumer behavior. Prerequisites: BUS 100, COM 121 or COM 122 Spring/Summer

#### BUS 230 Business Law 3

This course covers the significance of business procedures and methods to avoid lawsuits and major legal problems. The legal system, contract law, sales contracts, commercial paper, agency relationships, insurance, property, partnerships, and corporations are the areas of study. The course is designed to be taken near the end of business studies. Prerequisites: BUS 100 or OFT 230, COM 121 or COM 122 Fall/Spring

BUS course descriptions continued ►

# 2013-2014 COURSE DESCRIPTIONS

## Business (continued)—Chemistry



**BUS 240 International Business** 3  
Using a global perspective, this course examines business and economic theories and applies financial and management techniques. Students will investigate multinational corporate issues along with modes of market development in the context of international business entry and strategic planning. This will include attention being given to countertrade, cultural differences, ethical issues, and environmental concerns.  
Prerequisites: ACC 105, BUS 100, BUS 200 or BUS 201 TBA

**BUS 290 Cooperative Education I** Varies  
TBA

**BUS 291 Cooperative Education II** Varies  
TBA

**BUS 299 Special Studies and Special Topics** Varies  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. See Advisor

### CAREER DEVELOPMENT

**Course Number** **Credit Hours**

**CAR 103 Career Decision Making** 1  
This course is designed to aid students who are unsure of their career choice. Through various career inventories and classroom exercises students will develop a better understanding of themselves and their relationship with the world of work. Different careers will be explored and the decision-making process will be examined.  
Prerequisite: COM 021 or ESL 020 TBA

**CAR 104 Résumé Writing/ Interview Skills** 1  
This course is designed to assist students who intend to enter the workforce, change occupations, or advance in their careers. Various job hunting strategies will be reviewed. Each student will complete a résumé and cover letter and will also receive instruction and practice in interviewing skills.  
Prerequisite: COM 021 or ESL 020 TBA

**CAR 105 Professionalism on the Job** 1  
Human relations skills are a critical factor in success on the job. This course is designed to help students plan and implement their own career strategies, placing particular emphasis on the importance of effective job attitudes and behaviors. The student will be guided in the development of those human relations skills necessary to keep, advance in, or change careers.  
Prerequisite: COM 021 or ESL 020 Fall/Spring

**CAR 299 Special Studies and Special Topics** Varies  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. See Advisor

### CHEMISTRY

**Course Number** **Credit Hours**

**CHE 110 Introduction to the Laboratory** 1(Lab)  
This course serves as an introduction to the clinical and industrial laboratory experience to follow. Laboratory organization and safety will be stressed. Basic laboratory techniques will be introduced.  
Prerequisites: COM 061 or ESL 060, MAT 020 or appropriate placement test scores Fall

**CHE 120 Principles of Chemistry** 4(Lab)  
This is a first-year college course which covers the concepts of chemistry. Among the topics include systems of measurement, matter and energy, atom theory, energy levels and atomic structure, the periodic table, ionic and covalent bonding, chemical equations, stoichiometry, acids and bases, states of matter, and solutions. Laboratory experiments are performed and complement theory.  
Prerequisites: COM 061 or ESL 060; MAT 030 with a "C" or better Fall/Spring

**CHE 150 Chemistry I** 4(Lab)  
The fundamental principles and theories of chemistry; the period classification; the nature of atoms; chemical bonding; chemical calculations; gas laws; solutions and their colligative properties.  
Prerequisites: CHE 120 with a "C" or better (or high school chemistry within the last 3 years), MAT 110 with a "C" or better Fall

**CHE 155 Chemistry II** 4(Lab)  
This course is the second half of a general chemistry course and includes as the major topics: thermochemistry, chemical kinetics, chemical equilibria, thermodynamics, precipitation reactions, electrochemistry, and nuclear chemistry. Laboratory experiments are designed to augment the theory. A major part of the laboratory includes qualitative and quantitative analysis to strengthen the student in the field of analytical chemistry.  
Prerequisites: CHE 150, MAT 160 or MAT 180 Spring

**CHE 220 Introduction to Organic Chemistry** 5(Lab)  
This course provides instruction in the basic essentials of organic chemistry including the structure, nomenclature, properties, preparation, reactions, and reaction mechanisms of the major

classes of organic compounds. Classes studied include saturated and unsaturated hydrocarbons, aromatic compounds, halides, alcohols, ethers, aldehydes, ketones, carboxylic acids and their derivatives, and amines. Also included are more complex compounds such as carbohydrates, lipids, proteins, enzymes, and nucleic acids. The laboratory component of the course includes procedures and techniques dealing with non-aqueous systems, synthesis, and qualitative testing.  
Prerequisites: CHE 150, BIO 150 Spring

**CHE 260 Theory of Chemical Instrumentation** 2  
This lecture course presents the theory behind the operation of various types of chemical instrumentation. Topics include spectrophotometry applied to absorption, emission, and fluorescence; electrochemistry applied to ion selective electrodes and electrophoresis; chromatography; and methods of calibration including Beer's Law and internal standard techniques. This course does not satisfy the natural/physical science general education requirement for associate degrees.  
Prerequisites: CHE 150, IFT 110

**CHE 275 Instrumental Analysis** 4(Lab)  
This course is designed for those students pursuing a career in any chemistry laboratory. The application and theory of instrumentation to chemical analysis is stressed. Emphasis is placed on spectrophotometry (infrared, visible, and ultraviolet), potentiometry, and chromatography. Statistical quality control of analytical procedures and issues related to the safe use of hazardous materials are also included.  
Prerequisites: CHE 150, CHE 220 Fall

**CHE 290 Cooperative Education I** Varies  
See Advisor

**CHE 291 Cooperative Education II** Varies  
See Advisor

**CHE 299 Special Studies and Special Topics** Varies  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. See Advisor

# 2013-2014 COURSE DESCRIPTIONS

## Communications



### COMMUNICATIONS

**Course Number** **Credit Hours**

**PLEASE NOTE:** COM 040 and COM 041 are equivalent courses and ESL 041 is parallel to them. COM 050 and COM 051 are equivalent courses and ESL 051 is the parallel course.

**COM 021 Basics of College Reading** **3**

The course is designed to assist students in developing reading competencies necessary to function satisfactorily in college-level courses. Strategies and skills that promote comprehension, recall, and retention of written text are emphasized. In addition, strategies to develop vocabulary are presented. Course materials are drawn from adapted college textbook materials, college-level texts, news articles, essays and magazine articles. Practical applications of reading and vocabulary strategies are emphasized to promote improved comprehension and expanded vocabulary.

Prerequisite: Placement by appropriate score on placement test. *All*

**COM 031 Basics of College Study Skills** **3**

The course is designed to assist the student to develop the study skills and competencies necessary to function in other college courses. The student will acquire the study habits and techniques necessary to become an independent learner. Principles include time management, effective listening, locating information, notetaking, and systematic approaches to study.

Prerequisite: Placement by appropriate score on placement test. *All*

**COM 040 Basic Writing I with Workshop** **4**

This course will offer students guided practice in basic writing skills in a workshop setting which emphasizes conference time with the instructor and in small peer groups. The course focuses on constructing essays through careful paragraph building. Selection of topics and supporting details and the development and organization of ideas are emphasized. Students will learn to compose short essays based on personal experience and knowledge.

Prerequisite: Placement by appropriate score on placement test. *Fall/Spring*

**COM 041 Basic Writing I** **3**

This course will offer students guided practice in basic writing skills. It focuses on constructing essays through careful paragraph building. Selection of topics and supporting details and the development and organization of ideas are emphasized. Students will learn to compose short essays based on personal experience.

Prerequisite: Placement by appropriate score on placement test. *All*

**COM 050 Basic Writing II with Workshop** **4**

This course helps to develop basic writing skills with practice and reinforcement of those skills provided in weekly workshops. Students will begin to develop a sense of themselves as writers and a sense of the elements that constitute effective academic writing through regular writing and ongoing feedback from the instructor in one-on-one and small group conferences. Students will compose short expository essays through guided practice in a variety of activities. Students will also be introduced to basic methods of library research.

Prerequisite: COM 021 and COM 040 or COM 041 with grades of "C" or better or appropriate score on placement test *Fall/Spring*

**COM 051 Basic Writing II** **3**

This course helps develop basic writing skills. Students will develop a sense of themselves as writers and a sense of the elements that constitute effective academic writing. They will compose short expository essays through guided practice in a variety of activities. Students will also be introduced to basic methods of library research.

Prerequisite: Placement by appropriate score on placement test or COM 021 and COM 040 or COM 041 with grades of "C" or better. *All*

**COM 061 Advanced Reading: Speed and Comprehension** **3**

Students learn a comprehensive set of reading strategies and study techniques which they can use to cope effectively with the reading demands of college textbooks. Students are taught not simply to read more quickly, but to retain information and evaluate what they read more critically. Instruction includes the use of textbooks, computers, and other varied materials.

Prerequisite: Placement by appropriate score on placement test or a grade of "C" or better in COM 021 *All*

**COM 121 English Composition** **3**

This course helps develop an understanding of the elements of exposition and formal argument and the processes and strategies involved in writing essays for various audiences. Students also learn to identify and locate credible sources, integrate researched information within essays, and use Modern Language Association (MLA) and American Psychological Association (APA) documentation.

Prerequisites: Placement by appropriate score on placement test or COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 with grades of "C" or better *All*

**COM 122 English Composition (Honors) 3**

This course helps students develop an understanding of the elements of exposition and formal argument and the processes and strategies involved in writing essays for various audiences. Students also learn to identify and locate credible sources, integrate researched information within essays, and use Modern Language Association (MLA) and American Psychological Association (APA) documentation.

\*This Honors section of English Composition assumes a strong foundation in writing skills, including developing and organizing a focused piece of writing and using current conventions of academic discourse. Therefore, the major emphasis will be an in-depth exploration of a socially relevant theme chosen by instructor and/or students using those skills and producing a collaborative, unified body of work rather than isolated individual essays. In a workshop format, the class will work as a community of writers to define and to solve a writing problem. Discussions, readings, interviews, primary research, and extensive writing will result in a culminating final product and presentation that would incorporate the work of the entire semester.

Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 with a grade of "C" or better or placement by appropriate score on placement test; eligibility for the Honors Program *Fall/Spring*

**COM 131 Composition & Literature** **3**

An introduction to short story, drama and poetry, the course builds on and develops writing and research skills begun in COM 121. Students engage in class discussions as well as compose essays which respond to and analyze literary works.

Prerequisite: COM 121 or COM 122 with a grade of "C" or better *Fall/Spring*

**COM 132 Composition & Literature: Texts and Contexts (Honors)** **3**

Composition and Literature: Texts and Contexts (Honors) involves students in a guided exploration of literature through the understanding and application of various critical theories. Invited to read, discuss, analyze, interpret, research, and write about fiction, poetry, and drama from the perspectives of a number of theoretical approaches, students will develop the ability to recognize assumptions underlying certain literary theories, understand their aims and implications, and apply their methods of analysis to literature. Students will also practice a variety of researching and writing strategies that evolve from the various theoretical perspectives.

Prerequisites: COM 121 or COM 122 with a grade of "C" or better; eligibility for the Honors Program *Spring*

**COM 141 Technical Writing** **3**

Students learn research techniques in their specialized fields and standard formats used in business and industry, such as technical correspondence, formal reports, and oral presentations. Emphasis is on accommodating the needs of technical audiences, from lay to expert, specifically through document design, logical presentation, and concise, readable prose.

Prerequisite: COM 121 or COM 122 with a grade of "C" or better *Fall/Spring*

**COM 151 Fundamentals of Speech** **3**

The course emphasizes the strategies necessary for planning, developing and delivering oral presentations, which range from individual informative and persuasive speeches to group panels and workshops. Class discussions focus on adapting information, organization, and delivery styles to meet the needs of listeners. Classroom activities are performance-based, with students delivering speeches, responding to classmates, and

# 2013-2014 COURSE DESCRIPTIONS

## Communications (continued)—Culinary Arts

leading class discussions. Videos made of student performances provide opportunities for self-evaluation.

Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 or placement by appropriate score on placement test *Fall/Spring*

### COM 152 Fundamentals of Speech (Honors) 3

The Honors section of Fundamentals of Speech moves beyond emphasizing strategies for and practice in delivering basic informative and persuasive speeches of the non-Honors section. In this course students also examine styles of oral argumentation and gain experience in supporting an issue through research and logic as well as in answering and counter-arguing opposing evidence to a position. Students practice their skills in individual and team presentations. Students also lead class discussions as well as give feedback to classmates. Videos of students' performances provide opportunities for self-evaluation.

Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 or placement by appropriate score on placement test; eligibility for the Honors Program *Spring*

### COM 161 Mass Media 3

This course surveys the major forms of the mass media - newspapers, radio, magazines, television, and electronic media - and their impact politically, socially, and economically. The student will explore the origins, development, and potentiality of print, broadcast, and electronic media as well as analyze the evolution of standards, policies, methods, and controls. The course is designed to be equally useful for students planning to enter a communications field or other professions and businesses. As consumers, we all must use the media, either to inform ourselves or to help inform and persuade others.

Prerequisite: COM 121 or COM 122 *Spring*

### COM 163 Writing for the Media 3

This course will introduce students to the wide variety of writing and publishing opportunities in the media. Students will learn to identify and practice writing for traditional media such as newspapers as well as engage in the study of and writing for other kinds of publishing genres such as magazines, public relations material, and on-line communication. Students will develop skills in writing copy for a variety of purposes including news reporting, feature writing, and creating press releases. Additionally, students will be introduced to the roles of the editor including writing editorials, editing copy, and writing headlines. In short, this course will help students to understand the qualifications needed to write for the media.

Prerequisite: COM 121 or COM 122 *Fall*

### COM 201 Introduction to Editing 3

This course, designed for proficient writers of English, helps students develop editing strategies for making prose writing more effective. Using personal, peer, and professional texts, students will focus on issues of correctness and style. Specifically, they will learn to create prose that is correct in syntax, usage, and punctuation and to adapt prose style to fit a variety of audiences and situations. Editing will be viewed within the context of the

composing process as a whole and concepts will be examined within a social, historical, and political perspective.

Prerequisite: COM 121 or COM 122 with a grade of "C" or better. *Fall*

### COM 211 Poetry Writing 3

In this course students study the elements and craft of writing poetry. Within a workshop setting, students practice stanza, lineation, rhyme, word placement, and other elements of traditional verse as well as explore imagery, tone, style and composition of both traditional and free verse. As students read and respond to the poems of professionals and peers, they explore strategies for revising their own poems as well as reflect on their personal writing processes. Students also investigate markets for publishing their poetry.

Prerequisite: COM 121 or COM 122 *Spring*

### COM 215 Creative Nonfiction 3

Creative nonfiction, popularly referred to as "the fourth genre," is narrative rooted in truth - in "real" life. While poetry, fiction and drama are forms that allow their writers to control plot and create characters, creative nonfiction writers must invent only form and style, not circumstance. This course is an introduction to reading and writing creative nonfiction. Students will examine the elements of effective nonfiction prose by reading contemporary models: personal essays, biographical sketches, short pieces of literary journalism and memoir. Students will develop their own nonfiction prose by consistently writing and revising, receiving ongoing written feedback from the instructor, and participating in class discussions, weekly writing workshops, and conferences. Students will enhance research skills by creatively integrating primary and secondary sources into their narratives.

Prerequisite: COM 121 or COM 122 *Spring*

### COM 218 Fiction Writing 3

This course is designed to teach the beginning writer the foundations of fictional writing through a concentration on the short story genre. Critical analysis of contemporary and classic fiction will foster students' ability to read like writers and, in turn, critically fashion their own prose. Students will begin to develop their art by writing creative scenes focusing on a limited number of literary devices and, then, will write complete and original short stories. Guided by continual oral and written critiques from both the instructor and peers, students will learn to refine their work through the revision process.

Prerequisite: COM 121 or COM 122 *Fall*

### COM 299 Special Studies and Special Topics *Varies*

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

## CULINARY ARTS

Course Number Credit Hours

### CUL 102 Basic Food Preparation and Safety 6

This course is designed for beginning students. The student will receive lecture and hands-on training in weight and measures, job safety, basic sanitation, inventory, receiving goods and equipment usage in the food service industry.

Prerequisites: COM 021 or ESL 020, MAT 020 *Fall*

### CUL 126 Food Preparation Theory 6

Instruction on the theory behind food preparation is stressed in this course. The how and why of preparation is addressed. Students enrolled in this course will receive the instruction necessary to prepare foods in a food service setting.

Prerequisite: CUL 102 *Spring*

### CUL 201 Food Preparation Practicum 3

Students will be introduced to preparation of basic foods. They will learn skills in vegetable production as well as preparation of fruits for service. This course relies on competency based evaluation.

Prerequisite: CUL 126 *Fall*

### CUL 215 Breakfast Cookery 3

This course includes training in preparation and presentation of items for use in breakfast and brunch. Emphasis is placed on egg production, breakfast quick breads and meats, which are applicable to high profit breakfast operations.

Prerequisite: CUL 102 *Summer*

### CUL 220 Food Service Sanitation 2

Food Sanitation and Safety is an industry-driven course. Students will learn about sanitation and HACCP (hazardous analysis critical control point), as well as safety in the workplace. This course will prepare the student for the sanitation certification which will be administered at the end of the course.

Prerequisite: COM 021 or ESL 020 *Spring*

### CUL 235 Professional Baking 3

Students will learn, using a hands-on approach, the fundamental principles and procedures for preparing baked goods, pastries, and desserts. A study of ingredients and mixing methods for various baked goods.

Prerequisite: CUL 102 *Summer*

### CUL 240 Gardé Manager 3

Perfection of techniques in the production of cold food presentations. Preparation of aspics, forcemeats, pates, mousse, marinades, and gelatines. Platter and mirror designs to highlight buffet work.

Prerequisite: CUL 126 *Fall*

### CUL 255 Advanced Food Preparation Practicum 3

This course is a hands-on preparation course. Students will work in a food-service setting preparing foods under a chef's direction.

Prerequisite: CUL 201 *Spring*

### CUL 260 Nutrition for the Food Service Professional

Culinary Nutrition is a course designed for the new

*CUL course descriptions continued ►*

# 2013-2014 COURSE DESCRIPTIONS

## Culinary Arts (continued)—Early Childhood Education

culinary professional. The outcomes in the course are built around the skill set recommended by the American Culinary Federation. After completion of this course the student should have a better understanding of nutrition and an ability to cook with substitutions for a variety of different health reasons. Students will be able to design a menu that is both balanced and has nutritive value to the consumer. Nutrition is moving into the forefront of menu design and customer satisfaction.  
Prerequisite: COM 121 or COM 122, MAT 020

### EARLY CHILDHOOD EDUCATION

Course Number                      Credit Hours

**ECE 105    The Early Childhood Professional                      3**

This course explores the role of the early childhood professional. Emphasis will be placed on the development of a professional plan. In developing the professional plan students will have the opportunity to evaluate their goals and commitment to professional development and higher education. Skills and techniques to develop the student's academic and professional development in the college environment will be highlighted. Students are required to participate 10 hours per semester in an approved early care and education setting.  
Prerequisite: COM 021 or ESL 020                      Fall

**ECE 115    Integrated Arts in the Early Childhood Curriculum                      3**

This course focuses on the process of development as it is related to instruction in the arts. Emphasis will be placed on use of integrated, developmentally appropriate creative arts program for the early childhood period of development defined as birth to age eight. This course highlights the use of play, literature, creative movement, music, creative dramatics, and visual arts. Students will actively engage in creative activities and present arts based experiences to children. Participation both in class and 10 hours per semester in an approved early care and education setting is required.  
Prerequisite: COM 021 or ESL 020                      Fall/Spring

**ECE 120    Observation and Assessment of Young Children                      3**

This course examines the basic principles of observation and assessment of children from birth to grade four. Students will use systematic observation tools to observe, record and interpret child's behavior and develop plans to enhance the child's development or improve behavior. The use of traditional and alternative assessment practices will be explored including commercial assessment programs, performance based assessments, teacher developed checklists, rubrics, and portfolios. Emphasis will be placed on documenting developmental progress and linking assessment to program and standards. Students will actively engage in the use of systematic observation tools both in class and in an early childhood classroom setting. Thirty hours of observation a semester in an approved early care and education setting is required.  
Prerequisites: COM 040 or COM 041 or ESL 041 and COM 021 or ESL 020                      Spring

**ECE 125    Introduction to Early Childhood Education                      3**

This course explores historical, as well as current and future perspectives for all types of programs designed for children in the early childhood period of development defined as birth to grade 4. Emphasis will be placed on current trends in the field as well as the theoretical frame work to support best practices. Topics include major theorists, types of programs, environments, child guidance, inclusive classroom practices, and cultural diversity. Ten hours of systematic participation in an approved early care and education setting is required.  
Prerequisites: COM 040 or COM 041 or ESL 041 and COM 021 or ESL 020                      All

**ECE 140    Health, Safety and Physical Education                      3**

This course focuses upon health, safety, nutrition and physical development issues of young children birth through grade 4. Planning, implementation and assessment of developmentally appropriate experiences for young children in the areas of health, and physical education are highlighted in this course. The health and safety needs of the physical environment will also be examined. Students will be provided opportunities to analyze and interpret regulatory requirements for all programs serving young children. Participation of 10 hours per semester in an approved early care and education setting is required.  
Prerequisites: COM 021 or ESL 020                      Fall

**ECE 220    Curriculum Development & Instructional Materials                      3**

This course focuses on the use of developmentally appropriate methods in program planning. Students will select and construct materials to enhance the development of the whole child. Early childhood program models and PA Early Learning Standards will be utilized in the planning process. Emphasis will be placed on planning in the content areas of math, science and social studies. Students will participate 10 hours per semester in an approved early care and education setting.  
Prerequisite: COM 121 or COM 122, and any 100-level ECE course                      Fall

**ECE 222    Emerging Literacy and Language Arts                      3**

Students are introduced to theories and developmental milestones in the acquisition of literacy in children from birth to grade four. Pedagogy to interrelate and integrate the language arts; reading, writing, listening, and speaking will be a primary focus of this course. Emphasis will be placed on using current standards to design instruction to support the reading process and classroom environment to meet the emerging literacy needs of children in inclusive classroom settings. Students will participate in 10 hours of systematic participation in an approved early care and education setting.  
Prerequisite: COM 121 or COM 122, and any 100-level ECE course                      Fall

**ECE 227    Infant/Toddler Care and Education                      3**

This course emphasizes all components of a developmentally appropriate infant/toddler program. Students will select and construct age appropriate instructional materials that will

enhance cognitive, social, emotional, and motor development of infants and toddlers. This course requires 10 hours per semester in an approved early care and education setting.  
Prerequisites: COM 121 or COM 122, and any 100-level ECE course                      Spring

**ECE 235    Early Childhood Program Leadership                      3**

This course will provide students opportunities to examine the administrative and leadership roles of the childcare program director. Strategies to promote planning for fiscal operations, day-to-day program management, staff training, and supervision will be explored. Additionally, various components of leadership philosophy and style will be examined.  
Prerequisites: COM 121 or COM 122, ECE 105, ECE 115                      Spring

**ECE 240    School-Age Child Care                      3**

The focus of this course is on the unique needs of school-age children in the child care setting. Students will examine the developmental characteristics of school-age children in relationship to peer interaction, creative development, cognitive development, and physical development. Students will plan and implement activities appropriate for school-age children in a child care setting. Students are required to complete 10 hours of participation in an approved school-age child care setting.  
Prerequisite: COM 121 or COM 122, ECE 105 or ECE 125                      TBA

**ECE 260    Early Childhood Education Practicum                      3**

As culmination to the Early Childhood Education programs, students are assigned 150 hours of field related experience with a cooperating teacher in an approved early childhood setting. Students will demonstrate competencies in planning, implementing, and managing a developmentally appropriate program linked to the PA standards. Experiences in this course are designed to provide overall assessment of the student's ability to integrate program competencies. A comprehensive portfolio designed to document how students meet program competencies will be developed in this course. This class is linked with ECE 261 as a corequisite. Petition approval of advisor required.  
Prerequisites: ECE 115, ECE 120, ECE 105 or ECE 125, ECE 220, PSY 210 (a grade of "C" or better in each course is necessary)                      Spring

**ECE 261    Family and School Relations                      3**

This course focuses on the development of relationships between teachers and parents and/or family members. Theoretical frameworks for early childhood professionals, parents, and community to support and promote positive development of children will be evaluated. Topics such as successful home-school community relationships and communications, child development, parenting education, conferencing, parent involvement, family crisis, and referrals will be addressed. This course must be paired with ECE 260 Early Childhood Practicum. Petition approval of advisor required.                      Spring

COM course descriptions continued ►

# 2013-2014 COURSE DESCRIPTIONS

## Early Childhood Education(continued)—Electronic Health Records

**ECE 290 Cooperative Education I** Varies  
Prerequisite: 27 credits earned in student's program with a 2.0 GPA. All

**ECE 291 Cooperative Education II** Varies  
Prerequisite: 27 credits earned in student's program with a 2.0 GPA. All

**ECE 299 Special Studies and Special Topics** Varies  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. See Advisor

### ECONOMICS

Course Number		Credit Hours
<b>ECO 250 Comparative Economic Systems</b>		3

This course is designed to assist students to understand the myriad of ways that human societies have devised to control production and distribution of goods and services by familiarizing them with the global diversity of and evolutionary trends in human economic activities and systems from prehistoric to modern times. The strengths and weaknesses of the American economic system are compared and contrasted with those of other peoples and nations both past and present. Prerequisite: COM 121 or COM 122 TBA

### EDUCATION

Course Number		Credit Hours
<b>EDU 130 Foundations of Education</b>		3

This course is an introduction to the teaching profession. Students in this course will look at perspectives in American education. Historical aspects of education will be compared to current practices in education. Students will be given opportunities to explore career opportunities in the field of education. Issues in professionalism will also be addressed. Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 Spring

<b>EDU 210 Planning and Instruction</b>		3
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This course is designed to provide the skills and knowledge to aspiring teachers of all age levels to engage in the instructional process. It will focus on research-based general teaching methods. Content includes strategies to promote student learning, differentiated instruction, delivery of lesson, application of motivation techniques, and plans for

assessment of student learning. Emphasis will be placed on the process of preparing lesson plans and units of instruction with linkages to appropriate standards. The foundation for effective decision making process to create positive learning environments will be introduced. Students will observe 10 hours in approved classroom settings. Prerequisites: ECE 125 or EDU 130 Spring

<b>EDU 290 Cooperative Education I</b>	Varies
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Prerequisite: 27 credits earned in student's program with a 2.0 GPA. All

<b>EDU 291 Cooperative Education II</b>	Varies
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Prerequisite: 27 credits earned in student's program with a 2.0 GPA. All

<b>EDU 299 Special Studies and Special Topics</b>	Varies
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This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. See Advisor

### ELECTRONIC HEALTH RECORDS

Course Number		Credit Hours
<b>EHR 100 Medical Terminology for the Healthcare Profession</b>		3

This course is designed for students to become familiar with medical terminology emphasizing word parts, body systems, diagnostic and laboratory procedures. Topics include prefixes, combining forms, suffixes, abbreviations and their meaning, skeletal system, muscular system, cardiovascular system, lymphatic system, immune system, respiratory system, digestive system, urinary system, nervous system, special senses (eyes and ears), integumentary system, endocrine system, reproductive system, diagnostic procedures, nuclear medicine, diseases and pharmacology. Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 or placement by appropriate score on placement test Fall

<b>EHR 110 Computerized Medical Office</b>	3
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This course offers knowledge and skills that encompass the entire reimbursement process and applies it to using practice management software. Topics include appointment scheduling, patient registration, procedure posting, medical billing, payment posting, secondary insurance billing, patient billing and patient collections. Medical office simulation software will be used to become oriented to the general functions of practice management. Prerequisites: EHR 100, MAT 303 Spring

<b>EHR 200 Administrative Medical Assistant</b>	3
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This course is designed for students who will assist front office medical personnel in the use of electronic health records. Topics include professional and career responsibilities, interpersonal communications, records management, written communications, financial administration and office management. Prerequisites: COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 or placement by appropriate score on placement test Fall

<b>EHR 210 Legal and Ethical Issues in Healthcare</b>	3
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This course is designed for students who will assist front office medical personnel in the use of electronic health records. Topics include healthcare delivery systems, state and federal roles in the regulation of healthcare, the physician/patient relationship, Medicare and Medicaid, fraud and abuse, healthcare compliance programs, Health Insurance Portability and Accountability Act (HIPAA), electronic health records and making ethical decisions. Prerequisite: COM 121 Fall

<b>EHR 220 Health Insurance Billing and Coding</b>	3
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This course provides students with information about major insurance programs and federal healthcare legislation. Students will also gain a basic knowledge of national diagnosis and procedure coding systems. Topics include: aspects of medical insurance, plan options, payer requirements, state and federal regulations, abstracting of source documents, accurate completion of claims and coding of diagnoses and procedures/services. Prerequisite: EHR 110, EHR 210 Spring

<b>EHR 240 Healthcare IT Technician</b>	3
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This course provides students with the operational regulatory and security knowledge necessary to provide hardware and software support in medical environments where electronic health record systems are being deployed or maintained. Topics include: regulatory requirements, organization of the healthcare workplace, IT operations in healthcare, medical business operations, and security in healthcare IT. Students who successfully complete this course will be prepared to sit for the CompTIA Healthcare IT Technician Certificate exam. **Course taught at the Schmidt Training and Technology Center.** Prerequisites: NET 206, A+ Certification or Cisco Certified Network Administrator (CCNA) TBA

<b>EHR 230 Practice Management</b>	3
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Description under development. Prerequisite: EHR 100, EHR 210, EHR 200 Spring

<b>EHR 290 Cooperative Education</b>	3
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All

# 2013-2014 COURSE DESCRIPTIONS

## English–Environmental Science



For additional Humanities courses, see course descriptions for Humanities, Music, Philosophy and Art.

Course Number Credit Hours

**ENG 231 World Literature I** 3  
Selected works from ancient times to the seventeenth century are examined to show the development of humanity and the development and characteristics of the major literary genres.  
Prerequisite: COM 121 or COM 122 Fall

**ENG 235 World Literature II** 3  
Selected works from the sixteenth century to the present are examined to show the changing forms of literature including revision of genre characteristics and the emergence of new themes, conflicts, and values.  
Prerequisite: COM 121 or COM 122 Spring

**ENG 241 American Literature I** 3  
Representative works of selected major American writers from the Colonial, Revolutionary, and Romantic periods are examined from a literary perspective. Changing cultural, political, economic, and philosophical ideas in America from 1650 to 1865 which form the context for its Colonial, Revolutionary, and Romantic literatures are also presented and discussed. Finally, relationships between American literature and culture from these three earlier periods and American literature today are explored.  
Prerequisite: COM 121 or COM 122 Fall

**ENG 245 American Literature II** 3  
The works of major American writers of the late nineteenth and the twentieth centuries are examined. The changing cultural and philosophic ideas represented in the literature are discussed.  
Prerequisite: COM 121 or COM 122 Spring

**ENG 249 Contemporary American Literature** 3  
The works of the major contemporary writers from 1950 to the present are examined. The changing cultural and philosophic ideas represented in the literature are discussed.  
Prerequisite: COM 121 or COM 122 Spring

**ENG 251 Introduction to Drama** 3  
The course explores the nature and development of dramatic literature. In addition to focusing on the literary techniques in representative works, students also examine theatrical effects used to interpret individual plays.  
Prerequisite: COM 121 or COM 122 Fall

**ENG 255 Shakespeare** 3  
The course introduces students to a sampling of Shakespeare's writings. Students will read and discuss a representative play from each genre – history, comedy, tragedy, and romance – as well as many of the sonnets and a longer poem. Learning enhancements such as video and audio as well as class presentations supplement the reading and class discussion to facilitate students' ability to write critical papers incorporating literary criticism.  
Prerequisite: COM 121 or COM 122 Spring

**ENG 261 Film Studies** 3  
The course emphasizes film styles and techniques from the 19th century through recent times. In addition to exploring the contributions of early directors and actors, students in the course assess the impact of early technology on film aesthetics, the markers of film genres, and the role of film as it both reflects and influences society.  
Prerequisite: COM 121 or COM 122 Fall/Spring

**ENG 299 Special Studies and Special Topics** Varies  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit.  
See Advisor

## ENVIRONMENTAL SCIENCE

Course Number Credit Hours

**ENV 130 The Environment** 3  
Application of ecological principles to the study of environment and environmental problems, including resource utilization, water, air and land pollution; specific consideration will be given to the human alteration of the biosphere.  
Prerequisite: COM 061 or ESL 060 or appropriate score on placement tests All

**ENV 131 The Environment (Honors)** 3  
This course is designed to introduce students to basic ecological principles and then apply them to a study of the environment and environmental problems related to human population growth. Topics will include: resource utilization; water, air, and land pollution. Specific consideration will be given to the human alteration of the biosphere.  
Prerequisite: Eligibility for the Honors Program Fall

**ENV 150 The Visible Universe** 3  
A survey of the cosmic environment with special emphasis on the universality of motion; the structure of the solar system and the Milky Way galaxy are delineated and methods of data acquisition are studied. Extensive use is made of the Planetarium as a problem-solving computer system.  
Prerequisite: COM 061 or ESL 060 Spring

**ENV 155 The Invisible Universe** 3  
Development of coordinate systems to locate objects which are not visible to the unaided eye; major topics include astro-photography, radio telescopes, and research satellites; laboratory work involves analysis of photographic data and radio telescope information. TBA

**ENV 290 Cooperative Education I** Varies  
See Advisor

**ENV 291 Cooperative Education II** Varies  
See Advisor

**ENV 299 Special Studies and Special Topics** Varies  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit.  
See Advisor

The  
**Right**  
Programs

# 2013-2014 COURSE DESCRIPTIONS

## English for Speakers of Other Languages

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

This program provides services to non-native English-speaking students as well as native English-speaking students with non-English language influences in their backgrounds. Typical enrollees are: international students, resident immigrants, undergraduate students wishing to pursue a RACC degree or transfer RACC credits to another institution, and college graduates and professionals wishing to improve skills using standard American English. Students are placed at the appropriate level of ESL instruction through a combination of computerized testing and writing-sample assessment. ESL credit courses include the following:

The ESL program has a fully-equipped multi-media computer lab designed to support students in all areas of program instruction. This facility is located in Room 119 of Humanities Center in The Yocum Library.

For further information about ESL credit courses and placement, please contact:

- Dr. Elena Lawrick, ESL Program Coordinator  
610.372.4721, extension 5094  
[elawrick@racc.edu](mailto:elawrick@racc.edu)
- Dr. Karen Jacobson, Humanities Assistant Dean  
610.372.4721, extension 5092  
[kjacobson@racc.edu](mailto:kjacobson@racc.edu)

The ESL Program office is located in Room 104 of The Yocum Library.

For classes in Workplace Literacy or English Survival Skills, please contact:

- Elaine Moyer, Director of Community Literacy Programs at 610.607.6227, or  
[emoyer@racc.edu](mailto:emoyer@racc.edu).

### READING: 2 Levels

Course Number	Credit Hours
<b>ESL 020 Reading I</b>	<b>3</b>
This beginning reading course aims at helping multilingual students foster skills of active reading necessary for their adequate progress in college-level courses. Students will develop strategies and techniques of skillful reading and vocabulary which will aid in learning, understanding, and retaining concepts from textbooks and other kinds of reading. The course is designed specifically to assist students speaking English as a second language.	
Prerequisite: Placement by appropriate score on placement exam	
	<i>Fall/Spring</i>

<b>ESL 060 Reading II</b>	<b>3</b>
This advanced reading course aims at helping multilingual students foster skills of active reading necessary for their adequate progress in college-level courses. Students will develop advanced strategies and techniques of skillful reading and academic vocabulary which will aid in learning, understanding, and retaining concepts from textbooks and technical reading. The development of active reading and critical thinking is emphasized. The course is designed specifically to assist	

students speaking English as a second language.

Prerequisite: ESL 020 Reading I or COM 021 Basics of College Reading with a grade of "C" or better or placement by appropriate score on placement exam

*Fall/Spring*

### LISTENING & SPEAKING: 2 levels

Course Number	Credit Hours
<b>ESL 015 Listening &amp; Speaking I</b>	<b>3</b>
This elective course aims at helping multilingual students develop skills of active listening and oral communication in social and academic settings. The course is designed for students with intermediate English proficiency. It utilizes a combination of face-to-face instruction and an online interactive listening and speaking program, which significantly increases learning gain. To foster active listening skills, students will be exposed to news broadcasts, videos, and college lectures. Students will also receive intensive practice in developing academic skills such as inferencing, interpreting, synthesizing, categorizing, note taking, and critical thinking. To foster speaking skills, students will improve accuracy and fluency in pronunciation and develop strategies of effective communication. During the course, students will produce several presentations which will be audio and video recorded and provided with instructor's feedback.	
Prerequisite: Placement by recommendation	
	<i>Fall/Spring</i>

<b>ESL 035 Listening &amp; Speaking II</b>	<b>3</b>
This elective course assists advanced multilingual students in developing listening and speaking skills for active participation in social, academic, and professional settings. The course utilizes a combination of face-to-face instruction and an online interactive listening and speaking program, which significantly increases learning gain. To foster active listening skills, students will be exposed to various accents in the format of authentic news broadcasts, videos, and academic lectures. Students will also receive intensive practice in precise, strategic, and critical listening. To advance speaking skills, students will improve accuracy and fluency in pronunciation and develop strategies of effective communication. During the course, students will produce several presentations which will be audio and video recorded and provided with instructor's feedback.	
Prerequisite: Placement by recommendation	
	<i>Fall/Spring</i>

### WRITING: 3 levels

Course Number	Credit Hours
<b>ESL 030 Foundations of College Writing</b>	<b>4</b>
This is the first course in a three-level sequence of writing courses for multilingual students. This course will introduce students to the basics of composition and help them develop personalized writing strategies. Students will learn how to write and revise essays through collaborative activities and detailed feedback from the instructor. In addition, students will improve their use of English by working in a web-based English language learning program.	
Prerequisite: Placement by appropriate score on placement exam or permission of the ESL coordinator	
	<i>Fall/Spring</i>
<b>ESL 040 Writing I</b>	<b>4</b>
This is the second course in a three-level sequence of writing courses for multilingual students. Students will develop skills and strategies of essay planning, composing, and revising through hands-on writing, collaborative activities, guided writing practice, and detailed feedback from the instructor. In addition, students will improve their use of English by working in a web-based English language learning program.	
Prerequisite: ESL 030 Foundations of College Writing with a grade of "C" or better, placement by appropriate score on placement exam, or permission of the ESL coordinator	
	<i>Fall/Spring</i>

<b>ESL 050 Writing II</b>	<b>4</b>
This is the third course in a three-level sequence of writing courses for multilingual students. Students will advance skills and strategies of essay planning, composing, and revising. Students will master crafting an essay in a supportive learning environment sensitive to ESL student needs. In addition, students will improve their use of English by working in a web-based English language learning platform. The course will also introduce students to the basics of integrating research into writing.	
Prerequisite: ESL 040 Foundations of College Writing with a grade of "C" or better, placement by appropriate score on placement exam, or permission of the ESL coordinator	
	<i>Fall/Spring</i>





# 2013-2014 COURSE DESCRIPTIONS

## Health (continued)—Human Services

selected major classifications of drugs and implications for health care providers relative to the administration of those drugs will be addressed. Pharmacology-related issues will be integrated in course content.

Prerequisites: BIO 250 or PNP 110, COM 050 or COM 051 or ESL 051 and COM 061 or ESL 060 *Summer*

### HEA 220 Clinical Implications of Laboratory Tests 1

This course is designed for allied health students who wish to increase their understanding of clinical laboratory tests. The course will cover the reasons tests are ordered and the interpretation of lab results in order to provide better patient care. The course will include medical terminology, clinical laboratory personnel, specimen collection, safety, infection control, and frequently ordered lab tests. Case studies will be used to correlate laboratory data with disease states.

Prerequisite: COM 061 or ESL 060 *Spring*

## HISTORY

Course Number Credit Hours

### HIS 110 History of the United States to 1877 3

The course is a survey of the major elements in the development of the United States from the European settlements through 1877. The colonial experience, the Revolutionary War period, the Early Republic, the Jacksonian Era, the expansion and sectionalism of this country, the Civil War, and the Reconstruction Period will be covered.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *Fall/Summer*

### HIS 115 History of the United States Since 1865 3

This course covers the period from the Hayes administration to the present: industry, labor and the farmer during the nineteenth century; the Progressive movement; the emergence of the United States as a world power through two world wars; the Great Depression and the New Deal; the problems of the United States in the contemporary world.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *Spring*

### HIS 120 Western Civilization: To 1600 3

This course studies the foundation of European culture and institutions from prehistory to the end of the sixteenth century with an emphasis upon analysis of the dynamics of change in history.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *Fall*

### HIS 125 Western Civilization: 1600-1945 3

The course studies European history from the seventeenth century to 1945, with special emphasis placed on the study of ideologies, cultural and institutional processes of change and the impact of the European world upon the non-European world.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *Spring/Summer*

### HIS 130 Introduction to Contemporary History 3

This course will examine the origins of World War II and emphasize the decline of European hegemony from the end of World War II to the present day. It is intended to be of use to all who feel the need for detailed presentation of the major developments in Europe and the world during the last four decades.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *Odd Years-Spring*

### HIS 135 America's Civil Rights Movement 3

America's Civil Rights Movement is a comprehensive history of the people, the stories, the events, and the issues of the 20th Century struggle for justice in America. The course focuses on the period of American History from World War II to the present.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *TBA*

### HIS 219 The American Civil War 3

This course is designed to facilitate student exploration of topics pertaining to the American Civil War. Essentially a survey, the course considers causation, development and a range of issues including slavery, execution of the Civil War, effects of the Civil War on society with respect to social, economic, and political development. Finally the course considers the "watershed" outcomes of the Civil War, particularly those related to race and racial relations. An analytical approach is applied to this course.

Prerequisite: COM 121 or COM 122 *Even Years-Spring*

### HIS 255 Interpreting Lives: Rites of Passage, Personal History, & the Life Cycle (Honors) 3

Same as ANT 255 & PSY 255. See ANT 255 for course description.

### HIS 290 Cooperative Education I Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA *All*

### HIS 291 Cooperative Education II Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA *All*

### HIS 299 Special Studies and Special Topics Varies

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

## HUMAN SERVICES

Course Number Credit Hours

### HMS 125 Human Services and the Law 3

Introduction to the laws and regulations governing the human service delivery systems. Topics covered include consumer rights, confidentiality, professional ethics, documentation, and fiscal management.

Prerequisite: HMS 110 *Spring*

### HMS 215 Human Service Practice I 3

This is the first of two courses examining the concepts, practice principles, skills, and methods used to provide human services. This course focuses on service delivery to individuals and families. Emphasis is placed on case management as a model for service delivery. Topics covered include intake interviewing, assessment, service planning, and interventions. Various ethical and legal issues affecting human service delivery are explored. Case studies are used to illustrate the principles of case management. Laboratory work is used to develop effective intake interviewing skills with a strong focus on the attitude and characteristics of the interviewer.

Prerequisites: COM 121 or COM 122, HMS 110 and PSY 120 *Fall*

### HMS 216 Human Service Practice II 3

This is the second of two courses examining the concepts, practice principles, skills, and methods used to provide human services. This course focuses on service delivery to groups and communities. Content includes group process, organizational structures, program planning, resource development, and knowledge of community systems. Additional emphasis is placed on technology in human services as method of facilitating documentation, treatment planning, communication, implementation strategies, and professional training.

Prerequisites: HMS 215 *Spring*

### HMS 250 Fieldwork in Human Services 3

This course will provide students with on-site experience in a variety of human service settings. It includes seminar discussions of experiential learning.

Prerequisites: at least 40 credits earned; cumulative grade point average 2.0 or better; 21 credits earned in Social Science/ Human Services courses, including PSY 120 and HMS 215 with grades of "C" or better. Petition approval from advisor required. *Spring*

### HMS 299 Special Studies and Special Topics Varies

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

# 2013-2014 COURSE DESCRIPTIONS

## Honors—Information Technology

### HONORS

Course Number Credit Hours

**HON 101 Introduction to College Studies (Honors) 3**

The course explores how college education can be an opportunity for profound personal and intellectual growth. Through a combination of readings, class discussion, field trips, and cultural events, students are introduced to the purview of the academic disciplines of Science, Social Science, and Humanities and contributions of outstanding practitioners within and across these disciplines. Further, the course develops students' critical thinking and research skills, and personal strategies for excelling in college and in life. *Fall*

**HON 101 can be used to fulfill the RACC orientation requirement usually fulfilled by ORI 102. Students who have already taken ORI 102 can also benefit from the course and are eligible to take it.**

### HEALTH & PHYSICAL EDUCATION

Course Number Credit Hours

**HPE 101 Tennis 1**

The focus of this course is on the development and acquisition of skills, techniques, and knowledge to enable students to successfully participate in tennis on a limited basis. Emphasis will be placed on the enrichment, enhancement, and improvement of the student's physical, social, and mental wellness. *Fall/Summer*

**HPE 102 Basketball 1**

This course will focus on the skills, techniques, drills, strategies and rules which are essential for effective play in the game of basketball. The students will engage in drill sessions, small game sessions (three-on-three), and full-court games. Skill testing and game play will form the basis for the evaluation of proper basketball techniques. Prerequisite: COM 021 or ESL 020 *TBA*

**HPE 104 Racquetball 1**

This course will focus on the rules, skills, techniques, drills, and strategies which are essential for effective play in the game of racquetball. The students will engage in drill sessions along with singles and doubles game play. Skill testing, along with game play, will form the basis for the evaluation of proper racquetball techniques. Prerequisite: COM 021 or ESL 020 *TBA*

**HPE 106 Volleyball 1**

This course will focus on the rules, skills, techniques, drills, and strategies which are essential for effective play in the game of volleyball. The students will engage in drill sessions and game play. Skill testing, along with game play, will form the basis for the evaluation of proper volleyball techniques. Prerequisite: COM 021 or ESL 020 *TBA*

**HPE 110 Ballroom Dancing 1**

The focus of this course is on the development of skills, techniques and knowledge to enable students to successfully participate in ballroom dancing on a lifetime basis. Emphasis will be placed on the enrichment, enhancement, and improvement of the

student's rhythmic movement that will be applied to different dance rhythms. Prerequisite: COM 021 or ESL 020 *Spring*

**HPE 116 Personal Fitness 1**

A study of the application of physical fitness techniques (exercise) for both males and females related to the development and improvement of strength, flexibility, and cardiovascular endurance. Areas of emphasis include effects of exercise on the physiological systems of the body, development of individualized fitness programs, and development of appreciation of the values derived from such training programs and other lifetime sports activities. *All*

**HPE 120 Personal Defense 1**

Basic self-defense techniques will be taught with a focus on balance, reaction, confidence, safety and awareness. The issue of violence and possible alternative will be explored. Discussion and lecture time will be utilized throughout the course as well as hands-on participation. Both cognitive and psychomotor skills are necessary components of this course. *All*

**HPE 122 Tai Chi 1**

The InnerChi Tai Chi for will be taught with a focus on health and wellness, balance, coordination, physical and mental awareness and relaxation. Issues such as stress reduction, health benefits and history will be discussed. Discussion and lecture time will be utilized throughout the course as well as hands-on participation. Both cognitive and psychomotor skills are necessary components of this course. Prerequisite: COM 051 or ESL 051, COM 061 or ESL 060 *All*

**HPE 125 Strength Training & Conditioning 1**

This course emphasizes the safe and effective techniques involved with progressive resistance weight training. Free weights, resistance machines, and specific strength exercises are incorporated in the development of individual training programs. Emphasis will be placed upon individual needs for developing strength, endurance, and flexibility. Equipment consideration, maintenance, safety, organization, and injury prevention are covered. *Spring*

**HPE 130 Introduction to Rock Climbing 1**

Students will learn the fundamentals of safe rock climbing and the terminology inherent to both indoor and outdoor climbing as well as practice various body positions, handholds, and footwork. Discussion and lecture time as well as hands-on participation will be utilized throughout the course. The course emphasizes cooperation and communication while practicing climbing as a member of a group and on an individual basis. *Fall/Spring*

**HPE 140 Beginning Swimming 1**

The focus of this course is on the development and acquisition of skills and knowledge needed to achieve the fundamentals of swimming. Prerequisite: COM 021 or ESL 020 *Fall*

**HPE 142 Intermediate Swimming 1**

The focus of this course is on the continued development and acquisition of skills and knowledge needed to achieve a higher level of swimming. Students should know how to swim

freestyle and backstroke. Prerequisite: HPE 140 *Spring*

**HPE 144 Aquatic Exercise 1**

The focus of this course is on the development and acquisition of skills and knowledge needed to understand and execute the fundamentals of water exercise. Prerequisite: COM 021 or ESL 020 *Summer*

### HUMANITIES

**For additional Humanities courses, see course descriptions for English, Music, Philosophy and Art.**

Course Number Credit Hours

**HUM 281 Leadership Development Studies (Honors) 3**

This course provides a forum to explore the concept of leadership and to develop and improve leadership skills. The course incorporates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Prerequisite: COM 121 or COM 122; eligibility for the Honors Program *Fall*

**HUM 299 Special Studies and Special Topics Varies**

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

### INFORMATION TECHNOLOGY

Course Number Credit Hours

**IFT 100 Introduction to Information Technology 3**

This course provides students with an overview of computer systems and related information technology issues. Topics include historical development and basic functions of computers; computer systems; major computer applications, data communications and networks; graphics and multimedia; ethical and social issues; and career opportunities. The operating system is introduced and basic operating system commands and conventions are explained and utilized. Prerequisite: COM 061 or ESL 060, MAT 020 *Fall*

**IFT 109 Academic Computing Skills 1**

This course introduces the user to what a computer is, what it is used for, and how it works in general. Current computer users would also benefit from taking this course to acquaint them with the computing services and skills used on campus for registration, information search and retrieval, and course delivery. In addition to discussing the basic

*IFT course descriptions continued ►*

# 2013-2014 COURSE DESCRIPTIONS

## Information Technology(continued)–Law Enforcement



workings of a computer; the course will include hands-on activities in word processing, file management, internet access, registration, and online course delivery. All

**IFT 110 Microcomputer Applications 3**  
This course provides students with microcomputer hands-on experience using the essential software packages in use in the majority of business and private operations. Initially, students will learn to use the Windows environment and will also use word processing, spreadsheet, presentation and database software to solve a variety of problems. The specific applications software which will be used includes Windows, Word, Excel, Access and PowerPoint. Students will also access the Internet. Prerequisites: COM 061 or ESL 060 or appropriate score on placement test and MAT 020 All

**IFT 120 Advanced Microcomputer Applications 3**  
The course will develop students' basic skills in introducing graphics into word processing documents. Students will study and use advanced features of spreadsheet packages and will continue his/her development of database management system skills including advanced design and query with emphasis on relational aspects. Students will also develop advanced skills in creating presentations. Students will also incorporate information from the Internet into their document preparation. Prerequisites: IFT 110, COM 121 or COM 122 All

**IFT 210 Help Desk User Support 3**  
This course provides students with the skills needed to support computer users within the organization. Students will learn to identify the appropriate tools, technologies, and processes to assess and meet computer users' needs. Students will also address many different aspects of the career field of computer user support. Prerequisite: IFT 110 Spring

**IFT 220 Current Issues in Computing 3**  
This course will emphasize case studies, discussions, and research concerning state-of-the-art topics and concerns in computing. Students will write papers on topics of current interest and make an oral presentation to the class. It is intended that this course will be taken near the end of the program of study. The specific course content can be expected to vary from one semester to the next as new issues rise to the forefront of the field of information technology. Prerequisites: NET 106, COM 121 or COM 122 TBA

### LAW ENFORCEMENT/ CRIMINAL JUSTICE

**Course Number** **Credit Hours**

**LAW 135 Introduction to Criminal Justice 3**

This introductory course is a comprehensive overview of the criminal justice system. The courses focuses on crime in America, police process, courts and punishment, the prison system, and contemporary topics in law enforcement. Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 All

**LAW 140 Criminal Law 3**

An introduction to the Pennsylvania Crimes Code, including culpability, use of force, Act 64 (Drug Act), laws of search and seizure, preparation of citations, complaints, arrest and search warrants, and miscellaneous laws. Prerequisites: COM 051, COM 061 All

**LAW 150 Legal Procedures 3**

An examination of the judicial process and its relationship to the Rules of Criminal Procedures. The course focuses on the federal and state constitutions, the Civil Rights Act, civil torts, rules of evidence and Act 141 (Municipal Police Officers Jurisdiction Act). Procedures for service of search and arrest warrants, interrogation of defendants and prosecution of cases are also included in the course. Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 Fall/Spring

**LAW 180 Crisis Intervention Strategies 3**

This course will provide a basic understanding of the characteristics of a crisis situation and the typical individual response to crisis. Additionally, models of crisis intervention will be presented. Emphasis will be placed on the six-step model of crisis intervention, assessing the crisis situation, employing crisis strategies, approaching specific crisis situations, and determining lethality. Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 Spring

**LAW 185 Criminology 3**

Introduces historical and criminological theories with emphasis on the criminal justice system and its role in crime prevention. Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 All

**LAW 230 Interviewing & Interrogation Skills 3**

Methods used in interviewing witnesses and victims, interrogating suspects in order to obtain valid confessions. The focus is on establishing rapport, perceiving body language and obvious attempts at deception, use of the polygraph, and techniques for verbally disarming the interviewee. Prerequisites: LAW 150, COM 121 or COM 122 Fall

**LAW 240 Law Enforcement Management 3**

This course identifies the skills required to supervise and manage law enforcement agencies. The focus is on the roles of managers and supervisors as leaders, trainers, motivators, and problem solvers. The management and leadership skills necessary to lead modern law enforcement

agencies are covered in this course. Prerequisites: COM 121 or COM 122, LAW 150 Spring

**LAW 250 Criminal Investigation 3**

This course is a thorough overview of the criminal investigation process as it coincides with law enforcement procedures. Evaluation and use of investigation processes will be covered. Prerequisites: LAW 150, COM 121 or COM 122 Fall

**LAW 255 Law Enforcement & Community Relations 3**

The course will include a general overview of the Criminal Justice System, the responsibilities of each component of the system and the interaction among various agencies. Public community skills are an integral part of police work. The course is designed to help students develop skills to build rapport within the community including researching, planning, scheduling, and presenting programs of public interest as well as developing and maintaining good relations with representatives of schools, social agencies, the news media, and the community at large. Prerequisite: COM 121 or COM 122 Spring

**LAW 270 Organized Crime in America 3**

This course is an in-depth study of organized criminal activity; its history, social, economic, and political impact upon American society, focusing on traditional organized crime, new emerging racial and ethnic groups, and modern law enforcement procedures and judicial prosecutions. Prerequisites: COM 121 or COM 122, LAW 150 Fall/Spring

**LAW 285 Juvenile & Domestic Law 3**

This course will provide a knowledge of laws pertaining to juvenile and family-related crimes and offenses. Specific topics will include Juvenile Law, Domestic Violence Act, Protection from Abuse Act, and Child Protective Services Act. Prerequisites: COM 121 or COM 122, LAW 150 Spring

**LAW 290 Cooperative Education I Varies**

Prerequisite: 27 credits earned in student's program with a 2.0 GPA. Petition approval from advisor required. All

**LAW 291 Cooperative Education II Varies**

Prerequisite: 27 credits earned in student's program with a 2.0 GPA. Petition approval from advisor required. All

**LAW 299 Special Studies and Special Topics Varies**

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. See Advisor

# 2013-2014 COURSE DESCRIPTIONS

## Library Research Strategies—Mathematics

### LIBRARY RESEARCH STRATEGIES

Course Number Credit Hours

**LIB 113 Internet Research Strategies 3**  
Internet Research Strategies will teach students to find, communicate, and critically evaluate online information. Students will learn how to create effective research strategies, access information in a variety of formats, and use online databases and the Internet. Students will be taught to evaluate Internet-based information and will become familiar with practical, social, and ethical issues relating to information.  
Prerequisite: COM 021 or ESL 020

### MATHEMATICS

Course Number Credit Hours

**MAT 020 Basics of College Mathematics 3**  
This course is a review of arithmetic and algebraic concepts. The course includes whole numbers, introduction to algebra, solving equations, fractions, decimals, ratio and proportion, introduction to graphing, and percent.  
Prerequisites: COM 021 or ESL 020 or placement by assessment All

**MAT 021 Basics of College Mathematics Discussion 1**  
This course provides additional work to supplement MAT 020 in covering a review of arithmetic and algebraic concepts. The course includes whole numbers, introduction to algebra, solving equations, fractions, decimals, ratio and proportion, introduction to graphing, and percent. Students enrolled in this course must be concurrently enrolled in a section of MAT 020.  
Fall/Spring

**MAT 030 Algebra I 3**  
This course includes a review of real numbers and the order of operations. The focus of the course is on algebraic topics: exponents, polynomials, linear equations and inequalities, applications of linear equations, graphing linear equations and inequalities, basic radicals, factoring concepts, rational expressions, systems of linear equations, and problem solving/applications.  
Prerequisites: MAT 020, COM 021 or placement by assessment All

**MAT 031 Algebra I Discussion 1**  
This course provides additional work to supplement MAT 030 in covering a review of real numbers and the order of operations. The focus of the course is on algebraic topics: exponents, polynomials, linear equations and inequalities, applications of linear equations, graphing linear equations and inequalities, basic radicals, factoring concepts, rational expressions, systems of linear equations, and problem solving/applications. Students enrolled in this course must be concurrently enrolled in a section of MAT 030.  
Fall/Spring

**MAT 035 Algebra I with Quadratics 3**  
This course includes a review of real numbers and the order of operations. The focus of the course is on algebraic topics: exponents, polynomials, linear

equations and inequalities, applications of linear equations, graphing linear equations and inequalities, basic radicals, factoring concepts, rational expressions, systems of linear equations, and problem solving/applications. This course also provides an introduction to quadratic equations needed for progression into MAT 110.  
Prerequisites: MAT 020, COM 021 or placement by assessment All

**MAT 110 Algebra II 3**  
This course reinforces polynomials, rational expressions, first-degree equations and inequalities (including absolute values), exponents, radicals, and complex numbers. An emphasis will be placed on the following topics: second-degree equations and inequalities, graphing involving two variables, systems of equations and inequalities, relations and functions, and exponential/logarithmic functions.  
Prerequisite: MAT 035 with a grade of "C" or better or placement by assessment All

**MAT 150 Foundations of Mathematics 3**  
This course places as much emphasis on the modern mathematical ideas and their meaning as on computation; includes systems of numeration, finite mathematical systems, set theory, logic, an introduction to probability, counting theory, statistics, and some additional topics in geometry.  
Prerequisite: MAT 030, COM 061 All

**MAT 151 Foundations of Math (Honors) 3**  
The purpose of MAT 151, Foundations of Math Honors, is to give insight into some of the more uncommon areas of mathematical thought. As many of these areas require the learning of methods of investigation rather than memorization, the main goal is that the student should be able to transfer knowledge of logical investigation of mathematics to other fields of study. Students will be expected to summarize concepts in writing and integrate subject matter with real life scenarios. Critical thinking and questioning is necessary to better understand the theory behind the topics.  
Spring

**MAT 155 Foundations of Mathematics II 3**  
This course places emphasis on problem solving and application of mathematical concepts as well as on computation. Topics covered include number theory, number representations and calculations, patterns and algebraic thinking, graphs and functions, graph theory and motion geometry.  
Prerequisite: MAT 150 Spring

**NOTE: MAT 160 and MAT 165 together can be used to fulfill any prerequisite or graduation requirement that requires MAT 180.**

**MAT 160 College Algebra 3**  
Topics covered include: Review of quadratic and higher degree equations and inequalities; properties of functions and graphs including algebraic, polynomial, rational, exponential and logarithmic functions; partial fractions; systems of equations, determinants and Cramer's Rule; Binomial Theorem; conics.  
Prerequisite: MAT 110 with a grade of "C" or better or placement by assessment All

**MAT 165 Trigonometry 3**  
This course includes right triangle and oblique triangle trigonometry, trigonometric functions of real numbers, identities, equations and graphs of the

trigonometric functions, inverse functions, and vectors.  
Prerequisite: MAT 160 or placement by assessment All

**MAT 180 Precalculus 3**  
This course is an overview of algebraic and trigonometric principles. Emphasis is placed on functions in both disciplines. The theory of mathematics is stressed and the concept of limit is presented. Topics covered include: inequalities, polynomial, exponential, logarithmic, and trigonometric functions; theory of equations; partial fractions; trigonometry; analytic geometry; and the binomial theorem.  
Prerequisite: MAT 165 or placement by assessment Spring

**MAT 210 Statistics 3**  
An introduction to statistical concepts including: understanding of an ability to use graphs, frequency distributions, measures of central tendency and dispersion, probability, various distributions and their properties, testing hypotheses, approximation and Chi-square tests, regression and correlation.  
Prerequisite: MAT 030 All

**MAT 220 Calculus I 4**  
The major topics covered in this course are limits, continuity and differentiability, derivative applications in curve sketching, related rates, maxima and minima problems, indefinite and definite integration.  
Prerequisite: MAT 180 or placement by assessment Fall

**MAT 221 Calculus II 4**  
This course is a continuation of MAT 220. Topics include transcendental functions, derivatives of inverse trigonometric functions, techniques of integration, applications of definite integrals, improper integrals, simple differential equations and infinite series.  
Prerequisite: MAT 220 Spring

**MAT 299 Special Studies and Special Topics Varies**  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit.  
See Advisor

# 2013-2014 COURSE DESCRIPTIONS

## *Mechatronics Engineering*

### MECHATRONICS ENGINEERING TECHNOLOGY

Students are granted credit for **Mechatronics Engineering Technology (MET)** courses by articulation after completion of the course competencies through courses offered by RACC's Workforce and Economic Development/Community Education Division. Students should contact the division to obtain information on course offerings.

#### **MET 100 Introduction to Shop Machinery** 1

This course introduces the student to the safe operation of the basic hand tools and machinery that might be found in a commercial or industrial maintenance department. Subjects include the use of metal working bench tools, layout and setup tools, band saws, drill presses, manual milling machines, and the manual lathe. All course material is supplemented with practical hands-on exposure with the machines and operations described.

#### **MET 110 Manufacturing Fundamentals** 3

This course provides the student with an overview of the various types of manufacturing that takes place in the discrete, hybrid and continuous sectors and of the jobs that must be performed within manufacturing. The course provides an introduction to the techniques and resources that manufacturers employ to improve operations, preparing the student for independent investigating and life-long learning. It provides basic knowledge and skills with regard to blueprint reading, CADD drawing, measurement, and quality assurance. At least one plant tour will be included as part of this course to provide first-hand validation of the topics covered.

Prerequisite: COM 061, MAT 110

#### **MET 120 Industrial Mechanics I** 3

This course covers the principles and applications of the most commonly found mechanical drive and fluid power components in an industrial manufacturing environment. Topics include mechanical power transmission devices, pneumatics, and hydraulics through an intermediate level along with related construction and troubleshooting techniques. Completion of this course provides the student with all of the mechanical skills and knowledge required by the National Center for Integrated Systems Technology (NCIST) Advanced Manufacturing Program in Integrated Systems Technology. All course material is supplemented with practical hands-on exposure to the items described.

Prerequisite: MAT 110

#### **MET 130 Industrial Electrical Systems** 4

This course covers the principles and application of alternating (AC) and direct (DC) current electricity, industrial sequential control and electrical controls construction as found in a typical manufacturing environment. Topics include AC and DC circuit analysis and measurement in resistive, capacitive and inductive circuits; AC fixed speed motor control; control transformers, relays, timers, and counters; mechanical, pneumatic and hydraulic input and output devices; sequencing and logic functions; introduction to component and systems

troubleshooting; electrical wiring practices; conduit and raceways; and requirements for conductors, disconnects and raceways as specified by the National Electric Code (NEC). Completion of this course provides the student with all of the basic electrical skills and knowledge required by the National Center for Integrated Systems Technology (NCIST) Advanced Manufacturing Program in Integrated Systems Technology. All course material is supplemented with practical hands-on exposure to the items described.

Prerequisite: MAT 110

#### **MET 140 Introduction to Programmable Logic Controllers – SLC500** 4

This course covers the principles and application of programmable logic controllers (PLCs) as found in a typical manufacturing environment. Topics include principles, functions and operation of PLCs; basic ladder logic programming with relays, timers and counters; digital input and output interfacing; intermediate instructions such as program flow, subroutine, math, and data move; analog interfacing and associated instructions; basic multi-drop networking; operator display station application; use of remote inputs and outputs; and component and systems troubleshooting. Upon completion of this course the student will have exceeded the knowledge and skill requirements of the National Center for Integrated Systems Technology (NCIST) Advanced Manufacturing Program in Integrated Systems Technology. All course material is supplemented with practical hands-on exposure to the items described. The Rockwell Allen Bradley SLC500, DH-485, RSLinx, PanelView 1000, and Panelbuilder 32 products are used in the teaching of this material.

Prerequisite: MET 130

#### **MET 150 Industrial Mechanics II** 4

This course builds and expands upon Industrial Mechanics I by covering the principles and applications of additional mechanical drive and fluid power components, expanding upon troubleshooting and looking at predictive and preventative maintenance techniques. Topics include mechanical power transmission devices such as gear drives and ball screws; laser alignment techniques; pneumatic logic, pressure and vacuum systems; vibration analysis; and central lubrication. All course material is supplemented with practical hands-on exposure to the items described.

Prerequisites: MET 120, PHY 150

#### **MET 160 Rotating Electrical Machines** 3

This course covers the principles, application, troubleshooting, and maintenance of rotating electrical motors and electronic motor drives as used in industry. Topics include various types of single and three phase AC motors, various types of DC motors, reduced voltage starting, braking, DC electronic drives, and AC variable frequency, and vector drives. The course builds upon principles and applications covered in Industrial Electrical Systems and is a building block for the course Robotics and Motion Control. All course material is supplemented with practical hands-on exposure to the items described.

Prerequisite: MET 130

#### **MET 200 Robotics and Motion Control** 4

This course provides the student with a background in the programming and application of industrial robots and general purpose synchronized multi-axis motion control. Whereas in Rotating Electrical Machines the student learned how various types of motors and drives operate to create motion in a single axis, this course expands upon those concepts by combining multiple axes of motion to perform useful functions such as creating a flexible manufacturing system utilizing robots. In Introduction to PLCs, the student learned how to apply programming to create sequences of events. This course broadens that knowledge by using different programming languages to initiate and control motion sequences. The student will learn how to implement electronically many of the simple machines introduced in Industrial Mechanics 1 and 2 such as gear drives, belt drives, line shafts and cams. This course also introduces the student to techniques and products that are based upon IEC international standards and discusses the concepts of standards-based control.

Prerequisites: MET 140, MET 160

#### **MET 210 Process Control & Instrumentation** 3

This course covers the fundamentals of process control and instrumentation as applied in industry for the control of level, flow, temperature, and pressure. The concept of a control loop is introduced and each of the loop's components- sensor, controller and final element- are examined. Design, documentation, operation, performance tuning, and troubleshooting of single loop systems is discussed.

Prerequisites: MET 130, PHY 150

#### **MET 220 Advanced PLCs (ControlLogix or S7)** 4

This course covers advanced principles and applications of programmable logic controllers (PLCs) and familiarizes them with a more advanced PLC family than that used in Introduction to PLCs. The student has the option of working with the Rockwell/Allen-Bradley ControlLogix system or the Siemens S7 system. The student should discuss the selection with his or her advisor. The course begins with an orientation to the new platform by reviewing the subjects covered in Introduction to PLCs. Among the advanced topics are PLC real time considerations, various levels of PLC networking, alternate programming languages for PLCs, international standards applied to PLCs, integration of logic and motion control in PLCs, integration of process control in PLCs, advanced human/machine interface (HMI) for PLCs, supervisory control and data acquisition (SCADA) with PLCs, alarm management, batch control, power failure strategies, and process safety.

Prerequisite: MET 140,

Corequisites: MET 200, MET 210

#### **MET 230 Integrated Manufacturing Systems** 3

This course guides the student through the processes of interfacing and integrating manufacturing components and unit operations into useful systems. The student will work with conveyors, robots, PLCs, workstations, a CNC machine, and a bar code reader to create a pallet transfer system, a flexible manufacturing work cell,

*MET course descriptions continued* ►

# 2013-2014 COURSE DESCRIPTIONS

## *Mechatronics Engineering (continued)–Medical Laboratory Technician*

a robot-based inventory storage and retrieval system and a barcode pallet tracking system. System integration will be accomplished using digital I/O, ASCII RS-232 and RS-485 serial communications, and TCP/IP Ethernet networking. The course includes working with a Manufacturing Execution System (MES) and an Enterprise Resource Planning System (ERP) to implement Computer Integrated Manufacturing (CIM). The instructor will also assign integration and troubleshooting tasks to the student to be completed independently or with a teammate. Prerequisites: MET 200, MET 220, NET 125

**MET 240 Mechatronics Application Project** 4  
This course provides a capstone experience for the AAS Degree in Mechatronics Engineering Technology by requiring that the student, together with a teammate(s), apply skills and knowledge from each of the program areas to an independent mechatronics project related to consumer goods packaging. The student will develop and implement a project plan approved by the instructor that will demonstrate the ability to integrate the skills and knowledge obtained over the previous three (3) semesters of study. The student will work with actual industrial equipment and machinery in a realistic application. This course will broaden the student's knowledge with respect to technology suppliers, equipment and applications. It is strongly suggested that the student and instructor begin planning for this course during the semester prior to the semester in which the course is completed. Prerequisites: MET 150, MET 200, MET 210, MET 220

### MANAGEMENT

**Course Number**                      **Credit Hours**

**MGT 100 Principles of Management** 3  
Introduction to the major functions of management - planning, organizing, staffing, leading, and controlling. Emphasis is also given to the related topics of interpersonal relationships, organizational behavior, cooperation, decision making, problem solving, and corporate social responsibility. If the student's program includes BUS 100, we recommend that it be taken prior to MGT 100. Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *All*

**MGT 200 Human Resource Management** 3  
Introduction to the development of a well-balanced human resource program for organizations, based on the fact that all managers have personnel-related duties and human resources are the key to organizational success. Topics include recruitment, selection, training, compensation, benefits, motivation, performance appraisal, legal issues, and union-management relations. Prerequisites: MGT 100, COM 121 or COM 122 *Fall*

**MGT 210 Supervisory Management** 3  
Refines the skills needed for the day-to-day activities of a first-line supervisor. Applies the principles of delegating, planning, organizing, motivating, leading, staffing, training, compensating,

and appraising. The student will be actively involved in dealing with the challenges faced by this critical member of the management team—the first-line supervisor.

Prerequisites: MGT 100, COM 121 or COM 122;  
Strongly recommended: MGT 200 *Spring*

**MGT 215 Human Relations in Business** 3  
Focuses on human relations and communications skills necessary for effectiveness in the world of business. The purpose of this course is to ensure successful performance in a business setting by improving skills in communication, conflict resolution, motivation, leadership, and productivity. Both interpersonal and group skills will be addressed and applied to specific business situations through role play, case studies, and group presentations of situations specific to the business environment. Prerequisites: COM 050 or COM 051 or ESL 051, COM 101, COM 121 *Fall/Spring*

**MGT 230 Small Business Management** 3  
A capstone to management studies, this course focuses on the development of entrepreneurial skills. It is a survey of the opportunities and difficulties faced by individuals who wish to own and/or operate a small business. Topics include entrepreneurship, forms of ownership, franchises, planning, financing, location, profitability, legal issues, taxation, human resources management, and marketing. Students will develop a business plan. Prerequisites: IFT 110, MGT 100 *Spring*

**MGT 250 Operations Management** 3  
Provides the student with concepts of basic strategic planning, process improvement, quality, project management, and the current management systems and terminology for both manufacturing and service organizations. Topics include planning, scheduling, forecasting, management and statistical control, and methods improvement. Prerequisites: MAT 150 or MAT 210, MGT 100 *Fall*

**MGT 290 Cooperative Education I** *Varies*  
*Fall/Spring*

**MGT 291 Cooperative Education II** *Varies*  
*Fall/Spring*

**MGT 299 Special Studies and Special Topics** *Varies*  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

### MEDICAL LABORATORY TECHNICIAN

**Course Number**                      **Credit Hours**

**MLT 110 Introduction to the Clinical Laboratory** 1(Lab)

This course serves as an introduction for the Medical Laboratory Technician student to the clinical laboratory. Laboratory organization and safety will be stressed. Basic laboratory techniques will be introduced. This is a one credit laboratory course. Prerequisites: COM 061 or ESL 060, COM 051 or ESL 051, MAT 020 or appropriate score on placement test *Fall*

**MLT 120 Basic Immunology** 2(Lab)

For the clinical laboratory student, this course will introduce the fundamental principles of immunology. Topics to be covered are: the immune response, antigen-antibody reactions, the antibody response, the lymphoid system, genetic control of immunity, hypersensitivity, and applied clinical immunological procedures. Prerequisites: COM 061, high school biology and chemistry within the past 5 years or BIO 150 and CHE 120 *Spring*

**MLT 211 Clinical Laboratory Techniques** 3(Lab)

The purpose of this course is to prepare medical laboratory technician students for transition to clinical experiences in the final semester of the program. In this course, basic knowledge and dexterity for routine laboratory tests in the various hospital laboratory departments will be stressed. The course will especially stress hematology, coagulation, and clinical chemistry. Prerequisite: MLT 120 and admission to the clinical portion of the MLT program. *Fall*

**MLT 220 Clinical Hematology/Coagulation** 5(Lab)

Within this clinical laboratory-based course, the students will be actively engaged in rotations and lectures in hematology and coagulation. Emphasis will be placed on all the hematologic cell series, anemias, leukemias, and other blood dyscrasias. Hematology and coagulation clinical laboratory procedures will be more fully covered to allow the student to function in a clinical hematology laboratory on an entry level of proficiency. The basis of hemostasis will be stressed. Testing for factor deficiencies will be covered in detail. Pathological factor deficiencies will also be covered. Prerequisite: MLT 211  
Corequisites: MLT 221, MLT 230, MLT 231 *Spring*

**MLT 221 Clinical Chemistry** 4(Lab)

Within this clinical laboratory-based course, the student will be actively engaged in rotations and lectures in clinical chemistry. All routine chemistry testing will be stressed. Automation will be covered with each test where it applies. Prerequisite: MLT 211  
Corequisites: MLT 220, MLT 230, MLT 231 *Spring*

**MLT 222 Clinical Urinalysis** 1(Lab)

Within this clinical laboratory-based course, the student will be actively engaged in rotations and lectures in urinalysis. The structure and function of

*MLT course descriptions continued ►*

# 2013-2014 COURSE DESCRIPTIONS

## Medical Laboratory Technician(continued)–Machine Tool Technology

the kidney will be covered in detail. Urinalysis chemical and physical laboratory testing will be stressed. The student will also be exposed to test correlation as to pathological kidney states.

Prerequisite: MLT 211

Corequisite: MLT 233 *Interim January Session*

### MLT 230 Clinical Blood Banking & Immunology 4(Lab)

Within this clinical laboratory-based course, the student will be actively engaged in rotations and lectures in blood banking. Emphasis will be placed on the blood groups and identifying atypical antibodies as pertaining to blood transfusions.

Prerequisite: MLT 211

Corequisites: MLT 220, MLT 221, MLT 231 *Spring*

### MLT 231 Clinical Microbiology 4(Lab)

Within this clinical laboratory-based course, the student will be actively engaged in rotations and lectures in clinical microbiology, including parasitology. Emphasis will be placed on microbial organism identification.

Prerequisite: MLT 211

Corequisites: MLT 220, MLT 221, MLT 230 *Spring*

### MLT 233 Clinical Serology 1(Lab)

Within this clinical laboratory-based course, the student will be actively engaged in rotations and lectures in serology. The principles and correlations of serological procedures will be stressed. Emphasis will be placed on syphilis testing, pregnancy testing, febrile agglutination, infectious mononucleosis serology testing, and enzyme immunoassay techniques.

Prerequisite: MLT 211

Corequisite: MLT 222 *Interim January Session*

## MACHINE TOOL TECHNOLOGY

**Students are granted credit for Machine Tool Technology (MTT) courses by articulation after completion of the course competencies through courses offered by RACC's Workforce and Economic Development/Community Education Division. Students should contact the division to obtain information on course offerings.**

### MTT 106 Engineering Graphics II 2(Lab)

This second course in engineering graphics will be taught using AutoCAD. This course is designed to provide the machine tool student and others working in the industry with a basic understanding of mechanical drawing using AutoCAD. The student applied the fundamental principles of mechanical drafting and sketching taught in the previous course to graphically describe machine parts in AutoCAD. A major goal of the course is to provide the student with the knowledge to be able to completely and accurately describe machine parts by making working drawings.

Prerequisite: MTT131

### MTT 120 Machine Tool Mathematics I 3

This course is designed to provide the mechanist/tool and die maker with the information and computational skills commensurate to attaining competence in solving applied problems involving arithmetic, fractions, decimals, powers, roots, English and Metric units, tolerance, clearance, interference, fundamental principles of algebra,

cutting speed, and application of formulas.

Prerequisite: Appropriate score on MTT placement tests Battery

### MTT 125 Machine Tool Mathematics II 3

This mathematics course is designed to provide the student with the information and computational skills commensurate to attaining competence in solving applied problems involving fundamentals of plane geometry and trigonometry.

Prerequisite: MTT 120

### MTT 131 Engineering Graphics I & Blueprint Reading 3

As an introduction to mechanical drafting and sketching, this course is designed to provide the machinist apprentice and others working in the industry with a basic understanding of the "language of industry" called graphics. The student will learn and apply the fundamental principles of mechanical drafting and sketching to graphically describe machine parts. A major goal of the course is to provide the student with the knowledge to be able to completely and accurately describe machine parts by making and using working drawings.

Individual instruction is provided along with lecture presentations and hand out materials. The basic principles of reading and interpretation of industrial drawings will be presented. Emphasis is placed on the skills that are needed to understand the drawings and relate them to the machine trades.

The course will include these major topics: lines and symbols; orthographic projection; one, two, and three view drawings; auxiliary views; dimensions and tolerances; sectioning and thread representation.

Prerequisite: MTT 120

### MTT 135 Blueprint Reading II 3

This is the second course of the blueprint reading sequence which is designed to provide the student with the skills required to interpret intermediate to difficult machine drawings. Emphasis will be placed on stimulating the student's creativity while encouraging adoption of proven techniques and analytical procedures. These procedures are designed to enhance problem solving skills and to permit greater ease in gathering graphical information critical to visualizing an object.

Prerequisite: MTT 131

### MTT 140 Blueprint Reading III 3

This advanced blueprint reading course is designed to provide the student with the skills required to interpret complex machine tool industrial drawings. These drawings include: assemble, special feature, multi-scale and relatively complex die, mold and cast part drawings.

Prerequisite: MTT 135

### MTT 151 Introduction to Metalworking 3(Lab)

This course is designed to provide the machinist/tool and die maker student with an introduction to the machining industry. Theoretical and practical aspects of shop safety, hand tool usage, precision layout, use of precision measuring instruments accurately, use of taps and dies, files, reamers, and identification and use of the appropriate materials. Students are prepared to take the National Institute of Metalworking Skills (NIMS) level I certification in layout and benchwork.

Prerequisites: MTT 131, MTT 120, and MTT 165

### MTT 152 Basic Power Tools 2(Lab)

This course is designed to provide the student with knowledge and practical learning experience and accident prevention awareness required to perform various tasks using basic power tools such as: drill presses, power saws, pedestal grinders, and hand power tools. Students are prepared to take the National Institute of Metalworking Skills (NIMS) level I certification in drilling.

Prerequisite: MTT 151

### MTT 156 Turning Technology 3(Lab)

This course is designed to provide the student with knowledge and practical learning experience and accident prevention awareness required to perform basic conventional lathe job planning, set-up and operation. Aspects of conventional, as well as carbide and other tooling materials selection, preparation, and usage will be covered. Students are prepared to take the National Institute of Metalworking Skills (NIMS) level I & level II certification in turning between centers and chucking.

Prerequisite: MTT 151

### MTT 165 Machine Theory I 3

This course is designed to provide the student with an introduction to the machine tool industry. Theoretical aspects of shop safety, hand tool usage, precision measurement, materials, precision layout, and machining preparations are addressed in this course.

### MTT 170 Machine Theory II 3

This course is the second course in machine tool theory. In this course, the following machine tools and their proper operations are addressed: sawing machines, drilling machines.

Prerequisite: MTT 165

### MTT 201 EDM Theory- Conventional & Wire 3

This course is the third of three courses in machine tool theory. In this course, the theories involved in unconventional machining practices will be discussed. Primarily focused on EDM machining, the student will gain an understanding of how these technologies work and their place in industry.

Prerequisite: MTT 125

### MTT 211 Milling Technology 3(Lab)

This course is designed to provide the student with knowledge and skills necessary to identify and safely use the various milling cutters and other tools that are adaptable to milling machines, and setup work pieces to be properly machined using vertical and horizontal milling machines. This course covers the names of the vertical and horizontal milling machine parts and controls, the function of each part and control so that the students can operate the machines safely and with a high degree of accuracy. Students are prepared to take the National Institute of Metalworking Skills (NIMS) level I certification in milling.

Prerequisite: MTT 151

### MTT 221 Grinding Technology 3(Lab)

This course is designed to provide the student with learning experiences in theoretical and practical skills development in precision grinding operations. The student will use a variety of surface and form grinders, applying various techniques to make metal parts to blueprint specifications. Students are

*MTT course descriptions continued ►*



# 2013-2014 COURSE DESCRIPTIONS

## Machine Tool Technology (continued)—Networking

prepared to take the National Institute of Metalworking Skills (NIMS) level I certification in grinding.

Prerequisite: MTT 151

### MTT 240 Metrology 3

This course is designed to provide the student with an experience in the use of precision instruments for measurement and inspection of manufactured parts. The course includes the use of comparators, micrometers, surface plates and accessories, microscopes, hardness testing instruments, and other related equipment. Students gather and analyze quality assurance data and inspect parts using non-destructive testing techniques (NDT). Students are prepared to take the National Institute of Metalworking Skills (NIMS) level I certification in measurement, materials, and safety. Prerequisites: MTT 125, MTT 140, MTT 211, MTT 156, and MTT 221

### MTT 261 Basic CNC Programming, Milling & Turning Theory 3

The purpose of this course is to make the student aware of the history and evolution of the CNC machine starting with the simple NC units. This knowledge will enable the student to understand how the modern machines operate while appreciating the advantages afforded by CNC. The course stresses safe operation as well as basic languages and formats used in programming. Students will learn all of the various functions of the control units as well as how to write and apply simple programs. Milling and Turning theory are also addressed in order to provide the student with a working knowledge of all facets of CNC machining processes.

Prerequisite: MTT 125

### MTT 265 CNC Fixture Design 2(Lab)

This course covers the design and function of various jigs and fixtures used for the production of consistent tools. Different design features and methods will be discussed. Particular attention will be given to the proper design and construction of fixtures.

Prerequisites: MTT 106, MTT 125

### MTT 271 Advanced CNC Milling 3(Lab)

This course will provide the student with the necessary skills to safely program, set up, operate and maintain CNC milling centers. This course will include manual part programming and practical operation for Computer Numerical Control (CNC) milling machines. Trigonometry, blueprint reading, drafting, and basic machining skills will be practiced extensively. Students are prepared to take the National Institute of Metalworking Skills (NIMS) level II certification in CNC Mill Operation. Prerequisite: MTT 261

### MTT 276 Advanced CNC Turning 3(Lab)

This course is designed to teach the student manual part programming for Computerized Numerical Control (CNC) lathe and turning applications. Included in this course is the practical operation of the CNC turning center. It is designed for students who plan to enter the machining industry or need to update their skills in Computerized Machining. Students are prepared to take the National Institute of Metalworking Skills (NIMS) level II certification in CNC Lathe Operation.

Prerequisite: MTT 261

### MTT 281 Mastercam Programming Levels I & II 2(Lab)

This course is the first of two courses in Mastercam Programming. This course will provide the student learning experiences in computer aided programming with Mastercam software. The course will include system hardware, Windows applications, and mill and lathe part manufacture. The beginning student will use the software to create 2D-part design and contour toolpaths for milling and turning parts.

Prerequisite: MTT 261

### MTT 286 Mastercam Programming Level III 2(Lab)

This course is the second course in Mastercam programming. This course will provide the student additional learning experiences in computer assisted CNC Programming with Mastercam software. This course will include advanced 2D and 3D part construction and code generation. The student will use the skills gained from Mastercam Programming Levels I and II to construct more difficult parts. The course also includes code generation, machine file and template file manipulation, code generation testing and verification.

Prerequisite: MTT 281

### MTT 287 Conventional EDM Machining 2(Lab)

This course is designed to provide students with an introduction to plunge electrical discharge machining. By developing programs and using various setup techniques, students will gain an understanding of the capabilities and limits of plunge EDM's. The course stresses safe operation, as well as, efficient job planning. Students will learn various functions of the control unit, as well as, how to write and apply simple programs. Students are prepared to take the National Institute of Metalworking Skills (NIMS) level II certification for (5 Axis) wire EDM operations.

### MTT 288 Wire EDM Machining 2(Lab)

This course is designed to provide the machinist/tool and die maker with the information necessary to safely set-up, maintain and operate a wire EDM machine. This course will include CAM Programming of parts from blueprints followed by sending the program through a post processor via a DNC Network to the Wire EDM machine. This course will also include Manual Data Input (MDI) for simple wire programs and program editing. Students are prepared to take the National Institute of Metalworking Skills (NIMS) level II certification for (5 Axis) wire EDM operations.

## MUSIC

For additional Humanities courses, see course descriptions under English, Humanities, Philosophy and Art.

Course Number Credit Hours

### MUS 221 Music Appreciation 3

This course provides an approach to perceptive listening of music and an introduction to musical elements, forms, and stylistic periods. The lives, individual styles, and representative works of many composers are examined in detail. European and American music from the Middle Ages to the present are studied. An introduction to music in non-western cultures is included.

Prerequisite: COM 121 or COM 122 Spring

## NETWORKING

Course Number Credit Hours

### NET 100 Computer Networking 3

This course will introduce students to basic networking concepts and terminology of networking computing, including LANs and WANs. An introduction to data communications will also be addressed. Students will gain an understanding of hardware, software, cabling, and topologies common in networking.

Prerequisite: IFT 100

Fall/Spring

### NET 106 Installation and Maintenance of PCs I 3

This course provides basic background and hands-on experience installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware and operating systems. After completion of the course, the student will be prepared to sit for CompTIA's A+ Essentials examination.

Prerequisites: IFT 100, IFT 110

### NET 120 Server Administration (Windows) 3

This course provides the student with the knowledge and skills to perform Windows server installation, configuration, management and monitoring. At the completion of the course, the student should be able to install and configure Windows server operating systems, manage active directory accounts, configure and troubleshoot storage and peripherals, and manage, secure, and monitor network resources.

Prerequisites: NET 100, NET 106, COM 121 or COM 122

Fall

### NET 206 Installation & Maintenance of PCs II 3

This course provides basic background and hands-on experience installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware and operating systems. After completion of the course, the student will be prepared to sit for CompTIA's A+ Practical Application examination.

Prerequisites: NET 106

TBA

### NET 250 Network Security 3

This course provides a comprehensive view of the various types of attacks that are launched against networks and computer systems. It examines network and computer security defense mechanisms, and teaches techniques for preventing and countering attacks. After completion of the course, the student will be prepared to sit for CompTIA's Security+ certification exam.

Prerequisite: NET 120

TBA



### NANOSCIENCE

**Course Number** **Credit Hours**

**NSC 180 Electronics for Nanoscience 4(Lab)**

This course will cover theory and principles regarding direct current (DC), alternating current (AC), digital and electronic circuits. Topics include different types of DC/AC sources, waveforms, basic circuit elements, series and parallel circuits, applicable theorems and laws, digital logic circuits and number systems, logic gates, Boolean algebra, Karnaugh mapping, and solid state electronics. This course is designed for students majoring in the Nanoscience Technology Program.

Prerequisites: CHE 150, MAT 165, PHY 150 or PHY 245 Fall

**NSC 200 Nanofabrication Seminar I**

This is an orientation course for all students considering the Nanoscience Technology emphasis in Laboratory Science and the Capstone Semester at the Nanofabrication Laboratory at Penn State University. The primary aim of this course is to prepare students for the rigors of this very intense training sequence. An introduction/orientation to the program educational requirements and details of career opportunities as technicians/technologists within the rapidly expanding field of nanofabrication will be covered. Associated topics will be researched.

Prerequisites: MAT 165, MAT 210, COM 121 or COM 122, COM 141, IFT 110, BIO 150, CHE 150, PHY 150 or a faculty recommendation.

**NSC 211 Materials, Safety & Equipment Overview for Nanofabrication 3(Lab)**

This course provides an overview of basic Nanofabrication processing equipment and materials handling procedures. The focus is on procedural, safety, environment, and health issues in equipment operation and materials handling. Topics to be covered will include: cleanrooms operation, safety and health issues; vacuum pump systems operation, environmental safety, and health issues (covering direct drive mechanical roots blowers, turbomolecular, and dry mechanical systems); furnace operation, safety, environmental, and health issues (covering horizontal, vertical, rapid thermal

annealing tools); chemical vapor deposition system operation, safety, environmental, and health issues (covering gas delivery, corrosive and flammable gas storage and plumbing, regulators, and mass flow controllers); and vacuum deposition/etching system operation, safety, environmental, and health issues (covering microwave and RF power supplies and tuners, heating and cooling units, vacuum gauges, valves, and process controllers). Specific materials handling issues will include DI water, solvents, cleaners, ion implantation sources, diffusion sources, photoresists, developers, metals, dielectrics, and toxic, flammable, corrosive and high purity gases as well as packaging materials.

Prerequisites: BIO 150, CHE 150, COM 121 or COM 122, COM 141, IFT 110, MAT 165, MAT 210, NSC 180, and NSC 200

**NSC 212 Basic Nanofabrication Process 3(Lab)**

This course provides an overview of basic processing steps in Nanofabrication. The majority of the course details a step-by-step description of the equipment and processes needed to fabricate devices and structures. Processing flow will be examined for structures such as microelectromechanical (MEM) devices, biomedical "lab-on-a-chip" structures, display devices, and microelectronic devices including diode, transistor, and full CMOS structures. Students will learn the similarities and differences in both equipment and process flow for each configuration by undertaking "hands-on" processing.

Prerequisite: NSC 211

**NSC 213 Thin Films in Nanofabrication 3(Lab)**

This course covers thin film deposition and etching practices in Nanofabrication. The deposition techniques to be included in the first part of the course will include atmosphere, low pressure, and plasma enhanced chemical vapor deposition and sputtering, thermal evaporation, and beam evaporation physical vapor deposition. Materials to be considered will include dielectrics (nitride, oxide), polysilicon (doped and undoped), metals (aluminum, tungsten, copper), adhesion promoters and diffusion barriers. The second part of the course will focus on etching processes and will emphasize reactive ion etching (single wafer, batch), high-ion-density reactors, ion beam etching and wet chemical etching. Students will receive hands-on experience in depositing and etching dielectric, semiconductor, and metal materials using state-of-the-art tools and practicing many of the steps critical to Nanofabrication of semiconductor devices including microelectronics, MEMs devices, display structures, and structures used in the biotechnology fields.

Prerequisite: NSC 212

**NSC 214 Lithography for Nanofabrication 3(Lab)**

This course covers all aspects of lithography from design and mask fabrication to pattern transfer and inspection. The course is divided into three major sections. The first section describes the lithographic process from substrate preparation to exposure. Most of the emphasis will be on understanding the nature and behavior of photoresist materials. The second section examines the process from development through inspection (both before and

after pattern transfer). This section will introduce optical masks, aligners, steppers and scanners. In addition, critical dimension (CD) control and profile control of photoresists will be investigated. The last section will discuss advanced optical lithographic techniques such as phase shifting masks and illumination schemes as well as e-beam, e-ray, EUV, and ion beam lithography.

Prerequisite: NSC 213

**NSC 215 Materials Modification in Nanofabrication 3(Lab)**

This course will cover in detail the processing steps used in modifying material properties in Nanofabrication. Included will be growth and annealing processes utilizing horizontal and vertical furnaces as well as rapid thermal annealing. The impact of thermal processing on defects, gettering, impurities and overall electrical, mechanical, optical, electrical and chemical properties will be studied. The student will grow and measure gate and field oxides, implant and activate source and drain regions, and evaluate thermal budget requirements using state-of-the-art tools. Included also will be other modification technologies such as ion implantation, diffusion and surface preparation and treatment. Substrate preparation processing such as slicing, etching, polishing, and epitaxial growth will be covered.

Prerequisite: NSC 214

**NSC 216 Characterization, Packaging and Testing of Nanofabricated Structures 3(Lab)**

This course examines a variety of techniques and measurements essential for controlling device fabrication and final packaging. Monitoring techniques such as residual gas analysis (RGA), optical emission spectroscopy (OES) and end point detection will be discussed. Characterization techniques such as: surface profilometry, advanced optical microscopy, optical thin film measurements on device structures for yield analysis and process control will also be stressed. These will include breakdown measurements, junction testing, and C-V and I-V tests and simple transistor characterization. In addition, we will examine mechanical as well as electrical characteristics of nanostructures for biological/biomedical applications. The students will perform DNA analysis by learning and performing the polymer chain reaction for DNA replication. They will also study and manufacture microfluidic channels for biological analysis. An extensive overview of biology will be given with emphasis on biocompatible materials. The student will also learn about the manufacturing issues involved in subjects such as interconnects, isolation, and final device assembly. Aluminum, refractory metals and copper deposition techniques and characterization will be discussed in detail along with topics such as diffusion barriers, contact resistance, electromigration, corrosion, stress effects, and adhesion. The importance of planarization techniques such as deposition/etchback and chemical/mechanical polishing will be emphasized. Lastly, packaging procedures such as die separation, inspection bonding, sealing, and final test for both conventional ICs and novel MEM and biomedical devices will be examined.

Prerequisite: NSC 215

# 2013-2014 COURSE DESCRIPTIONS

## Nursing



### NURSING

Course Number	Credit Hours		
<b>NUR 007 Math Review for Registered Nurses</b>	<b>1</b>		
This course is a one-credit review of basic mathematics skills prerequisite to the registered nursing program. The material includes a review of whole numbers, fractions, decimals, percentages, and proportions, as well as measurement and computation with IV drop sets, with an emphasis on application in the nursing profession. Prerequisite: Admission to ADN program			
		<i>Pre-fall</i>	
<b>NUR 100 Nursing I</b>	<b>9 (Lab)</b>		
This course introduces and develops foundational nursing concepts including: professional nursing and nursing roles, nursing process, communication, client life dimensions, positive and altered functioning. The theory includes applying the nursing process to manage the care of adults requiring medical and surgical intervention for selected pathophysiological conditions. Emphasis is placed on developing and applying nursing skills in communication, nursing assessment, and client teaching. Guided clinical experience introduces the student to nursing practice with adult clients in long term care, acute care, and community health settings. Prerequisites: ORI 100, BIO 250, COM 061 (or appropriate score on placement exam), and all courses stated in the Selected Admissions Procedures in the current Reading Area Community College Student Catalog, current CPR certification for the professional, and 2.5 or better GPA for Reading Area Community College coursework			
		<i>Fall</i>	
<b>NUR 111 Transition to Nursing</b>	<b>2</b>		
This is a course for LPN's who have been accepted for advanced placement and students who have transferred from another professional nursing program into the Associate Degree Nursing Program clinical courses. The course introduces the student to concepts of professional nursing as they relate to the philosophy and conceptual framework of the RACC ADN Program. Prerequisites: All courses stated in the Selective Admissions Procedures in the current Reading Area Community College Student Catalog, COM 121 or COM 122, current CPR certification for the professional, 2.5 or better GPA for Reading Area Community College work, and special permission of the Nursing Program Admissions Committee			
		<i>Summer</i>	
<b>NUR 150 Nursing II</b>	<b>9 (Lab)</b>		
This course further develops concepts of health and illness including biological defense mechanisms, infectious disease and chronic illness with a focus on care of adult and adolescent clients. The theory includes applying the nursing process to manage the care of clients in diverse settings. The emphasis is placed on utilizing critical thinking skills in applying the nursing process in the care of clients with acute and rehabilitative needs. Guided clinical experience facilitates continued development of nursing skills and the ability to apply theory to practice. Prerequisites: COM 121 or COM 122, BIO 255, NUR 100 and all courses stated in the Selected Admissions Procedures in the current Reading Area Community College Student Catalog, and current CPR certification for the professional			
		<i>Spring</i>	
<b>NUR 200 Nursing III</b>	<b>10 (Lab)</b>		
This course explores the concepts of the well child, care of the childbearing family, adults and children with acute alterations in health and/or complex psychosocial needs. The theory includes applying the nursing process in specialized healthcare settings. There is an emphasis on therapeutic communication skills and critical thinking skills. Guided clinical experience affords opportunities to provide developmentally appropriate nursing care. Prerequisites: PSY 130, BIO 280, NUR 150 and all courses stated in the Selected Admissions Procedures in the current Reading Area Community College Student Catalog, and current CPR certification for the professional			
		<i>Fall</i>	
<b>NUR 250 Nursing IV</b>	<b>10 (Lab)</b>		
This course addresses rapidly changing alterations in health status while preparing the student for role transition to the graduate nurse. The content and practice are based on knowledge and skills acquired in all previous nursing courses. Concepts, trends and professional practice issues affecting healthcare delivery are analyzed. Clinical experiences allow for integration of theory and skills in the organization of care for multiple clients. Selected acute care and community health settings are utilized. Prerequisites: MAT 150 or another 100 level or higher MAT course, COM 131 or COM 141, NUR 200 and all courses stated in the Selected Admissions Procedures in the current Reading Area Community College Student Catalog, and current CPR certification for the professional			
		<i>Spring</i>	
<b>NUR 290 Cooperative Education I</b>	<b>Varies</b>		<b>All</b>
<b>NUR 291 Cooperative Education II</b>	<b>Varies</b>		<b>All</b>

# 2013-2014 COURSE DESCRIPTIONS

## Office Technology

### OFFICE TECHNOLOGY

**Course Number**                      **Credit Hours**

**OFT 100 Personal Keyboarding**                      **3**

Designed to teach keyboarding skills to students for personal use, this course is for students with limited keyboarding background or for students who wish to brush up on previous skills. Personal Keyboarding emphasizes keyboarding skills and techniques and basic keyboarding applications such as personal business letters, tables, email, and academic reports.

Prerequisite: COM 021 or ESL 020 or appropriate score on placement test.                      *All*

**OFT 110 Keyboarding I**                      **3**

Designed for students with no keyboarding background or for students who wish to brush up on previous skills. Emphasizes keyboarding skills and techniques and basic keyboarding applications such as business letters, tables, memos, and reports.

Prerequisite: COM 021 or ESL 020, (or concurrent enrollment) For Office Technology Students ONLY.                      *Fall*

**OFT 111 Keyboarding II**                      **3**

Emphasis on increasing speed and accuracy. Includes advanced problems in business letters, tables with special features, reports, memorandums, and integrated office projects in a wide variety of fields.

Prerequisite: OFT 110 (recommended keyboarding speed of at least 35 wpm)                      *Spring*

**OFT 120 Machine Dictation & Transcription**                      **3**

Designed to familiarize the student with the important role of the originator and the transcriptionist in the preparation of office communications and to provide experience in developing effective machine dictation and transcription techniques. Emphasis will be placed on business English skills, dictation and transcription of mailable copy, and appropriate application of secretarial reference manuals.

Prerequisites: BUS 105, OFT 110  
Corequisite: BUS 105, OFT 111                      *Spring*

**OFT 210 Speedwriting I**                      **3**

An introduction to the principles and theory of Speedwriting. Emphasis will be placed on the mastery of brief forms, development of phrasing, and reading and writing of material. Dictation is given on familiar materials, and transcription techniques are introduced.

Prerequisite: OFT 110 or previous keyboarding experience                      *Fall*

**OFT 211 Speedwriting II**                      **3**

A brief review of speedwriting theory and the building of a broad basic speedwriting vocabulary. Development of transcription techniques necessary for the production of mailable letters. Dictation at progressively increasing rates of speed on previewed and new material.

Prerequisite: OFT 210 (recommended speed-writing speed of at least 50 wpm)                      *Spring*

**OFT 212 Office Procedures**                      **3**

Introduction to the responsibilities and the opportunities of the secretarial position with a strong emphasis on the administrative aspects of secretarial work. Includes telephone communication, reprographics, records management, mailing operations, time management, and decision-making techniques.

Prerequisite: OFT 111                      *Fall*

**OFT 213 Word Processing I**                      **3**

The student will receive instruction and hands-on experience using word processing software and the Internet on microcomputers. Proofreading skills are reinforced in this course.

Prerequisite: OFT 111                      *Fall*

**OFT 214 Word Processing II**                      **3**

The student will receive instruction and hands-on experience using word processing, spreadsheet, database and presentation software, as well as the integration of these packages.

Prerequisite: OFT 213                      *Spring*

**OFT 220 Executive Transcription**                      **3**

Designed to prepare the student for effective machine transcription of a wide variety of documents. Emphasis is placed on production of sustained mailable copy using a cassette transcriber as well as spelling which will strengthen transcription skills.

Prerequisites: OFT 120 with a grade of "C" or better                      *Spring*

**OFT 230 Legal Terminology & Transcription**                      **3**

Development of familiarity with legal terminology emphasizing definitions, spelling, and machine transcription. Legal correspondence and documents will be transcribed.

Prerequisite: OFT 120 with a grade of "C" or better                      *Fall*

**OFT 231 Advanced Legal Transcription**                      **3**

Machine transcription of legal correspondence and documents at employable production rates as well as emphasis on spelling legal terminology which will strengthen transcription skills.

Prerequisites: OFT 230                      *Spring*

**OFT 240 Medical Terminology & Transcription**                      **3**

Development of familiarity with medical terminology emphasizing definitions, spelling, and machine transcription. Medical correspondence and reports will be transcribed.

Prerequisite: OFT 120 with a grade of "C" or better                      *Fall*

**OFT 241 Advanced Medical Transcription**                      **3**

Machine transcription of medical correspondence and reports at employable production rates as well as an emphasis on spelling medical terminology which will strengthen transcription skills.

Prerequisites: OFT 240, OFT 213                      *Spring*

**OFT 243 Medical Coding**                      **3**

This course is designed to assist students in their understanding of the numerical codes that insurance companies utilize for medical claims. The students will also gain an understanding of health care delivery systems, medical terminology, and classification systems for diseases. Coding instruction gives students the foundational skills and knowledge to perform the duties of medical coders and to succeed in the ever-changing medical environment. An understanding of medical coding would be beneficial for any medical secretary. This course provides an introduction to the ICD-9-CM and CPT coding systems.

Prerequisites: OFT 240, OFT 213                      *Spring*

**OFT 290 Cooperative Education I**                      **Varies**

*All*

**OFT 291 Cooperative Education II**                      **Varies**

*Fall/Spring*

**OFT 299 Special Studies and Special Topics**                      **Varies**

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit.                      *See Advisor*



# 2013-2014 COURSE DESCRIPTIONS

## Orientation–Practical Nursing

### ORIENTATION

**Course Number** **Credit Hours**

**ORI 102 College Success Strategies 2**  
The CSS course is designed to be a guide to higher education at Reading Area Community College (RACC). It affords students the opportunity to evaluate their goals and commitment to higher education early in their undergraduate experience. Emphasis is placed on the student's academic and personal development in the college environment.  
*All*

**ORI 299 Special Studies and Special Topics Varies**  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit.  
*See Advisor*

### PHILOSOPHY

For additional Humanities courses, see course descriptions for English, Humanities, Music and Art.

**Course Number** **Credit Hours**

**PHI 271 Introduction to Philosophy 3**  
The course is an introduction to the major questions raised and theories asserted by philosophers on the nature of humankind, society, and the universe, specifically in the areas of ontology, epistemology, and ethics. Students will become familiar with the specialized language, processes, and skills needed to practice speculative philosophy.  
Prerequisite: COM 121 or COM 122 *All*

**PHI 275 Introduction to Ethics 3**  
This course is an introduction to the major questions raised and theories asserted by philosophers on ethical issues such as the nature of good and evil, right and wrong action, the definition of a "virtuous" life, as well as distinctions between concepts such as right and good, and relative and absolute values. The course is primarily theoretical (emphasis on aims, structure, development, and evaluation of moral theory), with some applications to practical ethics (issue-oriented, in-class discussion when the use of practical examples is helpful to explain a point of moral theory). Students will become familiar with the specialized language, processes, and skills needed to understand and practice the discipline of ethical thinking.  
Prerequisite: COM 121 or COM 122 *Fall/Spring*

**PHI 276 Ethics (Honors) 3**  
This course will involve students in analysis and evaluation of primary texts of numerous ethical theories, western and eastern, ancient through contemporary. It will also enable students to

identify the assumptions and implications of these theories when applied in decision-making of an ethical nature. Students will conduct research using various kinds of primary and secondary print sources, interviews, electronic media, and fieldwork. They will have the opportunity to apply their knowledge of moral theory and methodology by planning, executing, and evaluating projects on certain ethical issues in interdisciplinary fields such as health care, government, counseling, business, journalism, and academics. Ultimately this course will lead students to a deeper understanding of the ethical assumptions and implications involved in their own decision-making processes as well as those of other individuals, social institutions, and cultures.

Prerequisite: COM 121 or COM 122; eligibility for the Honors Program *Spring*

### PHYSICS

**Course Number** **Credit Hours**

**PHY 120 Principles of Physics 4(Lab)**  
Principles of Physics is an algebra-based first-year college physics course which covers the concepts of physics. Among the topics included are nature of physics, description of motion, Newton's Laws, circular motion, momentum, energy and oscillations, temperature and heat, electrostatic phenomena and sound waves.  
Prerequisites: MAT 030 with a grade of "C" or better, or placement by assessment, COM 061 or ESL 060 *Fall/Spring*

**PHY 150 Applied Physics 4**  
This is an algebra-based course with some trigonometry designed for students in the technologies including Nanoscience. The course provides the student with an integrated view of how basic concepts of physics are applied to mechanical, fluid, electrical, and thermal systems. The course uses every-day examples to show how these concepts are applied. It stresses accurate measurements, and the recording and manipulation of data.  
Prerequisites: COM 061 or ESL 060, MAT 110 or MTT 125 *Fall/Spring*

**PHY 240 Physics I 4(Lab)**  
Physics I is a non-calculus based physics course with emphasis on the aspects of matter and energy that governs the functioning of our universe. The topics included are vector analysis, kinematics, force and motion, two dimensional motion, gravitation, energy, momentum and collisions, heat and calorimetry. Students will be expected to perform experiments and interpret results using the basic theories of physics.  
Prerequisites: MAT 165 and PHY 120 or high school physics within last 5 years *Fall*

**PHY 245 Physics II 4(Lab)**  
Physics II is a non-calculus based physics course with emphasis on the physical principles of electricity, magnetism, and optics. The topics include electrostatics, direct current circuits, magnetism, electromagnetic induction, capacitance and inductance, alternating current circuits, geometrical optics, lenses, and mirrors. Students will be expected to perform experiments and interpret results using the basic theories of physics.  
Prerequisite: PHY 240. *Spring*

**PHY 290 Cooperative Education I Varies**  
*See Advisor*

**PHY 291 Cooperative Education II Varies**  
*See Advisor*

**PHY 299 Special Studies and Special Topics Varies**  
This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit.  
*See Advisor*

### PRACTICAL NURSING

**Course Number** **Credit Hours**

**PNP 007 Practical Nursing Math Review I**  
This course is a one-credit review of basic mathematics skills that are required for the application of PN dosage and calculations. The material includes a review of whole numbers, fractions, decimals, percentages, and proportions, as well as measurement, with an emphasis on application in the nursing profession.  
Prerequisite: Recommendation of PNP advisor *Pre-spring*

**PNP 110 Body Structure & Function 3**  
This course is designed to acquaint practical nursing students with basic normal human anatomy and physiology. Integrated action between all body systems will be stressed. This course will enable the practical nursing student to relate normal structure and function to problems, which can affect body systems. It provides a foundation from which the student can build upon to learn abnormal human anatomy and physiology.  
Prerequisite: BIO 120 or BIO 150; CHE 120  
Corequisite: PNP 101 (Spring) *Spring*

**PNP 101 Practical Nursing I 13**  
This course emphasizes fundamental practical nursing principles and skills needed for holistic care of clients. Assessment via the nursing process, problem identification, and communication skills necessary for therapeutic care are emphasized. Sensitivity to the client's culture, spiritual, and age-related needs are incorporated. This course focuses on individual and community health promotion and disease prevention concepts. Ethical dilemmas and legal concerns are addressed.  
Prerequisites: ORI 102, COM 031, MAT 030, BIO 120 or BIO 150, CHE 120. All prerequisites require a grade of "C" or higher; current C.P.R. certification for healthcare professionals, completion of selective admissions procedure.  
Corequisite: PNP 110 [Fee] *Spring*

**PNP 102 Practical Nursing II 13**  
This course places emphasis on medical/surgical practical nursing concepts and their application to clinical practice. Principles of pharmacology are addressed. Focus is placed on implementing the

*PNP course descriptions continued ►*

# 2013-2014 COURSE DESCRIPTIONS

## Practical Nursing (continued)–Psychology

nursing process in the care of adults experiencing alterations of the musculoskeletal, respiratory, cardiovascular, and reproductive systems. Relevant nutrition, oncologic, pharmacologic, gerontologic, and psychosocial considerations are incorporated throughout. Students examine human dynamics through the lifespan as they become exposed to family-centered health care.

Prerequisites: PNP 101; PNP 110 or BIO 250 and BIO 255; successful completion of the mathematics examination; all prerequisites require a grade of "C" or higher; current C.P.R. certification for healthcare professionals

Corequisite: COM 121 or COM 122 [Fee]

Summer

### PNP 103 Practical Nursing III 13

This course focuses on the transition from the role of student to the graduate practical nurse. Legal, ethical, and moral issues affecting the nurse are explored. A holistic approach to maternal-child nursing care is introduced. Emphasis is also placed on the application of critical thinking to clinical problem solving for the National Council Licensing Exam-Practical Nursing (NCLEX-PN), and for leading and managing others in the workforce.

Prerequisites: PNP 102, COM 121 or COM 122, current C.P.R. certification for healthcare professionals

Corequisite: PSY 130 [Fee]

Fall

## POLITICAL SCIENCE

### Course Number Credit Hours

#### POS 130 American Government 3

A general explanation of the dynamics of the American political system. Governmental structures, processes, political parties, and citizen and group action are described and analyzed in the context of American political culture with an emphasis on national politics and issues.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 All

#### POS 135 State & Local Government 3

This political science course is designed to provide basic theory and knowledge of the operation of American state and local political systems within the American Federal system. Through systems analysis, students learn to comprehend the interrelationships between individuals, interest groups, political parties, and the legislative, executive, and judicial organizations of government as they cooperate and conflict over the resolution of problems. Public policy issues of current controversy to state and local systems are treated as part of the course.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 Spring/Summer

#### POS 290 Cooperative Education I Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA. All

#### POS 291 Cooperative Education II Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA. All

#### POS 299 Special Studies and Special Topics Varies

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a

specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. See Advisor

## PROGRAMMING

### Course Number Credit Hours

#### PRG 100 Introduction to Computer Programming 3

This course is for Information Technology majors. Fundamental concepts of computer programming logic are described. Input, output, and processing principles, as well as data processing capabilities of the computer are explained. Industry accepted pseudocoding techniques are used for logic development. Programming language is introduced to allow the student to apply the pseudocode logic to a program for visual output.

Prerequisites: COM 061 or ESL 060, MAT 030

Fall/Spring

#### PRG 140 Visual Basic 3

This course is designed to teach the basic language elements of the Visual Basic programming language and to provide experience in communicating with a computer in this language. Visual Basic will be used to create innovative and useful windows programs.

Prerequisite: IFT 120, PRG 100 TBA

#### PRG 160 JavaScript 3

This course is designed to teach the beginning programmer how to develop Web applications using the JavaScript programming language. You will learn how to make Web pages dynamic. The course will demonstrate how to use Script to add functionality to web pages by initializing code within an HTML document. This course is designed for individuals with no knowledge of Hypertext Markup Language (HTML).

Prerequisite: PRG 100 Spring

#### PRG 260 Database Systems 3

This course teaches relational fundamentals and SQL programming skills. Topics covered include relational database architecture, database design techniques, and simple and complex query skills. Topics covered include SQL functions, join techniques, database objects, and constraints.

Extensive hands-on exercises are used throughout to reinforce learning and develop real competency. Prerequisite: PRG 100, IFT 110 Spring

## PSYCHOLOGY

### Course Number Credit Hours

#### PSY 100 Personal Development 3

This course is designed to provide students with skills needed to be successful in the college environment and to enhance self-awareness, interpersonal communication, and decision-making skills. Fall/Spring

#### PSY 120 Interpersonal Relations & Communications 3

The course investigates how individuals relate on a personal level. Consideration will be given to verbal and non-verbal communications.

Prerequisites: COM 040 or COM 041 or ESL 041, COM 021 or ESL 020 with grade of "C" or better. All

#### PSY 130 General Psychology 3

This course will concern itself with psychological phenomena which are basic for understanding human behavior. Topics include history, methods and fields of psychology, learning, motivation, memory, intelligence, emotion, personality and psychological disorders and their treatment.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 All

#### PSY 131 General Psychology (Honors) 3

This course will concern itself with psychological phenomena that are basic for understanding human behavior. Topics include history, methods and fields of psychology, learning, motivation, memory, intelligence, emotion, personality, human development, and psychological disorders and their treatment. The course will involve in-depth study and exploratory learning, essay writing, collaborative activities, and individualized research.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 and eligibility for the Honors Program TBA

#### PSY 208 Development Across the Lifespan 3

This course will involve study of the aspects of biological, social and cognitive development from the conception and prenatal period through old age and death.

Prerequisites: COM 121 or COM 122, PSY 130 with grade of "C" or better. Spring

#### PSY 210 Child Psychology 3

This course explores various theories of physical, cognitive, and social-emotional development from infancy through middle childhood.

Prerequisites: COM 121 or COM 122, PSY 130 with grade of "C" or better. All

#### PSY 212 Adolescent Psychology 3

Adolescence is considered a distinctive phase of human development in this psychology course. The interaction of biological and psychological variables is examined to provide knowledge of the relationship and the manifestation of behavior attendant thereto which tends to occur during the period of adolescence. Theories advanced by major schools of psychology will be studied as well.

Prerequisites: COM 121 or COM 122, PSY 130 with grade of "C" or better. Spring

PSY course descriptions continued ►

# 2013-2014 COURSE DESCRIPTIONS

## Psychology (continued)—Respiratory Care



and other students by introducing them to theory and research findings needed to effectively create and maintain productive groups; and, it helps build skills required to apply that knowledge in real-world situations in the workplace and many other group settings.

Prerequisites: COM 121 or COM 122, PSY 130 with grade of "C" or better. *Fall/Spring*

### PSY 235 Social Psychology 3

An analysis of the major thought systems, schools of psychology, and general theories of social psychology.

Prerequisites: COM 121 or COM 122, PSY 130 with grade of "C" or better. *Fall*

### PSY 240 Educational Psychology 3

Educational Psychology is a course designed to give students an introduction to the psychological principles in education. Learning styles, program, and methods will be explored. Educational implications of research on child development, cognitive science, learning, and teaching will be analyzed.

Prerequisite: COM 121 or COM 122, PSY 130 with grade of "C" or better. *Spring*

### PSY 245 Biological Basis of Human Behavior 3

Biological Basis of Human Behavior is a course designed to give the student a broad knowledge base of neurophysiology. This course will focus on applications of this knowledge base to adaptive and maladaptive human behaviors. The emphasis of this course is on brain structure and function and the neurophysiologic processes fundamental to learning and memory, reward, perception, hunger, thirst, sleep, sexual behavior, emotions, and psychological disorders. This course is designed to meet the needs of Psychology and other Social Science and Human Services students.

Prerequisite: COM 121 or COM 122, PSY 130 with grade of "C" or better. *Spring*

### PSY 250 Sensation and Perception in Psychology 3

This course is an introduction to the biological processes of sensation and perception. The basics of neural anatomy, physiology and psychophysics will be covered. Some rudimentary concepts of how neuronal circuits affect sensory processes will be presented. Topics related to brain development, damage and abnormal functioning will also be discussed in light of modern theories of sensory system malfunction, Mechanisms of sensory processing in human and other mammalian brains will be discussed with some emphasis on human clinical techniques (e.g. magnetic resonance imaging and optical imaging). Three general levels are covered: a) the level of events in the peripheral sensory organ, b) the level of central nervous system, and c) the level of behavioral phenomena and sensory perceptual abilities.

Prerequisite: COM 121 or COM 122, PSY 130 with grade of "C" or better. *Fall*

### PSY 255 Interpreting Lives: Rites of Passage, Personal History, & the Life Cycle (Honors) 3

Same as ANT 255 & HIS 255. See ANT 255 for course description. *TBA*

### PSY 270 Research Methods in Psychology 3

Research methods in psychology as a course provides a venue for the application of basic research methods in psychology to include research design, data analysis, and interpretation.

Prerequisite: COM 121 or COM 122, MAT 210, PSY 130 with grade of "C" or better. *Spring*

### PSY 290 Cooperative Education I Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA *All*

### PSY 291 Cooperative Education II Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA *All*

### PSY 299 Special Studies and Special Topics Varies

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

### PSY 214 Psychology of Adulthood & Aging 3

This course is designed to fill the void in knowledge created by the assumption that adulthood is a period of unchanging life, and offers specific information which demonstrates the varying phases that adults experience. It directs students to alter their presumptions and assist them in developing skills to recognize variation in adult behavior as symptomatic of phase changes.

Prerequisites: COM 121 or COM 122, PSY 130 with grade of "C" or better. *Fall*

### PSY 220 Psychology of Adjustment 3

Mental Health focuses on the various forms of adjustment that individuals use to cope with stress, frustration, and pressures. Students will be given an opportunity to improve their coping skills - i.e., dealing with problems in a task-oriented rather than ego-oriented manner. Discussion will be held concerning the use of defenses and secondary gains in the different forms of psychopathology. In Mental Health, humans are viewed holistically as a product of physiological, psychological, social, and cultural factors.

Prerequisite: COM 121 or COM 122, PSY 130 with grade of "C" or better. *Spring/Summer*

### PSY 230 Abnormal Psychology 3

This course will focus on the various forms of abnormal behaviors exhibited by individuals. It will inquire into the maladaptive behaviors and problems exhibited by people and current procedures used therapeutically to help people function more fully.

Prerequisites: COM 121 or COM 122, PSY 130 with grade of "C" or better. *Fall/Spring*

### PSY 232 The Addictive Processes 3

The Addictive Processes is a course designed to give students an in-depth understanding of the processes by which individuals become addicted. Chemical substances and other physical and psychological addictions will be considered. The course will also examine the various contemporary clinical, mutual self-help, and primary prevention programs and approaches used to deal with problems of addiction.

Prerequisite: COM 121 or COM 122 *Spring*

### PSY 234 Group Dynamics 3

This course presents a broad, integrative overview of group dynamics in a highly interactive format. It is designed to meet the needs of Human Service

## RESPIRATORY CARE

### RES 150 Respiratory Care I 5

The course is designed to develop a solid, practical knowledge of respiratory care. Lecture topics revolve around the etiology, manifestations and general management of obstructive lung diseases. Laboratory exercises include patient assessment, oxygen, humidity and aerosol administration, incentive spirometry, and chest physical therapy.

Prerequisite: Acceptance into the Respiratory Care Program by the Program Director and a cumulative grade point average of 2.5 or better for previous coursework, BIO 250 with grade of "C" or better. *Fall*

### RES 200 Cardiopulmonary Anatomy & Physiology I

The course is designed to reinforce and refine the student's knowledge of the structure and function of the cardio-pulmonary system. The course also introduces the student to the physiology of gas exchange mechanisms and acid/base balance, including arterial blood gas interpretation.

Prerequisite: Acceptance into the Respiratory Care Program by the Program Director and a cumulative grade point average of 2.5 or better for previous coursework, BIO 250 with grade of "C" or better. *Fall*

### RES 212 Pharmacology 2

This course includes the basic principles of pharmacology. Respiratory care drugs will be discussed.

Prerequisite: Acceptance into the Respiratory

RES descriptions continued ►

# 2013-2014 COURSE DESCRIPTIONS

## Respiratory Care (continued)—Sociology

Care Program by the Program Director and a cumulative grade point average of 2.5 or better for previous coursework, BIO 250 with grade of "C" or better. *Fall*

### RES 227 Respiratory Care II 8

The course is designed to continue building a practical knowledge of respiratory care. Lecture topics include airway management, cardiopulmonary pathophysiology, a variety of non-invasive positive pressure modalities, arterial blood gas punctures, and advanced interpretation of Arterial Blood Gases (ABG). Laboratory exercises that coincide with the lecture material will be provided. Basic respiratory care modalities will be practiced in the hospital setting on non-critical patients. The student will practice the administration of medical gas therapy, humidity and aerosol therapy with pharmacological agents, chest physical therapy and incentive spirometry. Patient assessment mechanisms will be observed and the student will practice techniques.

Prerequisites: ORI 102, BIO 250, COM 121, RES 150, RES 200, RES 212 with a 2.0 or better and a cumulative of 2.5 or better *Spring*

### RES 237 Respiratory Care III 3

The course is designed to develop a solid, practical knowledge of respiratory care within the critical care and diagnostics laboratory settings. Lecture topics include initiation, maintenance, and discontinuance of ventilatory support, non-invasive and invasive cardiopulmonary monitoring of the critically ill patient, chest x-ray interpretation, and basics of pulmonary function testing. Laboratory exercises will be provided for these modalities.

Prerequisites: BIO 255, MAT 110 (or MAT 150 or MAT 160, or MAT 210), PSY 130 or SOC 130, and RES 227 with a 2.0 or better and a cumulative of 2.5 or better *Summer*

### RES 255 Respiratory Care IV 10

This course is designed to cover basic principles as well as more complex principles of critical respiratory care. Topics include a practical understanding of neonatal and pediatric respiratory care, pathophysiology of respiratory failure, graphic representation of flow, volume and pressure on ventilatory support, newer modes of ventilation, invasive and non-invasive monitoring of the ventilated patients, nutrition of mechanically ventilated patients, pulmonary function regimens, chest x-ray, ECG interpretation, bronchoscopy, long term O<sub>2</sub> therapy, airway care, and mechanical ventilation of critical respiratory care patients.

Prerequisite: RES 237 with a 2.0 or better and a cumulative of 2.5 or better *Fall*

### RES 265 Respiratory Care V 12

The course is a continuation of RES 255 covering more complex principles of respiratory care. Other topics include introduction to home care and a review to help prepare students for their National Board of Respiratory Care (NBRC) examinations.

Prerequisite: BIO 280, COM 131 or COM 141, and RES 255 with a 2.0 or better and a cumulative of 2.5 or better *Spring*

## SOCIOLOGY

Course Number Credit Hours

### SOC 120 Organizational Behavior 3

The formal structure of organizations will be considered. The interaction of groups within formal organizational structures will also be covered.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *TBA*

### SOC 125 The Individual & Society 3

This is a course designed to help students cope with life as well as to acquaint them with the basic theory and knowledge of the social sciences. Information from psychology, sociology, anthropology, political science and economics is integrated to help students comprehend the operation of both their own and other social systems. The course emphasizes the relationship of individuals to these systems. It also encourages the development of attitudes and skills which will result in greater self-determination of lifestyle for individuals in contemporary society.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *All*

### SOC 130 Sociology 3

Basic theory, methodology, and knowledge from the field of sociology are the subjects of this course.

Concepts such as group, role, norm, status, stratification, socialization, social control, and deviance are discussed. Utilizing various cultures at various times as examples, the understanding of social change is promoted.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *All*

### SOC 131 Sociology (Honors) 3

Basic theory, methodology, and knowledge from the field of sociology are the subjects of this course.

Concepts such as group, role, norm, status, stratification, socialization, social control, and deviance are discussed. Utilizing various cultures at various times as examples, the understanding of social change is promoted. Honors courses involve more in-depth study than non-honors courses and often involve exploratory learning, essay writing, collaborative activities and individualized research.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *TBA*

### SOC 210 Social Problems 3

Basic social problems, their causes, controls, and effects upon society will be explored. The course also focuses upon the identification of current social issues and the role of social policy making in implementation of social problems and change.

Prerequisite: COM 121 or COM 122 *Spring*

### SOC 220 The Family 3

This course examines the family from the interdisciplinary viewpoint of sociology, psychology, and cultural anthropology with special emphasis on the American family. The course includes family and personality, universal patterns, cultural and social variations of family structures, problems in family life, and reorganization of the family.

Prerequisites: COM 121 or COM 122, PSY 130 *Fall/Summer*

### SOC 225 Drugs & Alcohol in American Society 3

This course will concern itself with the use and abuse of alcohol and other drugs within American society. Specific information about different classifications of drugs, patterns of use and abuse, historical perspectives, laws, prevention, and treatment will be presented.

Prerequisite: COM 121 or COM 122 *Fall*

### SOC 230 Sociology of Gender 3

This course focuses on the evidence gathered by social scientists in their attempts to resolve the nature-nurture dispute about the origin of the observed average male-female differences in preferences, abilities, and behavior. It also considers the strategies that are being employed or planned to eliminate sexist obstacles that hinder the full achievement of individual potentials.

Prerequisites: COM 121 or COM 122, SOC 125 or SOC 130 *TBA*

### SOC 290 Cooperative Education I Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA *All*

### SOC 291 Cooperative Education II Varies

Prerequisite: 27 credits earned in student's program with a 2.0 GPA *All*

### SOC 299 Special Studies and Special Topics Varies

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*





# 2013-2014 COURSE DESCRIPTIONS

## Spanish–Theatre

### SPANISH

**Course Number** **Credit Hours**

**SPA 101 Spanish I 3**

This course is designed for beginning Spanish students. It is based on the natural approach to second language acquisition in which comprehension and conversation skills are emphasized. Spanish will be the predominant language spoken in the classroom. Audiovisual and written manifestations of the cultures of the Spanish-speaking world will be presented. *All*

**SPA 102 Spanish II 3**

This course is a continuation of SPA 101. In this course, students will expand their knowledge of the language with an emphasis on comprehension, speaking, reading, and writing. Audiovisual and written manifestations of the cultures of the Spanish-speaking world will be presented. Prerequisite: SPA 101 or permission of instructor *All*

**SPA 201 Spanish III 3**

This is an intermediate course in Spanish. Students will increase their vocabulary and grammar skills as well as refine verbal communication competencies. This level of academics will include an intensive writing program. Audiovisual and written manifestations of the cultures of the Spanish-speaking world will be presented. Prerequisite: SPA 102 *Fall/Spring*

**SPA 202 Spanish IV 3**

This course is a continuation of Spanish III. The focus of this course is to develop a proficiency in this modern language by using literary readings to emphasize the appreciation of Spanish and to better facilitate a comprehension of the culture. Prerequisite: SPA 201 or permission of instructor *Spring*

**SPA 299 Special Studies and Special Topics Varies**

This course allows faculty to provide students with additional, timely learning experiences in their area of study. Each course of one to four credits is scheduled when needed with a unique topic, a specific syllabus, appropriate enrollment requirements and prerequisite courses. Up to 12 credits of special studies courses may be applied to a student's program, insofar as they fit into the program requirements. (A special studies course may be repeated if a different specific topic is offered.) Special studies courses that are later approved as on-going courses in substantially the same form will not be counted toward the 12-credit limit. *See Advisor*

#### \*Placement Guidelines for Foreign Language Classes

Students should select a class based on their prior experience; if they follow these guidelines in selecting a course, they will have the instructor's permission to enter the level of language study indicated here.

Non-native speakers: Students with no experience or with one year of high school Spanish should take Spanish I. Spanish II is the appropriate choice for students with two or three years of high school Spanish. Students with four years of high school Spanish should take Spanish III or Spanish IV; Spanish III will offer greater opportunity for review. Students who have been away from language study for a number of years, had unsatisfactory grades in

previous language courses, or attended classes where the primary focus was limited to conjugating verbs or translating sentences may select a lower course in consultation with their instructor or advisor. Please note that Spanish I is designed for students with no experience in the language.

Native speakers of Spanish: Students who have had listening and/or speaking practice in the home setting but limited experience writing should take Spanish I. Students with intermediate high proficiency in Spanish who are confident writing and speaking about past, present, and future events, listing daily activities, asking questions, and describing themselves, family, and friends should enroll in Spanish III or IV.

### SPECIAL EDUCATION

**Course Number** **Credit Hours**

**SPE 100 Introduction to Special Education 3**

This course is intended to give students a foundation of knowledge about the nature and needs of children with special needs and their families. It introduces the students to federal and state laws and regulations, including the Individuals with Disabilities Act (IDEA), classifications of disabilities, service options, and procedural safeguards. Current issues, research, and techniques for education students with disabilities are reviewed. Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 061 *Fall/Spring*

### SOCIAL WORK

**Course Number** **Credit Hours**

**SWK 110 Introduction to Social Work 3**

This is an introductory course which identifies basic social problems, their causes, treatment, and the effects upon society. The course will put emphasis upon the role and function of the human services worker, the dynamics involved in the helping process, and the problems facing local social agencies which exist to respond to social problems in the community.

Prerequisites: COM 050 or COM 051 or ESL 051, COM 061 or ESL 060 *Fall/Spring*

**SWK 230 Human Behavior and the Social Environment (HBSE) 3**

This course focuses on human development across the lifespan in a multi-cultural context. In addition to exploring bio-psycho-social theories of development across the lifespan, students in the course will address the significance of the intersections of people and their environments. Further analysis will discuss the impact of social institutions on lifespan development. Various constructs from the Social Work profession will be utilized throughout the course. These include but are not limited to: Person in Environment Perspective (PIE), strengths-perspective, Problem Solving Process/Generalist Intervention Model, NASW Code of Ethics, and systems theory.

Prerequisites: COM 121 or COM 122, SWK 110, PSY 130, SOC 130, ANT 140  
Recommended: PSY 208 *Spring*



**SWK 240 Poverty & Social Welfare Policy 3**

This course focuses on current social policy issues as they affect the following major areas of social work practice: poverty, aging, mental health, physical health, and child welfare. Social welfare policies are evaluated from social, economic, and political perspectives. The course provides a historical overview of the major social welfare policies to combat poverty and a critical appraisal of current welfare reform policies. Attention is given to the relationship between research knowledge about poverty and current policies. The effects of gender, ethnicity, and class on patterns of poverty and policy responses are also examined.

Prerequisites: COM 121 or COM 122, SWK 110 *Fall*

### THEATER

**Course Number** **Credit Hours**

**THE 120 Introduction to Theater 3**

Introduction to Theater introduces students to the collaboration among playwright, actors, production team and audience. While examining theater as it represents culture, students will see how each of the stakeholders in a production reads a script differently. In addition, students will gain an overview of the research, planning and decision-making necessary to interpret themes on stages for a live audience.

Prerequisites: COM 121 or COM 122 with a grade of "C" or higher *TBA*

**THE 122 Acting I 3**

In Acting I students will explore the basics of acting. They will learn methods of acting used over the centuries to perform monologues, dialogues and ensemble work. They also will analyze their own and their classmates' performances. Through course activities students will practice skills, learn vocabulary and develop techniques to improve their acting ability.

Prerequisites: COM 061 with a grade of "C" or higher *TBA*

# 2013-2014 COURSE DESCRIPTIONS

## Web

### WEB

**Course Number****Credit Hours****WEB 100 Web Design I -HTML/XHTML 3**

This course teaches students how to plan and design a website using fundamental web design principles. Students also learn several criteria to evaluate and analyze web page designs. The course focuses on creating sites that are user-oriented and which information easily and quickly. The course teaches the use of basic and intermediate level HTML. Additional topics include web typography, effective use of color and graphics, page layout techniques, and publishing and maintaining websites.

Prerequisites: COM 061 or ESL 060, MAT 020 *Fall*

**WEB 115 Web Design II - Dreamweaver 3**

This course teaches students to use the industry standard Web design application Adobe Dreamweaver. Students will design and author a website that is user-friendly, portable and easy to modify. Topics of this course include the use of tables for flexible layout and design, Cascading Style Sheets (CSS), selected JavaScript behaviors, the appropriate use of color, and effective navigation strategies. At the completion of the course, students will have designed, created, and tested a website.

Prerequisite: WEB 100 *Spring*

**WEB 200 E-Commerce 3**

This course provides students with an understanding of the environment of Internet-based

selling of products and services. Students are introduced to the world of E-commerce through consideration of concepts including the role of the Internet as a component of a comprehensive marketing program, the development of an effective commercial website, and the use of the Internet as a payment mechanism.

Prerequisites: BUS 100, WEB 100 *Spring*

**WEB 210 Web Design Layout 3**

This course is designed to give students experience structuring and organizing a successful website. Students will learn how to effectively plan a site by evaluating its audience, defining the site's goals, examining competitors' sites, and establishing a relevant site structure and navigational layout. The student will identify usability and accessibility issues including those relating to the Americans with Disabilities Act (ADA) and apply strategies to meet those requirements. Students will also study issues of contemporary web design aesthetics including navigation, visual design, page layout, typography, and color. After developing a paper-based prototype of a site, the student will use Adobe Dreamweaver to build a website based on these functional and layout best practices to enhance the user experience. The student will effectively use templates and Cascading Style Sheets (CSS) in the resulting website.

Prerequisite: WEB 115 *Spring*

**WEB 215 Web Design Graphics 3**

This course teaches students to use Adobe Fireworks, a professional graphics application, for the creation and editing of website graphics.

Students learn the basic and advanced tools in Fireworks. Students also create vector and bitmap graphics. Techniques for efficiency such as using symbols and layers are practiced throughout the course. Students learn to create navigation bars, rollover buttons, image maps, and pop-up menus for sophisticated, user-friendly web pages.

Concurrently: WEB 115 *Spring*

**WEB 220 Flash Animation for the Web 3**

This course teaches students to use Adobe Flash to design and build animated and interactive websites. Students will become familiar with the Flash environment and learn to use its various tools and panels. Students will use the timeline, frame by frame animation and tweening in an object-oriented environment to build Flash animations. Students will also use the Flash scripting language, ActionScript, to add interactivity and functionality to Flash movies. By the end of the course, students will be able to import Flash movie files into traditional HTML websites. Students will also create sites that are entirely designed with Flash with minimal amounts of HTML.

Concurrently: WEB 115 *Spring*

**WEB 230 Web Databases 3**

The student will learn how to use PHP to add functionality and interactivity to websites. Students will also be able to manipulate online Access and MySQL databases with PHP scripting.

Prerequisite: WEB 115 *Fall*



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## **Workforce and Economic Development/ Community Education**

# Workforce and Economic Development/Community Education

The Workforce and Economic Development/Community Education Division is a major and unique part of the offerings of Reading Area Community College. The College's Workforce and Economic Development/Community Education Division is committed to providing opportunities for adults to gain new knowledge and skills through formal and informal study. Workforce and Economic Development/Community Education registers approximately 10,000 area adults into classes annually. The Workforce and Economic Development/Community Education Division of Reading Area Community College is committed to:

- Providing education and training to meet job requirements and to facilitate advancement in certain occupations and professions
- Providing training for displaced workers
- Providing customized training programs for local business and industry
- Providing basic education programs in Adult Basic Education (ABE), English as a Second Language (ESL) and General Education Development (GED)
- Providing distance learning for personal interest and professional development

## Continuing Education Units

Continuing Education Units (C.E.U.'s) are available for participating in Workforce and Economic Development/Community Education programs. C.E.U.'s are based on a standard of one unit per ten hours of participation in an organized continuing education experience. Upon successful completion of a course, each participant is presented with a certificate recognizing their accomplishment.

The C.E.U. is a nationally recognized unit of measure used to accumulate a standardized, permanent record of participation in credit-free continuing education programs conducted under responsible sponsorship, capable direction and qualified instruction.

## Conferences, Seminars and Workshops

Workforce and Economic Development/Community Education offers regularly scheduled conferences, seminars, and workshops for professional gain or personal development. Our professional staff will work with you in designing conferences, seminars or workshops to meet your organization's needs.

## Courses

Workforce and Economic Development/Community Education also offers business, manufacturing technology, information technology, health care, public service, technical and vocational courses to prepare workers for changing occupational demands. As an option, customized programs may be held at your workplace - on company time or after working hours.

## OCCUPATIONAL PROGRAMS

### Career Preparation

Career Preparation provides non-credit certificate training. These medical and business programs are designed to prepare adults for entry or re-entry into the job market.

Certificate programs offered through the Career Preparation program are: CNA (Certified Nurse Aide), Dental Assistant, Diagnostic Technician with Phlebotomy, Certified Home Health Aide, Medical Insurance & Billing Specialist, Medical Office Assistant, Medical Receptionist, Medical Secretary, Medical Transcription, Veterinary Assistant, Administrative Assistant, Junior Accountant, Office Assistant with Computer Applications and Computer Applications.

Students must have their high school diploma or GED prior to admission. (The Certified Nurse Aide Program does not require a GED or high school diploma prior to admission.) Students will be required to verify previous college coursework completed with an average of "C" or above or take a reading assessment test. Select programs require submission of PA Criminal History Report Information, a completed physical form and/or proof of valid health insurance.

Funding for the training may be available to individuals meeting the requirements established by the Berks County Career Link, the Office of Vocational Rehabilitation or through the Berks County Assistance Office. Additionally, prospective students may apply for federal and state grants and for loans. Please call 610.375.8188 for more information.

## LITERACY PROGRAMS

### Adult Basic Education (A.B.E.) Program

Adult Basic Education classes offer basic reading and math instruction to adults functioning from a second grade level to those reading on an eighth-grade level. All materials used in these classes are adult-oriented and address pertinent daily skills. Classes are free.

### English for Speakers of Other Languages (E.S.L.) Program

The English for Speakers of Other Languages program offers speaking, reading and writing skills to non-English speaking adults. Classes are offered at beginning, intermediate and advanced levels. Classes are free.

### General Educational Development (GED®) Preparation Program

The GED Preparation Program offers instruction in reading, writing, mathematics, social studies and science to prepare adults, as well as eligible 16 and 17 year old youth, to sit for the General Education Development Test. Classes are free. Day and evening classes are available.

"GED is a registered trademark of the American Council on Education and may not be used or reproduced without the express written permission of the American Council on Education."

### General Educational Development Test (GED®)

The GED test is administered at Reading Area Community College several times each month. Pennsylvania residents (adults 18 years and older, as well as 16 and 17 year old participants meeting specific qualifications) are eligible to take the eight-hour exam. All registrations for the GED test are completed in person at RACC's Schuylkill Hall (third floor). **Payment is required at the time of registration.**

To earn a GED, candidates must demonstrate a specific level of competency in the following five subject areas:

- Writing Skills • Social Studies • Science
- Reading Skills • Mathematics



# Workforce and Economic Development/Community Education

Everyone who successfully meets the scoring requirements established by the state of Pennsylvania will receive a High School Equivalency Diploma from the Department of Education. This diploma is accepted, by law, as a legitimate high school diploma by business, industry, colleges, and most branches of the armed services.

## Health Care

Courses, workshops and seminars are provided to meet the educational needs of the health care community. Programs deal with such topics as current trends and issues, technological advances, clinical updates, federal and state regulations, safety issues, legal issues and ethical issues. Programs vary and are provided for any individual employed in health care. Seminars are available on both a regular basis and as customized training for any organization upon request.

## Auctioneering Certification Program

In order to sit for the PA State Auctioneer Licensing Examination, an individual must either serve as a licensed auctioneer apprentice or successfully complete an approved course of study. In January 1991, the "Auctioneering Certification Program" was confirmed by the Pennsylvania Auction Board as a course of study.

This program has been designed to provide in-depth knowledge of the techniques, procedures and principles of communication, appraisal, management, marketing and law necessary to pass the licensing exam. Specific course schedules can be obtained from the Office of Workforce and Economic Development/ Community Education.



## BUSINESS AND INDUSTRY PROGRAMS

### Schmidt Training and Technology Center

The Schmidt Training and Technology Center at Reading Area Community College is dedicated to providing a continuum of learning in advanced manufacturing skills, information technology (IT), market knowledge, executive senior leadership, business performance and workforce readiness that meets the demands of the local and regional labor market. Manufacturing, IT and business professionals provide training using a hands-on learning approach.

The staff of Schmidt Training and Technology Center understands employers' technology challenges, operating systems and business performance objectives. We understand that business and industry growth is increasingly centered on new IT applications in addition to advanced technical innovation. We know that successful employers must find new ways to produce and deliver products and services to customers who will purchase these goods at prices that will provide profit. The offerings of the Schmidt Training and Technology Center provide customized senior leadership and employee training that adjusts to the unique and changing needs of business and industry employers.

### Business Solutions

Training helps senior executives and managers establish the critical links between their people, customers and business profitability to realize and capitalize on the untapped potential within their organization.

### Workforce Development

Workforce training is designed to prepare entry-level and front-line employees to integrate into the business culture. This coursework will also prepare unemployed and underemployed citizens to gain the necessary skills for better paying jobs. Topics include work ethics, supervision, communications, teamwork, refresher math, workplace math and computer applications.

### Manufacturing Technology

Manufacturing Technology training provides knowledge and skills for dislocated workers who desire better-paying jobs in manufacturing and for local industry (incumbent workers) seeking to increase productivity, efficiencies, employee retention and growth. This includes technical knowledge and skills in industrial mechanics, industrial electricity, industrial electronics, automated manufacturing, mechatronics, machine equipment operator, CNC machine operator, machine tool technology, and renewable energy.



Reading Area Community College is a regional Advanced Manufacturing/Integrated Systems Technology partner providing industrial maintenance and mechatronics training.

### Information Technology

Information Technology training provides knowledge and skills for dislocated workers and local industry (incumbent workers) who desire to gain current information technology knowledge, skills and certifications. We develop IT skill sets that will enable employers to creatively sustain competitiveness and provide better customer service.

Our IT software training offerings include courses most in demand, from very basic (digital literacy) through the Microsoft Office Suite to more advanced website design and database management.

In the IT hardware realm, our IT Essentials and Cisco Networking Academy training prepares individuals to sit for industry-recognized certifications such as A+, CCNA, and Cisco Security.



# Workforce and Economic Development/Community Education



## ENRICHMENT PROGRAMS

### Online Courses

Non-credit online courses provide a wide variety of knowledge and skills for professional and personal development. Experience top quality courses developed by nationally recognized instructors and college professors. Lessons are provided online and can be completed at your own pace, usually in one to six weeks. Classes are scheduled monthly and are available anywhere the Internet can be accessed. Classes are available in the following areas:

- Accounting
- Basic Computer Literacy
- Business and Management
- Child Care and Parenting
- Computer Applications
- Computer Certification Prep
- Computer Programming
- Database Management
- Digital Photography & Digital Video
- Finance & Wealth Building
- Grant Writing and Non-Profit Management
- Graphic Design
- Healthcare CEU's
- Healthcare, Nutrition & Fitness
- Internet (The)
- Languages
- Law & Legal
- PC Networking and Security
- Personal Development
- Sales & Marketing
- Start Your Own Business
- Teaching & Education
- Test Prep
- Veterinary
- Web Graphics & Multimedia
- Web Page Design
- Writing & Publishing

### Online Career Training Programs

Non-credit online career training programs provide the skills necessary to acquire professional level positions for many in demand occupations.

Reading Area Community College in Partnership with Gatlin Education Services (GES) offers top quality training. Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed. RACC offers programs in the following disciplines:

- Business and Professional
- Healthcare and Fitness
- Hospitality and Gaming
- IT and Software Development
- Management and Corporate
- Media and Design
- Skilled Trades and Industrial
- Sustainable Energy and Going Green

Take a look at the following list to discover the realm of courses provided by RACC's Workforce and Economic Development/Community Education Division. Remember, if you cannot find what you are looking for, our staff can develop a course or program to suit your needs. Call 610.607.6232.

## COURSES OFFERED BY RACC'S WORKFORCE AND ECONOMIC DEVELOPMENT/COMMUNITY EDUCATION DIVISION

### Senior Leadership

#### & Workforce Development

- Creating Alignment™
- Critical Thinking & Problem Solving Development
- Engineering Systems
- Executive Coaching - Leadership
- Kaizen
- Lean Thinking
- Process Improvement
- Project Management
- Reliability Centered Maintenance
- Reverse Logistics
- Root Cause Failure Analysis
- Six Sigma
- Tools for Profit™
- Total Predictive Maintenance (TPM)

### Manufacturing Technology

#### Technical Core Modules

- Blueprint/Graphics for the Workplace
- Foundations of Quality
- Microcomputers in the Workplace
- Workplace Communications
- Workplace Mathematics
- Workplace Physics
- Workplace Readiness

#### Technical Specialty Modules

- Blueprint Reading

- CNC Machine Operator
- Computer Control Technology
- Computer Integrated Manufacturing
- Electrical Apprentice
- Electrical Control Wiring Systems
- Electrical Motors (AC/DC)
- Electronic Drives
- Energy Auditing
- Industrial Controls (Basic & Advanced)
- Machine Equipment Operator
- Machine Tool Technology
- Manufacturing Process
- Mechatronics
- Motion Control
- Network Fundamentals
- PC Based Control
- Plastics Technology - Intro
- Power Distribution Systems
- Process Control
- Programmable Controllers (Basic & Advanced)
- Quality Assurance
- Robotics and Computer Programs
- Safety and OSHA
- Solar Photovoltaic (PV)
- Solar Thermal
- Specialized Control Operations (Vision, Bar Code, RFID, etc.)
- Troubleshooting Industrial Control Systems

- Troubleshooting Practices
- Wastewater Treatment Plant Operator
- Welding (Oxyacetylene & Electric Arc)

### Information Technology

#### Certifications

- A+ Core Hardware Service Technician Certification
- A+ Operating System Technology Certification
- Cisco Certified Network Administrator (CCNA)
- Cisco Security

#### Software Training

- Adobe Photoshop
- Adobe Dreamweaver
- Microsoft Access
- Microsoft Excel
- Microsoft Office Suite
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- QuickBooks Pro
- SQL
- SQL Database
- Visual Basic
- Website Design and Maintenance

### Workplace Readiness

- Communication Skills/Personal Effectiveness
- Computer Concepts, Applications, & Skills
- Personal Effectiveness/Team Approach
- Refresher Math
- Workplace Mathematics

### Workplace Literacy

- Communication Skills
- Digital Literacy
- Literacy (ESL/GED)
- Math Skills
- Spanish in the Workplace

### Health Care

- ACLS
- Basic Physical Assessment Course
- Clinical Updates
- CPR
- Interpersonal Skills
- Intravenous Therapy
- Management Skills
- PALS
- Trends & Issues in Health Care
- Wellness Programs

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# About RACC



# ABOUT RACC

## PHILOSOPHY

Reading Area Community College believes in the educational enrichment of each citizen and the economic and cultural development of the community we serve. Therefore, we are committed to providing diversified educational opportunities for citizens to develop their maximum potential and realize their self-worth and dignity.

The College believes that the responsibility of education in a democracy is to extend to all citizens high-quality programs containing a strong general educational component for personal development and quality academic programs that are responsive to the changing world.

The College believes that the educational process includes programming that supports and informs students about the nature and purpose of available curricula, about their own personal and educational qualities, the nature of current employment opportunities, and vibrant, aesthetic and cultural values inherent in a full life. The College believes in challenging students to reach high expectations and goals based on specified learning outcomes in the belief that students learn best by active involvement in the learning process. Therefore, we encourage that creative flow within both faculty and students.

Finally, the College believes that we have a responsibility to contribute to the growth of the community and to encourage its development. Thus, Reading Area Community College devotes its resources as an educational, recreational, civic and cultural center to the community.

## VISION STATEMENT

Reading Area Community College reaffirms its commitment to provide access to quality educational experiences and training opportunities for all citizens of Berks County. Reading Area Community College envisions a society which continues to experience rapid technological change, increase demographic diversity and universal acceptance of the global nature of our economy. This information-based society requires higher levels of educational attainment and job skills training in order for individuals to remain productive members in society and in the workplace.

The College (operating under an open admissions policy) fulfills its mission by providing high quality instruction and services to meet the educational and training needs necessary for a healthy Berks County



community and a strong economy. The College's supportive environment provides personal attention to individual student needs. Our staff is willing and able to spend the necessary time to ensure both access to and success in lifelong learning opportunities to people from diverse backgrounds. The College develops its human, physical and financial resources to ensure its primary role as a provider of educational, technical and cultural experiences for our community. The College takes a leadership role in establishing partnerships with business and industry, local governments, community organizations and other educational institutions to advance the economic development and cultural enrichment of the city, the county and the region.

## COLLEGE COMMITMENT

Reading Area Community College is committed to:

1. Offering high quality educational programs, leading to an associate degree, certificate or diploma which prepares students to transfer to baccalaureate degree granting institutions or to enter business and industry.
2. Providing programming and services to respond to the needs of the community by creating lifelong learning opportunities through adult and continuing education, training for business and industry, community services and cultural enrichment.
3. Offering instructional programs containing a strong general education component which promotes a respect for a multi-cultural society and which actively involves students in learning for professional and personal growth.
4. Providing students with effective developmental services that link into college level coursework and remedial

programs that allow them to reach their potential.

5. Providing educational support services, such as co-curricular activities, counseling, financial aid and advising services, that will act as a complement to the academic programs, facilitate successful completion of programs, and enable students to assume productive roles in society.
6. Acting as a partner in the life of the community through outreach activities that support educational, occupational and service organizations, and community interests and being responsive to a rapidly changing environment.
7. Providing a working environment and incentives to attract, develop, and retain a diverse competent administration, faculty and staff who are committed to fulfilling the institutional mission and goals.
8. Securing and allocating the physical and financial resources needed to support the mission and goals of the College through systematic planning and sound management practices.

## COLLEGE HISTORY

In 1963, Pennsylvania passed legislation authorizing the development of a statewide system of comprehensive community colleges. The legislation states that community colleges should be locally controlled, responsive to the educational and training needs of the areas they serve, geographically accessible to students and have low tuition.

In September of 1970, the Board of Directors of the Reading School District voted to act as sponsor of a community college and authorized that an application and proposed plan for establishing and operating the new institution be submitted to

the Pennsylvania State Board of Education. At its January 15, 1971 meeting, the State Board of Education approved the application permitting the Reading School District to sponsor Reading Area Community College. The sponsor appointed an eleven-member Board of Trustees whose responsibility was to bring the college into existence and supervise its administration. Classes were held for the first time on October 13, 1971, with an enrollment of 265 students.

Initially students attended classes at many locations throughout Reading. In 1977, the College purchased the former Holiday Inn at Second and Penn Streets. After extensive renovations to the building, administrative offices and credit programs were moved to the present riverfront campus in the fall of 1978.

By the fall of 1988, enrolled credit students numbered 1640 and more space was needed. RACC purchased 10 acres of land between its campus and the Schuylkill River that was used primarily for parking. In June of 1989, the East Shore Office Building, now named Penn Hall, was purchased to serve the growing student body that expanded to 3,231 credit students by the fall of 1994.

As the College grew, the resources of a single sponsoring school district became inadequate to sustain the required expansion. The majority of students lived in Berks County, outside of the Reading School District. The Berks County Board of Commissioners took the initiative to study the need for a broader base of financial support for RACC. In February of 1990, the Commissioners appointed a fifteen-member Citizen Task Force to study the sponsorship issue. In their report presented to the Commissioners on September 13, 1990, they stated, "The current situation, where one school district acts as sponsor, is unique in Pennsylvania, is contrary to economic development trends over the life span of the community college, and is clearly untenable in today's economic climate." In conclusion, they stated "there is a compelling case for sole sponsorship (of the college) by the county government and the required financial commitment by the county would be reasonable, cost effective and not overly burdensome to the taxpayers." At the October 4, 1990 meeting of the Berks County Board of Commissioners, they voted unanimously to sponsor Reading Area Community College effective July 1, 1991.

In 1992, Reading Area Community College launched its first capital campaign to secure private funds for a new library. The campaign

goal of \$1,750,000 was exceeded and \$2,739,000 was raised for the project. Those gifts enabled the college to go beyond the original basic facility and include additional educational equipment and laboratories. With the matching funds provided by the Commonwealth of Pennsylvania, a \$7.54 million library was constructed. The Yocum Library, overlooking the Schuylkill River, opened in March of 1996. It includes conference rooms and a humanities center. This distinctive addition to the Reading skyline serves as the landmark building that marks the gateway to the city.

Penn Hall, formerly the East Shore Office Building, was totally renovated in 1995. It houses the Division of Health Professions and Business Division classrooms and laboratories. Its state of the art classrooms and computer equipment prepare students to succeed in the automated workplace.

The Student Union Building had been a Zieger & Sons Florists facility. It was opened in the fall of 1996. Currently the bookstore, student government and newspaper offices, a wellness center and a student lounge are located there.

Berks Hall, the original campus building, was remodeled in 1996. The finished project incorporates landscaped pathways, lighting and outdoor lounge areas that transformed Reading Area Community College into an attractive, city-based campus.

In late 1996, the college purchased a 2.4-acre tract of land between the Penn Street Bridge and the Front and Washington Streets parking garage from the City of Reading for a future building project. Also in 1996, Reading Area Community College celebrated its 25th Anniversary.

In the fall of 2002, RACC enrolled a record 3,800 credit students. The year also marked the retirement of the president of 17 years, Dr. Gust Zogas. The Board of Trustees named Dr. Richard Kratz, former vice president/dean of academic affairs, the fourth president of RACC. The College also hired its first director of information technology to carry out a 3-year plan to update computer and phone systems.

In 2005 the continuing education department, now known as the division of Workforce and Economic Development/Community Education, centralized in Schuylkill Hall, which previously bordered the campus as part of the Penske Corporation. The non-credit arm of the

College had been housed in several locations throughout the city and county, so the centralization was intended to provide efficiency and convenience for its students.

In the spring of 2006, the Schmidt Training and Technology Center (TTC) celebrated its grand opening. The project was funded by the College's second successful capital campaign with the intent of providing training for area business in advanced manufacturing skills, information technology, market knowledge, executive senior leadership, business performance and workforce readiness.

The year 2006 brought another major change to the campus. In addition to the opening of the TTC, the College began construction on the Miller Center for the Arts, a 500-seat theatre, which officially opened in June of 2007. The Yocum Library celebrated its 10th anniversary in 2007 and the College began transitioning from a 10-week term system to a 15-week semester system.

In June of 2007, the College welcomed Dr. Anna D. Weitz as its fifth president. She was officially installed at an October Inauguration ceremony that was preceded by a weekend of celebratory activities.

In August of 2008, the College officially began a 15-week semester system and also that fall adopted a new Mission statement.

The College celebrated its 40th anniversary as the *Community's College* on Sept. 21, 2011 with a program and reception honoring its community partners. The celebration featured comments and proclamations from the Berks County Board of Commissioners, local and state officials and current and past members of RACC's Board of Trustees. All marveled at the College's growth and success. RACC officially turned 40 on October 13, which is the first day classes were held in 1971.

Most recently, the lobby of Berks Hall underwent a transformation to create a more inviting atmosphere for campus visitors. The Welcome and Information Center opened in July 2012 to provide a starting point for prospective students to learn more about RACC's programs, admissions process and financial aid opportunities. In January 2013, the RACC Bookstore, previously located in the Student Union Building, relocated to Berks Hall and now has a larger space to expand its inventory for students.



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# Faculty and Staff

# FACULTY AND STAFF

## ADMINISTRATION

ANNA D. WEITZ, President; D.Ed., The Pennsylvania State University; M.Ed., University of Albany; B.A., Boston University  
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MARIA MITCHELL, Vice President for Student Affairs; M.Ed., B.A., Millersville University  
MICHAEL NAGEL, Vice President of Institutional Advancement/Executive Director of Foundation; M.P.A., Lehigh University; B.A., Kutztown University  
ROBERT VAUGHN, Vice President of Workforce and Economic Development/Community Education; Ed.D., Vanderbilt University; M.A., George Washington University; B.G.S., University of Nebraska,

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# COMMUNITY EDUCATION ADJUNCT FACULTY

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The Community Education Division of the College serves approximately 10,000 to 12,000 non-credit students each year by offering a wide variety of courses from many different disciplines. The adjunct faculty who teach for this Division have diverse educational backgrounds and experiences which qualify them for their position. Since there are so many courses offered each term, it would be impossible to list an accurate register of the staff members; however, a current roster of the instructors may be obtained from the Department of Continuing Education prior to the start of each session.

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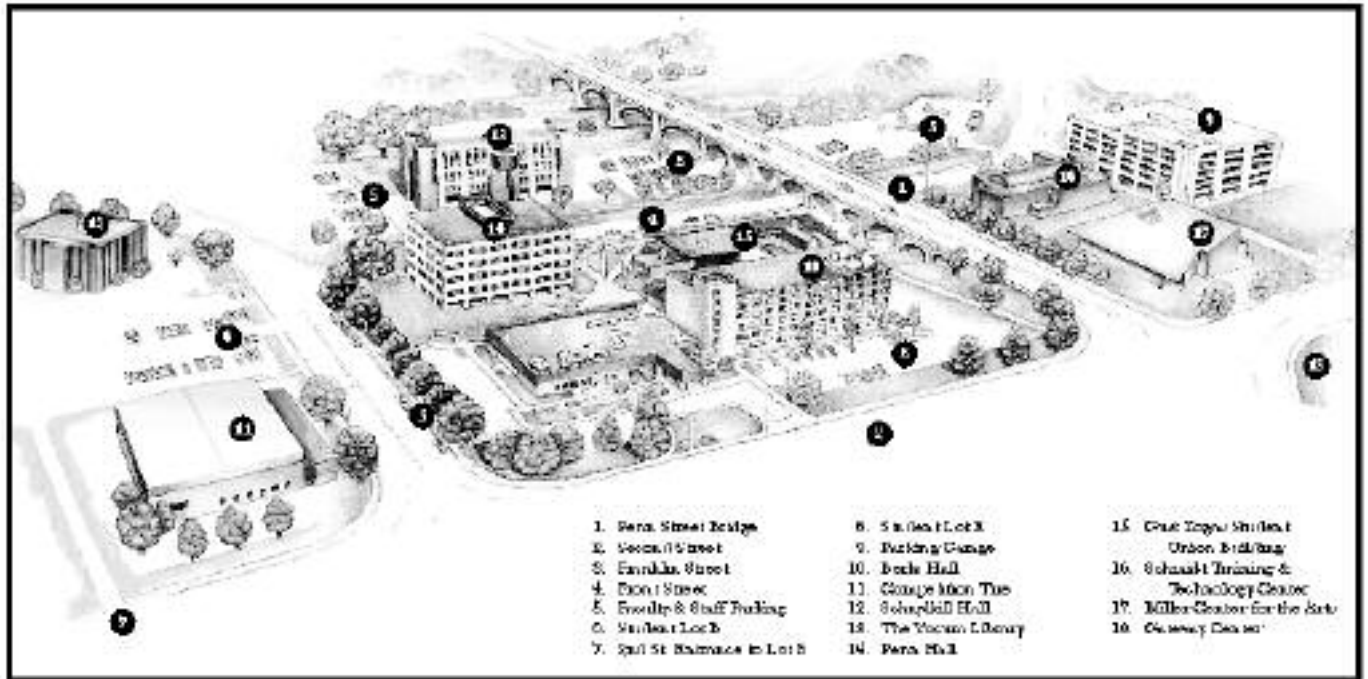
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# NOTES

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All colleges and universities, in compliance with the Pennsylvania College and University Security and Information Act of 1988 and the Student Right-to-Know and Campus Security Act, are required to provide information regarding safety and security procedures and statistics on campus. A copy of this report is available by contacting the Dean of Students office, Room 126, Berks Hall.

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