

LACKAWANNA COLLEGE

2009-2010 CATALOG



Tomorrow Starts Here

A MESSAGE FROM THE PRESIDENT

Dear College Candidate:

In the past dozen or so years, Lackawanna College has become a new institution, expanding its reach at a remarkable rate. Academic offerings have broadened, facilities have multiplied and enrollment has increased. Semester by semester, more and more people are finding that Lackawanna answers their need for quality education at an affordable price.

You are now on the verge of making one of the more important decisions in your life -- the choice of a college in which to pursue your academic goals. The fact that you are examining this catalog shows that you have an interest in enlarging your horizons and in Lackawanna College. We certainly have an interest in you and in your future education.

Research shows that individuals who undertake higher education are generally more satisfied with their lives. Further, it shows that the attainment of a college degree greatly increases a person's economic status during his or her working career. College enriches in myriad ways.

We at Lackawanna College would like to help you on the path to career and personal satisfaction. Our College provides a wide variety of means to assist: small classes, caring teachers, personal attention, helpful counseling, supportive tutoring and continuous encouragement. An open admissions policy guarantees a place for everyone who wants to learn. The College's academic and developmental programs supply the foundation to enable the individual to succeed. The Honors Program recognizes and inspires outstanding students.

This catalog will introduce you to the many programs and courses which are available at Lackawanna College. There is sure to be something here for you — classes to awaken your curiosity and majors on which to build your career. However, to attain these benefits, you must take the first step.

The future is yours to shape. Lackawanna College stands ready to lend a hand in your effort and to offer a pat on the back when needed. Come join us and discover for yourself what great things await you at Lackawanna.

Sincerely,

Raymond S. Angeli
President

LACKAWANNA COLLEGE

2009 - 2010 Catalog

STATEMENT OF DISCLAIMER

The statements in this catalog are for purposes of information. The College reserves the right to change any provisions or requirements, including tuition and fees, at any time within the student's term of residence. No contract is created or implied. Students must fulfill all prevailing degree or program requirements.

Lackawanna College will not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the United States Code, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Lackawanna College is a smoke-free environment.

LACKAWANNA COLLEGE

Main Campus

501 Vine Street
Scranton, Pennsylvania 18509
Telephone: (570) 961-7810
Fax: Admissions (570) 961-7843

Hazleton Center

145 East Broad Street
Hazleton, Pennsylvania 18201
Telephone: (570) 459-1573
Fax: (570) 459-1958

Honesdale Center

627 Main Street
Honesdale, Pennsylvania 18431
Telephone: (570) 253-5408
Fax: (570) 253-2138

New Milford Center

2390 S.R. 848
Post Office Box 316
New Milford, Pennsylvania 18834
Telephone: (570) 465-2344
Fax: (570) 456-2726

Towanda Center

One Progress Plaza
Towanda, Pennsylvania 18848
Telephone: (570) 265-3449
Fax: (570) 265-0876

1-877- 346-3552

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2009-2010 ACADEMIC CALENDAR

Fall 2009	
August 31	Fall Semester Begins
September 7	Labor Day Observed/College Closed
October 12	Columbus Day/College Closed
October 26	Academic Advising begins
November 10	Last day for Spring Semester withdrawal without academic penalty
November 11	Veterans' Day Observed/College Closed
November 16-19	Student Registration
November 25	Thanksgiving break begins
November 30	Classes resume
December 11	Fall 2009 Semester ends
Intersession 2010	
January 4	Intersession begins
January 8	Last day for Intersession Withdrawal without academic penalty
January 15	Intersession ends
January 18	Martin Luther King Day Observed/College Closed
Spring 2010	
January 21	Spring Semester begins
February 15	Presidents' Day Observed/College Closed
March 15-19	Spring Break
March 25	Academic Advising begins
April 1	Last day for Spring Semester withdrawal without academic penalty
April 12-15	Student Registration
May 7	Spring 2010 Semester ends
May 15	Graduation
Summer I 2010	
May 24	Summer I Semester begins
May 31	Memorial Day Observed /College Closed
June 17	Last day for Summer Semester withdrawal without academic penalty
July 1	Summer I Semester ends
Summer II 2010	

July 6	Summer II Semester begins
July 30	Last day for Summer Semester withdrawal without academic penalty
August 12	Summer II Semester ends

THE LACKAWANNA EXPERIENCE

Lackawanna College can provide the road to your success. Through the school's combination of quality academic programs, dedicated faculty, small classes, personal attention and attentive counseling, Lackawanna offers you the opportunity to attain your maximum potential.

Operating with an open enrollment policy, Lackawanna College has a place for all who wish to expand their educational horizons. At Lackawanna, you'll not only learn specific subjects, you'll also learn the skills necessary for a productive career and a rewarding life.

Lackawanna College is a private, non-profit institution with over a century of educational experience. Founded in 1894, the College has changed and grown through the years to meet the shifting educational needs of prospective students, business and industry, area residents and the community.

Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, Lackawanna College grants degrees and certificates in numerous areas of study. In addition, the College provides professional development programs, continuing education courses, self-improvement seminars and cooperative work experiences.

Advice and counseling about career and educational choices are an essential part of the Lackawanna experience for everyone who attends. With his/her advisor, each student prepares an education plan that seeks to optimize the individual's learning potential. Well-equipped computer technology centers are utilized to ensure maximum personal development. Developmental programs are available whereby students can improve English, reading and math skills and rapidly enhance educational readiness.

Lackawanna College offers courses during the day and in the evening at five locations in Northeastern Pennsylvania, with its main campus located in downtown Scranton. Individuals can enroll in programs leading to an associate degree or to a certificate or simply can take continuing education courses of special interest to them.

THE HISTORY OF LACKAWANNA COLLEGE

Lackawanna College's development as an outstanding community-oriented institution parallels the development of Northeastern Pennsylvania into a preeminent industrial center. With the growth of the railroads in the 19th Century, demand for the clean-burning anthracite coal mined locally greatly expanded. As Scranton emerged as the hub of the nation's coal industry, the Scranton Business College was founded in 1894 to train administrative and fiscal managers and their support personnel.

The College began as a proprietary institution with a full academic program under the direction of H.D. Buck and A.R. Whitmore. The school was purchased in 1912 by John H. Seeley, a noted regional educator. Seeley, who also owned the Lackawanna Business College, merged his two institutions into the Scranton Lackawanna Business College and built a new campus in the city's downtown.

Soon, the word "Business" was dropped from the school's name as too restrictive and Civil Service courses were added to prepare students for governmental positions. The College met with continued success because of its ability to change with the times, shifting emphasis when necessary and adjusting courses to meet specific needs. For example, with the coming of World War II, the school made a concerted effort to prepare women for vital positions in business and industry. After the war, the College adapted its programs once more to meet the needs of returning veterans.

In 1957, the College was incorporated as a non-profit institution under a self-perpetuating Board of Trustees. Chartered as Lackawanna Junior College, course offerings were expanded to include the humanities and the social and behavioral sciences. The Pennsylvania Department of Education granted the institution the right to award associate degrees.

The College was accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, thereby facilitating direct transfer of its credits to four-year institutions so that graduates could continue their education. An open admissions policy was established and non-credit enrichment courses were introduced. The College moved its main campus from downtown Scranton to a larger facility on the city's South Side in 1982.

Mindful of its role as a community-based institution, the College opened satellite centers in Hazleton, Honesdale and Towanda. The strong demand for the programs and services offered in Scranton compelled Lackawanna to expand again. The College opened a state-of-the-art main campus in Scranton's downtown in 1996. By 2001, the continued growth in the institution's majors, programs, facilities and technology mandated that the institution change its name to Lackawanna College to better reflect its present reality. An additional satellite center was opened in New Milford to serve Susquehanna County in 2007.

MISSION AND GOALS STATEMENT

Lackawanna College is an accredited, private, non-profit educational institution providing opportunities for career and personal development within selected associate degree, certificate and continuing education programs.

Committed to an open admissions policy, Lackawanna College distinguishes itself by offering higher education opportunities to all persons who seek to improve their lives regardless of their socio-economic status, past achievements, gender, national origin, age, race, color or creed. In doing so, the College recognizes its responsibility to maintain a comprehensive program of services to support students aspiring to transfer to four-year institutions, seek employment, upgrade their job-skills or develop professionally.

With an emphasis on academic excellence, Lackawanna College introduces its students to bodies of knowledge and career/life skills that will help them to live, learn and work in an informed society. Students can expect to improve their ability to learn effectively, seek and gather information, communicate both orally and in writing, apply computer technology, work interdependently, gain practical work experience, think critically, make informed decisions, solve problems, become self-directed, understand the need for community service, and appreciate the historical, political, economic, scientific, social and culturally diverse contexts of the world in which they live.

GOALS

- Provide selected two-year and certificate curricula by means of which full- and part-time students may transfer or seek employment.
- Provide education and training opportunities in order to increase students' knowledge and improve their skills as they seek to satisfy academic, employment, personal and life goals.
- Provide educational opportunities to residents living or working in remote areas through a network of locations and the use of technology.
- Provide comprehensive student support services, including financial aid assistance, academic advising, mentoring, counseling, tutoring, cooperative education, extra-curricular activities and student athletic programs.

OUTCOMES ASSESSMENT

Lackawanna College is committed to the assessment and analysis of student outcomes as the principal "quality control" activity undertaken college-wide. Data summaries on incoming, matriculating and graduating students, as well as on recent alumni, are regularly compiled, disseminated and reviewed. The College's decision-making process, budget and strategic plan reflect the conclusions these outcomes

measurements reveal. College operations ultimately are judged to be effective only if they contribute measurably to the development of positive student experiences both within and outside the classroom.

ACCREDITATION

Lackawanna College is approved by the Pennsylvania State Department of Education to grant associate degrees and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, which is designated as a National Accrediting Agency by the U.S. Office of Education.

LACKAWANNA COLLEGE FACILITIES

THE MAIN CAMPUS

Over the past decade, the demand for the courses and services offered by Lackawanna College has increased enormously. To meet the challenge of providing quality education to an ever-growing number of students and providing technologically advanced resources for a steadily multiplying range of programs, planning for a new main campus in Scranton began in the early 1990's.

In 1994, Lackawanna secured the appropriate location to satisfy its diverse needs and to build around -- the former Central High School Building in downtown Scranton. After purchasing this elegant, expansive structure, the College began a multi-million dollar renovation program aimed at restoring the facility to the architectural splendor it had enjoyed in the past. The ornate details, stately atmosphere, innovative legacy and intellectual heritage of the school help define the tradition of Lackawanna College.

The renovation preserved the historical character of the public spaces in the building, while the classrooms were upgraded for the ultimate in high technology equipment. Advanced computer and science labs were created. The renewed structure, which opened in 1996, reflects its 19th Century origins in appearance and its 21st Century potential in its educational facilities.

In conjunction with the additional space the College acquired and the resources provided by such neighboring institutions as the Albright Memorial Library and the Scranton Cultural Center, Lackawanna College's main campus maximizes learning opportunities for students of every age, academic level and interest.

Students enrolled in over two dozen separate curricula may take classes in the day or evening. These students range in age from 18 to "50 something." Many are traditional-aged students who wish to earn Associate Degrees prior to transfer into a

bachelor's program at a four-year college. Others, including older enrollees, plan to use their degrees to secure immediate employment. A large group of students undergo a prescribed training program in preparation for a specific career in law enforcement or medical technology. Still others already hold an advanced degree but for a variety of reasons are planning career changes that demand a different set of skills. They take advantage of the College's extensive continuing education options. A final set of students are already employed, but because of job-specific licensing requirements are enrolled part-time in one or more professional development classes.

There are places for all of these diverse groupings, as well as for many others, in a facility combining the best of the old with the finest of the new, the Scranton Campus of Lackawanna College.

STUDENT RESIDENT HOUSING

Lackawanna College provides resident housing for male and female students attending the institution's Scranton campus. Accommodations are maintained in dormitories located approximately one block or less from the central campus building. McKinnie Hall, a completely renovated three-story structure at the corner of Vine Street and Wyoming Avenue, has space for 149 male students in dormitory-style rooms housing three or four persons. It opened in the fall of 2002. Within the building, there is a state-of-the-art weight room available to residents.

A second dormitory has been created in Lackawanna's Library Building, Seeley Hall, a multi-use structure located at 406 North Washington Avenue. Opened for the fall 2008 semester, it occupies the middle three floors of the building and serves 113 students. Currently the building is segregated by floor to serve both male and female students. Most rooms accommodate two persons, with a few housing three.

In all buildings, each unit is equipped with a bed, desk and chair, and clothing storage area. The conveniently located facilities provide clean, comfortable rooms, video security and keyless entry, laundry facilities, parking, central air conditioning and a computer port for each resident. College public safety officers monitor visitation in the evenings.

All full-time students attending the Scranton campus who do not commute daily from the home of their parent(s), legal guardian(s) or spouse must reside in campus housing when they are actively enrolled in college courses. Commuting distance is defined as 30 miles from campus or less. This policy applies to any time of enrollment, including summer sessions and intersession.

Exceptions to this policy can only be made by the Dean of Student Affairs, and only under extreme circumstances. The decision of the Dean is final. To apply for an exception, the parent, legal guardian or spouse needs to provide a notarized letter documenting that the student will in fact meet the criteria stated in the policy and lives

within a reasonable commuting distance (defined as within 30 miles of the campus of attendance).

If the college is able to verify that a student is in fact violating the policy as stated or the conditions set forth in an approved exception, the student is subject to dismissal from the college and/or full charge for residence hall costs.

THE STUDENT UNION

The Lackawanna College Student Union building, located one block east of the main campus building in Scranton, is the central site for student activities and for the College's intercollegiate indoor sports events. The recently renovated building contains a student center, a fitness center and an outstanding gymnasium.

On its first floor, the Student Union provides a spacious and comfortable location for student activities, study, conversation and relaxation. In addition, a well outfitted fitness facility featuring modern training equipment is available for student use.

The gym on the second floor is the site for the College's Falcons' basketball and volleyball home games and for special events. The playing court meets NBA standards. The area also contains supporting facilities that house athletic offices, a training room and an equipment storage area.

The Student Union gym is rented by other schools and organizations for games, practices, tournaments and entertainment events.

HEALEY HALL AND SEELEY HALL

The latest additions to Lackawanna College's facilities at the Scranton campus are the Healey Hall and Seeley Hall. The two structures, directly across the street from each other, became necessary because of the steady growth in enrollment and programs at the College. Each building houses a variety of College activities, and their addition in late 2007 made it possible for Lackawanna College to temporarily provide facilities to the Commonwealth Medical College so that the medical school can begin offering classes in 2009.

Healey Hall, located at 415 North Washington Avenue, contains the institution's Admissions Office, Continuing Education Department, faculty offices and classrooms. Seeley Hall, at 406 North Washington, houses the Seeley Memorial Library on its ground floor and the College's Police Academy on its top floor. In between, the building contains several floors of dormitory space. Both buildings are architecturally significant and have been restored and adapted to the enlightened standards traditionally utilized by Lackawanna College.

THE MELLOW THEATER

Lackawanna College brought life back to one of the architectural and cultural gems of Northeastern Pennsylvania by restoring the elegant auditorium in its main campus building in downtown Scranton. The theater, which dates to 1923, has a distinguished history. Blessed with fine acoustics and enhanced by lavish decor, in its early years it featured a variety of world famous performers, such as Sergei Rachmaninoff, Marian Anderson, John Phillip Sousa and Allan Jones.

The facility had deteriorated significantly and was closed in 1991. After purchasing the Central Building, the College undertook an extensive rejuvenation to revive the theater. The ornamentation was carefully refurbished and highlighted with gold leafing. Leaded glass windows were restored, plush seats installed and the stage extended. With a capacity of 1043, the air-conditioned facility can be utilized year round.

Named the Mellow Theater in honor of Senator Robert Mellow, a distinguished Lackawanna alumnus, the performing arts center reopened on March 2, 1999. In addition to College functions, the Mellow Theater now hosts orchestra concerts, popular and classical music performances, children's theater, choral groups, dance companies, public hearings and dramatic productions.

THE COLLEGE ALUMNI AND FITNESS CENTER

The Lackawanna College Alumni Fitness Center is located on Meridian Avenue in West Scranton, approximately one mile from the main campus and Student Union. Originally known as the A. Hank Evanish Racquetball and Fitness Center, the building was donated to Lackawanna College in 2004 by "Hank," and is now operated by the College. The facility has three state-of-the-art racquetball courts, a variety of cardio equipment and free weights as well as sauna and steam facilities. Membership is open to the public, with special discounts and incentives for Lackawanna alumni and employees.

THE SATELLITE CENTERS

Recognizing the growing complexity of commerce and industry, as well as the continued expansion of technology in today's world, Lackawanna College plays a key role in serving the business community and the residents of Northeastern Pennsylvania outside Scranton and its immediate vicinity. Many young people and working adults in these regions are eager to expand their education, enhance existing skills and explore various career options at a nearby educational institution.

To address this situation, Lackawanna College sponsors a network of Satellite Centers. These facilities are designed to assist academically everyone from the high

school student or graduate through the unemployed, underemployed or displaced adult worker to the person ready to return to the workforce after years of absence.

Located in Hazleton, Honesdale, New Milford and Towanda, the Lackawanna satellites help an individual identify a career that reflects his or her abilities and then develop an appropriate path toward attaining that goal through education and training. The College offers a wide range of academic programs and courses at the Satellite Centers so that the individual can pursue many options. All Satellite Center degree courses are comparable to those taught at the main campus and earn equal credit.

In addition to degree courses, a number of Continuing Education courses and programs are offered at the Satellite Centers.

Satellite Centers are located:

- * In Hazleton at 145 East Broad Street, serving southern Luzerne County and the adjacent counties in Central and Eastern Pennsylvania.
- * In Honesdale at 627 Main Street, serving Wayne and Pike Counties and the Lake Wallenpaupack region of the Pocono Mountains.
- * In New Milford at 2390 S. R. 848, serving Susquehanna County and the northern section of the Commonwealth.
- * In Towanda at One Progress Plaza, serving the Northern Tier region of Pennsylvania.

Both Associate Degree and Continuing Education courses are also offered at Aventis Pharmaceuticals in Mount Pocono and at Tobyhanna Army Depot.

ENROLLMENT AND REGISTRATION PROCEDURES

ADMISSIONS POLICY

Lackawanna College offers an 'open' admissions policy that affords all individuals an equal opportunity to set educational goals that are both challenging and attainable. Lackawanna College encourages students to concentrate on career goals in the pursuit of their college education. The college's Admissions Department is available to assist individuals of every age and academic background with enrollment into courses and degree programs that are suitable to their interests and aptitudes.

By making an application to Lackawanna College it is understood the applicant is consenting to a criminal background check. While the institution does offer open enrollment, Lackawanna College does reserve the right to deny admission to applicants

who are deemed to not have the minimum academic ability to successfully complete course requirements or who may put the Institution, its employees or students at risk.

Transcripts and other documents submitted will become the property of Lackawanna College and cannot be returned to the applicant. Admission standards and policies prohibit discrimination on grounds of race, creed, color, religion, national origin, disability, age or sex. Physical and/or instructional limitations of the College may compel restricted admission in certain curricula.

Every attempt is made to provide a full complement of courses in selected degree programs at the Hazleton, Honesdale and Towanda centers. However, degree candidates should plan on attending the Main Campus to complete program requirements in curricula that may not be available at the other centers.

APPLICATION PROCEDURES

The application process involves submission of the following to the Office of Admissions:

- An application for admission with a non-refundable \$30 check or money order payable to Lackawanna College.
- An official high school transcript or GED (a copy of the official diploma and scores). If currently a high school senior, the applicant must ensure that his/her final transcript is on file no later than 30 days following graduation.
- An official copy of his/her college transcript if the applicant is a transfer student.
- Official SAT/ACT Test Scores. Although not required for acceptance to Lackawanna College, standardized test scores will be evaluated for placement purposes. Students who have earned acceptable scores in all sections of the SAT will not be required to take the College's placement exams. Alternatively, students who have not achieved these scores or have not taken the SAT's will be required to take the placement exams.
- International Students – TOEFL (Test of English as a Foreign Language) scores of 55 (Internet-based Exam), 133 (Computer Exam) or 450 (Written Exam) are required for all international students applying to Lackawanna College who have not previously studied in the United States. The TOEFL test is prepared by the Educational Testing Service and is administered at several local sites. Lackawanna College does not administer the TOEFL exam. Once the student completes the exam, an official score sheet must be sent to the Admissions Office for review.

After submitting information, all applicants must complete an admissions interview with a Lackawanna College Admissions Advisor in order to determine individual educational goals and to finalize all requirements. Applicants will not be officially

accepted to the college until they complete all of the admissions requirements.

Upon completion of all admissions procedures, all applicants are required to pay a fee of \$75 within 30 days to guarantee a place in the chosen degree program. A check or money order should be made payable to Lackawanna College.

PLACEMENT TESTING

Lackawanna College utilizes the Accuplacer test, a computerized testing package produced by the College Board. The purpose of the Accuplacer test is to assess the student's aptitude in the areas of reading, writing and mathematics. Students who do not possess current and sufficient SAT or ACT scores will be required to take the Accuplacer test. The results of the Accuplacer test are used to determine the student's eligibility to enroll in college-level reading, writing and mathematics courses. A student may be placed in developmental, transitional or college level courses depending on his or her scores on the Accuplacer test.

The following link will take you to the Accuplacer website. Included on the website are sample test questions, tips for performing well and additional information about the test.

<http://www.collegeboard.com/student/testing/accuplacer/>

If you have questions about the Accuplacer test or are unsure if you will need to take the test, speak with your admissions advisor.

Admissions Policy for Non-Matriculating Students

1. Any new student wishing to register for only one course can do so in the Admissions Office by completing the college application and other required paperwork. All non-matriculating students are required to pay only the application fee to apply.
2. Any non-matriculating student wishing to register for a subsequent course or any student registering for two or more courses during any semester must complete the standard college admissions procedures.
3. All registered students must abide by the course prerequisites as outlined in the Lackawanna College Catalog. College transcripts or assessment scores (SAT's, ACT's, or placement test scores) may be necessary to override any prerequisites for specified courses.

Visiting Students

Students from other institutions of higher education may wish to complete coursework as visiting students at Lackawanna College with the intention of transferring

the completed course(s) to their home institution. The Lackawanna College community welcomes student visitors from other institutions and works to fully accommodate their needs.

Procedures for course enrollment include a visit to our Admissions Office to complete the college application and other required paperwork. Visiting students also need to provide written documentation for approval from their home institutions in order to enroll in college courses. These students are required to pay only the application fee plus applicable tuition.

Upon completion of the coursework, visiting students must request that their transcripts be forwarded to their home institution(s). Transcript request forms are available in the Registrar's Office.

All non-degree applicants without proper verification from their home institution(s) must follow the standard application procedures for matriculating students.

International Students

Lackawanna College welcomes students from foreign nations as applicants to the institution. All such students applying for admission to degree programs must follow regular admissions guidelines, as well as submit TOEFL scores, visa information and any other related documentation to the Admissions Office as part of their application package. An I-20 will be issued to international students wishing to receive a student visa and acceptance to Lackawanna College.

International Students – TOEFL (Test of English as a Foreign Language) scores of 55 (Internet-based Exam), 133 (Computer Exam) or 450 (Written Exam) are required for all international students applying to Lackawanna College who have not previously studied in the United States. The TOEFL test is prepared by the Educational Testing Service and is administered at several local sites. Lackawanna College does not administer the TOEFL exam. Once the student completes the exam, an official score sheet must be sent to the Admissions Office for review.

Returning Students

A student who has previously studied at Lackawanna College and desires to return for part-time or full-time study after an absence of two semesters or more must apply for re-admission, pay all required fees and attend orientation prior to his/her return. He/she must also complete all program requirements in effect at the time the student is re-admitted.

REGISTRATION PROCEDURES

Family Educational Rights and Privacy Act of 1974 Notification

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. This act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar.

Notification of Rights Under the Family Educational Rights and Privacy Act of 1974 as Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Academic Dean, Academic Division Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to

a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, with the exception of information that FERPA authorizes as being open to disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lackawanna College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

- Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory Information

Lackawanna College hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, address, e-mail address, telephone number, dates of attendance, class, photographic view or electronic images, when such images are taken and utilized within the framework of college business.

Category II: Previous institution(s) attended, major field of study, awards, Honors, degree(s) conferred (including dates).

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights Act of 1974. If a student wishes to withhold disclosure of directory information, written notification of this intent must be submitted to the Office of the Registrar. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

Lackawanna College assumes that failure on part of any student to specifically request the withholding of categories of “Directory Information” indicates approval for disclosure.

Lackawanna College students may be assured that even with their permission, Directory Information is only disclosed to non-institution persons or entities with professional discretion.

Student Right To Know Act

In compliance with the Student Right To Know Act, current re-enrollment rates, athletic graduation rates and campus security statistics are published and posted. Graduation rates are available at the Registrar’s Office, Admissions Office, Student Affairs Office and on Lackawanna College’s Web site. Other rates are available through the corresponding departments.

Change of Name/Address

Forms for the documentation and processing of name and/or address changes are available at the Registrar’s Office. Processing of a name change will not be completed without legal documentation of the name change, such as a marriage license, court order, etc. It is the student’s responsibility to keep the College informed of any changes.

Course Registration

At the time of registration, students plan a tentative schedule for the subsequent semester. Students must receive approval from their academic advisor on course selections in order to ensure that all courses chosen are applicable to program requirements. However, students bear the ultimate responsibility for insuring that they meet the requirements for their degrees.

Registration will not be permitted unless the student’s current account is paid in full or the student has been certified for financial aid by the Financial Aid Office or the Business Office. Students not registering during the designated registration period will be required to pay the late registration fee.

Verification of Student Enrollment

Once registered, students may require official verification of their enrollment to fulfill requirements of health insurance policies, private and government subsidy policies, etc. To protect student privacy, these verifications are done by the Registrar’s Office

only on the signed request of the student. Forms for request of enrollment verification are available at the Office of the Registrar and on the college website.

Transcripts

The following guidelines will govern availability and release of official College transcripts:

- No transcript will be released without the signature of the student.
- A written request for a transcript must be filed with the Registrar's Office at least five days prior to the time it is needed.
- Each student will receive the first transcript of his/her record free of charge. A fee of \$5 is charged for additional copies.
- A transcript is not issued to or for a student or former student who is in debt to Lackawanna College.
- Urgent requests for Official Sealed Transcripts, presented prior to 11:00 a.m. of a given work day will be available for pick-up after 3:00 p.m. the same day. Requests initiated after 11:00 a.m. of a given work day will be ready for pick-up after 3:00 p.m. of the following work day.

Formation and Cancellation of Sections

The formation and cancellation of class sections depend largely on enrollment. The administration reserves the right to cancel a course or section, to change the time of meeting, to subdivide a section or to combine one or more sections as circumstances may require.

Student Load

A full-time student is defined as one taking 12 or more credit hours per semester. No student shall carry a credit-hour load in excess of 18 in any one semester unless approved by the Academic Dean and the Dean of Student Affairs. Permission forms to take in excess of 18 credits are available in the Registrar's Office, Student Affairs Office, or from academic advisors.

No student shall carry a credit hour load in excess of eighteen (18) credits during any one semester unless he/she meets the following criteria:

1. The student has successfully completed fifteen (15) credit hours or more; and
2. The student has attained a minimum cumulative GPA of 3.0; and
3. The student has written approval of the Academic Dean and the Dean of Student Affairs.

Change of Major

Any student entering Lackawanna College unsure of his/her career direction will be enrolled in the Liberal Studies concentration. This program offers the College's required core curriculum along with a number of electives that afford the student flexibility in selecting courses of interest. Students may complete the Liberal Studies degree or change into another college program. However, students should decide on a major by the end of the first semester of enrollment. Any delay beyond that point may result in completed coursework not meeting the requirements of the chosen curriculum, thus extending the time needed for completion of graduation requirements.

Any student desiring to change majors should meet with his/her academic advisor or the Director of Advising/Transfer Services to review requirements of the new curriculum and insure that the appropriate courses are scheduled. A completed change of major form must be filed with the Registrar's Office. There is no fee for a student's changing from Liberal Studies to another program. A student who changes from any other major, however, will be required to pay the current Change of Major Fee.

If a student has transfer credits from another college, a re-evaluation of these credits by the Registrar will be necessary and could result in a change in the number of credits accepted for transfer.

Withdrawal from Courses or from the College

A student has the privilege of withdrawing from any courses or from the College itself without academic penalty up to and including the final date for withdrawal indicated on the College calendar.

To withdraw officially from a course or from the College, a student must obtain the proper withdrawal form from the Student Affairs office, complete this form, receive the required signatures, and submit it to the Registrar's Office before the final day for withdrawal without academic penalty as indicated on the College calendar. If these procedures are not followed, the student will receive a grade of F*, which is a failing grade, in all courses which the student has ceased attending or never attended.

Students who violate the College's Academic Integrity Policy and fail a course in consequence may not exercise the withdrawal privilege in that particular course.

Financial obligations to the College will be determined according to the Refund Policy.

Residence Requirements

Under the College's residence requirement, Lackawanna College will grant associate degrees to transfer students and students otherwise awarded extra-institutional

credit after they have fulfilled degree requirements and earned a minimum of 30 credits in residence.

Certificates will be awarded to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled certificate requirements and earned a minimum of 12 credits in residence.

Readmission

Students who have been academically suspended may be considered for readmission to the College after one semester of suspension. Students seeking readmission must submit a written request to the Academic Dean and must also submit a transcript of any additional work taken at other colleges.

Transfer of Credit to Lackawanna College

Before a student can be considered for transfer evaluation, he or she must apply to the College as a matriculating student and submit the application fee. The student must then request that official transcripts be forwarded to the Admissions Office at Lackawanna College. Previous coursework will be evaluated by the Registrar in direct relation to the student's declared major. Transfer of coursework from other institutions is granted as credit only, unless prior written approval has been obtained to repeat and replace a course in transfer (see Repeated Coursework). Grades of transferred classes are not recorded.

Only credit for courses with grades of "C-" or better may be accepted in transfer.* Credits earned within the last twenty years** at institutions that have been accredited by the following organizations are eligible for transfer evaluation:

Middle States Association of Colleges and Schools
New England Association of Schools and Colleges
North Central Association of Colleges and Schools
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools, Inc.
Western Association of Schools and Colleges
Accrediting Commission for Community and Junior Colleges
Accrediting Commission for Senior Colleges and Universities

Credit earned at non-accredited institutions, foreign institutions or institutions accredited by organizations other than those listed above may be evaluated for transfer at the discretion and consensus of the Registrar, Academic Dean and corresponding Division Chair.

NOTE: Due to the rapid advancement of IS technology, any Information Systems course taken prior to 5 years before the student's application will not be accepted as equivalent to any required Information Systems course. At the discretion of the Registrar, these

courses may be applied as electives or career self-development electives. Students who profess proficiency in these areas are welcome to apply for Credit by Exam.

*Transfer evaluation of Vascular Technology curriculum or Diagnostic Medical Sonography curriculum candidate is based upon criteria specified in program guidelines. Only grade of B or above will be considered for transfer into this program.

**Transfer of Credit earned prior to 20 years before the student's application will be at the discretion of the Registrar.

Transfer of Credit Subsequent to Matriculation at Lackawanna College

Students are limited to a total of nine transfer credits from outside institutions taken subsequent to enrollment and matriculation at Lackawanna College. In order to assure transferability, any degree-seeking Lackawanna College student who elects to take coursework at an outside institution with the intention of transferring it back to Lackawanna College must obtain written approval from the Registrar. Forms requesting permission to transfer credit from outside institutions to Lackawanna College are available at the Registrar's Office. Course descriptions must be submitted with the request, and a minimum of 5 working days will be required for review and approval. Students registering at another institution without prior approval will not be guaranteed transfer credit.

Lackawanna College Act 120 Program Transfer Policy

Lackawanna College Act 120 program graduates are eligible for 21 transfer credits applicable only to the "Police or Security" track within the Criminal Justice curriculum. Act 120 graduates are eligible for 9 credits applicable to the "Counseling" track of the Criminal Justice curriculum. Act 120 program graduates must enroll as matriculating Lackawanna College students and must complete at least 15 credits in the Criminal Justice major with an overall "C" (2.00) CQPI before transfer credit will be awarded. Official Act 120 transcripts must be forwarded to the Registrar's Office for evaluation. Graduates of other state-certified Act 120 programs are also eligible to transfer credits to Lackawanna College.

Transfer from Lackawanna College

Graduates of Lackawanna College who wish to continue their education are regularly accepted for transfer into four-year colleges and universities as long as they meet the requirements of the chosen institution. To assist interested students, Lackawanna College's Director of Advising and Transfer Services remains in constant contact with representatives for all area colleges, keeps up-to-date information concerning transferability, and coordinates on-campus visits by transfer representatives. Marywood University, the University of Scranton, Wilkes University, King's College, Keystone College, Albright College, Bloomsburg University, East Stroudsburg University, Misericordia University, and Mansfield University are among the institutions that actively recruit Lackawanna College students each semester.

Lackawanna College graduates earning either an Associate in Science degree or an Associate in Arts degree will be admitted to a Pennsylvania State System University upon transfer under the “Academic Passport”. Students earning an Associate in Applied Science degree may be admitted, depending on the institution and/or baccalaureate program selected. While the Academic Passport guarantees that a student may transfer to any state system university, it only assures admission to the university; it does not guarantee admission into a specific program; i.e., education, nursing, physical therapy. All application deadlines and program specific requirements apply. These universities include: Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester.

Lackawanna College is also a member of the Pennsylvania Department of Education’s Transfer and Articulation Oversight Committee (TAOC). In accordance with TAOC guidelines, up to 30 general education credits taken at Lackawanna may transfer as equivalent courses at any Pennsylvania State System university.

Additionally, articulation agreements are also in place with several private universities, including Albright College, Keystone College, Misericordia University, the University of Scranton and Wilkes University. Students should meet with the Director of Advising and Transfer Services to discuss transfer options.

On average, more than half of each year’s graduating class immediately enrolls at four-year institutions. In addition to the institutions that regularly recruit on campus, our students have also recently transferred to: Delaware State University, Penn State University, Rowan University, Rutgers University, Temple University, the University of Connecticut, the University of Maryland, the University of Virginia, the University of Miami, New Mexico State University, Western Illinois University, Howard University, Morgan State University, Texas State University, Virginia State University, the University of Tennessee and the University of Buffalo.

Expressway Accelerated Degree Program

Lackawanna College hosts baccalaureate coursework in selected curricula through a cooperative arrangement with Misericordia University, whose main campus is in Dallas, Pennsylvania. The Expressway Program is designed to meet the needs of busy adults who have work and family responsibilities that make traditional academic scheduling inconvenient. Adults, therefore, who possess an Associate’s Degree or equivalent may complete bachelor’s degree studies, part-time, through the Expressway Program in as little as 2 ½ years or less. Expressway courses are delivered in a series of five or seven-week terms. Classes meet one evening per week at Lackawanna College’s Scranton Campus. They are conducted in an interactive style that allows adult students and facilitators to share knowledge and experience with one another. Six baccalaureate curricula and one specialized certificate program are currently offered through the

Expressway Program. Additional information may be found by calling 1-866-262-6363 or on the Misericordia University website, misericordia.edu/expressway.

Ordered to Active Military Service Enrollment Status Adjustment Policy

The purpose of this policy is to facilitate and support the transition of students ordered to active military service.

The following procedure will be observed:

1. The student notifies the Registrar's Office of his/her "Order to Active Military Service."
2. The student is required to produce a copy of his/her official military orders directing him or her to report for active duty, which will be copied and retained in the student's academic file. (A fax copy is not acceptable.)
3. The Registrar's Office will supply the student with the "*Ordered To Active Military Service*" form, and recommend that he or she see his/her advisor, the Academic Dean, and appropriate professors to discuss and determine the best possible option (specific options follow) given the circumstances. Once the best option is determined, the completed form will be signed by the student and faculty members (where applicable) and returned to the Office of the Registrar.
4. OPTIONS (the following are guidelines; the student elects the option):
 - A. If coursework is at 75% or more of completion, the student may consider accepting Incomplete (I) grades. Full tuition charges will apply and the student will be given every reasonable opportunity to complete his/her coursework. Faculty approval is required for this option. A student will have 8 weeks subsequent to semester's end to complete coursework with his/her instructor. Should extenuating circumstances be present which delay timely completion, an appeal for extension may be made in writing to the Academic Dean of the College. The results of said appeal will be conveyed by the Academic Dean's office to pertinent administrative departments (Registrar, Financial Aid, and Business Office).
 - B. If the semester is close to completion, the student may confer with his/her instructors and the Academic Dean to determine if an early final might be allowed, and final grades assigned. Faculty approval is required for this option.
 - C. If coursework is not near completion, the student may consider withdrawal with full tuition refund or tuition credit.
 - D. The student may elect a combination of the above. Faculty approval is required for this option.
If option D is taken, the course specifics will be noted on the form.
5. The student selecting option C will be asked if he/she elects a tuition refund or credit. This will be noted on the form.

The student will be advised to obtain departmental signatures. Once completed, the form will undergo data processing and distribution. Departmental procedures are as follows:

A. The Business Office will administer the student's tuition in accordance with the option chosen. Should the student elect option A, B or D, any applicable tuition will be billed to the student. A deferred payment may be available. Where applicable, Residence and Meal Plan charges will be pro-rated from the date the student takes leave of the college.

B. The Financial Aid Office will adjust or remove all financial assistance if the student elects option C and notify the student's lending institution if he/she has borrowed a federal student loan. The office will forward a copy of the student's "Order to Active Military Service" papers to the student's lenders.

C. The Registrar's Office will:

1. Notify all pertinent departments by sending copies of the form and orders.
2. Notify the student's faculty of the student's call to active duty.
3. Withdraw students from any subsequent semester courses for which they are pre-registered.
4. Notify the Dean and Dean of Student Affairs by form and notify the President by e-mail.
5. Process the selected option and retain the supporting paperwork.
6. If the student is a college resident, the Resident Life Coordinator will be notified by the Dean of Student Affairs.

TUITION AND FEES

An application fee of \$30 is required with the filing of a formal application for admission. It covers processing expenses, is not refundable and is not credited against any subsequent College bills.

Commitment Fee

Upon formal acceptance to Lackawanna College, a student is required to remit a non-refundable commitment fee of \$75 to complete his/her admissions file.

Tuition

Lackawanna College provides a flat-rate tuition schedule for full-time students, allowing them to take from 12 to 18 credits. Part-time students pay on a per-credit-hour basis. A brochure describing the College's tuition policies is available.

Tuition Payment Policy

The College requires that all tuition be paid in full or alternate arrangements made prior to classes beginning in any semester. A tuition payment plan is available from the

business office to any student who qualifies. *Any student who does not adhere to the payment schedule established by the College will be assessed a \$50 late payment fee.*

Returning students are responsible for completing all required documentation for financial aid purposes a full semester before the funds are needed. This will ensure that all financial aid is available for tuition in a timely manner.

Financial Certification

All students must be financially certified by a Financial Advisor. Any student who is not certified will not be allowed to attend class. Financial certification means that all necessary financial aid forms have been completed and/or that students or parents have guaranteed payment of tuition and fees for the current academic period.

Collection Expense

Any and all collection expenses incurred by the College to collect any delinquent receivables are the responsibility of the student.

Drop/Add Fee

The first week of classes is designated as the drop/add or schedule adjustment period. No courses may be added after the drop/add period. A fee of \$15 is charged for each drop/add form processed, unless the change is a direct result of an administrative change or cancelled class. The drop/add fee must be paid at the time the schedule adjustment is made.

Late Registration Fee

Any returning student registering for fall and spring classes after the registration period is required to pay a \$30 late registration fee.

Other Fees*

Graduation Application Late Processing Fee	150.00
Identification Card 1 st Replacement	25.00
Identification Card 2 nd Replacement	35.00
Identification Card 3 rd Replacement	50.00
Returned Check	25.00
Credit by Examination	Cost of One Credit
Credit for Life Experience	Cost of One Credit
Credit for Life Experience Processing Fee	35.00
Change of Grade	20.00
Change of Major	15.00
Communication Courses Fees	
Video I	75.00

Video II	75.00
Post-Production	75.00
Audio Production	50.00
Computer Course Fee	75.00
One-Credit Computer Courses	25.00
Transcript Fee	5.00
Office Technology Courses Fee	75.00
Medical Terminology Courses Fee	75.00
Activity Fee (<i>Scranton students only</i>)	50.00
Technology Fee (<i>Scranton full-time students only</i>)	30.00

*These fees may be adjusted periodically.

Family Tuition Discount

The Board of Trustees of Lackawanna College has approved a discount of \$10 per credit to second and third members of families attending Lackawanna College during the same semester. Students interested in applying for this discount should note the following:

- Applicants for the discount must be members of the same family living in the same household and attending Lackawanna College concurrently.
- All family members involved must be matriculated full-time students attending the same term or semester.
- Students must apply for this discount at the time of registration for each semester. Forms are available in the Financial Aid Office.
- The adjustment will be based on credit hours earned and will be determined by the Financial Aid Office. All family members involved must remain in full-time attendance for the entire semester.
- The College (Financial Aid Office) reserves the right to specify which individual shall pay full tuition and which shall receive the discount(s).

Refunds*

The College must engage its faculty and make other costly commitments in advance on the basis of anticipated revenue from tuition. When students withdraw, they leave a financial void which cannot be filled after a semester has begun. Therefore, the following refund policy has been established for standard semesters (Fall and Spring):

- If a student withdraws prior to the first week of classes, only the \$30 application fee and \$50 commitment fee will be retained. All other payments of tuition will be refunded.

- If a student withdraws during the first or second week of classes, 25% of the total tuition for that semester will be retained by the College.
- If a student withdraws during the third week of classes, 50% of the total tuition for that semester will be retained by the College.
- If a student withdraws during the fourth week of classes, 75% of the total tuition for that semester will be retained by the College.
- After the fourth week of classes, 100% of the tuition will be retained by the College.
- If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed.

Separate refund policies have been established for the summer sessions, non-traditional terms and all non-credit courses.

The effective date of withdrawal is the date that written notice of withdrawal is received by the Registrar's Office. Withdrawal forms are available from site coordinators, the Student Affairs and the Act 101 offices.

In the event a full-time student is requested to withdraw from the College for scholastic or disciplinary reasons or if a part-time student similarly is requested to withdraw from a course or courses, the standard refund policy applies. The effective date of withdrawal is the date of written notice to the student signed by the Registrar.

* Please note that fees are not refundable.

In accordance with federal regulations, those students who receive federal financial aid and who withdraw from Lackawanna College during the first 60% of a semester will have their federal financial aid adjusted based on the percent of the semester completed prior to withdrawal. That is, students will be entitled to retain the same percent of the federal financial aid received as the percent of the semester completed. This percent is calculated by dividing the number of days in the semester into the number of days completed prior to the withdrawal. Students who do not follow the official withdrawal procedure but who stop attending classes will be considered to have withdrawn at the 50% point of the semester unless attendance is documented after that time. There will be no adjustment to federal financial aid after completion of at least 60% of the semester.

This policy applies to all federal financial aid except college work-study. It includes Pell Grants, Academic Competitiveness Grants, Supplemental Educational Opportunity Grants, Perkins Loans, Subsidized and Unsubsidized Stafford Loans, and PLUS Loans.

When the amount of the federal funds to be returned has been calculated, the funds will be returned in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Academic Competitiveness Grant, and Supplemental Educational Opportunity Grant.

Students who receive a refund of financial aid prior to withdrawing owe a repayment of those funds. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to repay the funds to Lackawanna College. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

STUDENT FINANCIAL AID

Lackawanna College makes every effort to provide financial assistance to all eligible students. Inquiries concerning financial aid should be directed to the Financial Aid Office. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Other times may be available by appointment.

PROCEDURES FOR APPLYING

To apply for all federal, state, and campus-based financial aid programs, a student must first complete the Free Application for Federal Student Aid (FAFSA). When this information is processed, financial aid award packages are developed after first determining the expected family contribution (EFC). The types of aid awarded will vary with the individual student's need and may consist of a combination of grant, loan, work-study and scholarship assistance. The deadline for submitting applications is May 1. Applications received after May 1 will be processed as funds are available.

Forms must be filed on a yearly basis. Eligibility is contingent on need, prior year academic progress and funds available.

Each financial aid package includes a statement of TERMS & CONDITIONS. It is important that students read and understand these conditions. The College adheres strictly to all regulations governing the distribution and administration of student aid. All student aid recipients are likewise expected to abide by program regulations.

FEDERAL CAMPUS-BASED AID PROGRAMS

Federal Pell Grants are available to students who demonstrate financial need as determined by the program regulations. The potential award per academic year depends on federal funding, the cost of education, and a student's eligibility.

Academic Competitiveness Grants (ACG) may be available to PELL eligible students who have completed a rigorous high school curriculum.

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to students who demonstrate exceptional financial need. Awards range from \$200 to \$4000 per year.

Federal Work-Study provides part-time employment for students who demonstrate financial need and work assignments may be awarded as available.

Federal Perkins Loans are also made available to students who demonstrate financial need.

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)

Students may apply for loans to assist them in meeting their educational costs. Information for the following loans may be obtained in the Financial Aid Office.

Federal Stafford Loans Subsidized
Federal Stafford Loans Unsubsidized
Parents Loan for Undergraduate Students (PLUS)

PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY

PHEAA Grants are awarded by the state to students who demonstrate financial need. To qualify, a student must be a high school graduate or the recipient of a General Education Diploma (GED), must be a Pennsylvania resident and must be enrolled in an eligible program. Award amounts may vary from year to year based on funding.

INSTITUTIONAL AID

Lackawanna College offers many institutional scholarships to qualified students. It should be noted, however, that students interested in these scholarships must complete the FAFSA application. The College awards scholarships both to incoming freshmen students and returning students. Information regarding scholarships for new students is available in the Admissions Office. Information regarding scholarships for returning students is available in Financial Aid.

- ◆ Academic Achievement Scholarships
- ◆ The Central High School Scholarships
- ◆ The Joseph J. Costa Memorial Scholarship
- ◆ The William R. Fitzsimmons Scholarship
- ◆ The Follett Legacy Scholarship

- ◆ The Mary Krause Scholarship
- ◆ The Jane MacKenzie Scholarship
- ◆ The James J. Mellow Scholarship
- ◆ Lackawanna College Family Scholarship
- ◆ The Northeastern Pennsylvania Cooperative Education Scholarship
- ◆ Pennsylvania Governor's Conference for Women Scholarship
- ◆ The Becky Pocius Scholarship
- ◆ The John H. Seeley Memorial Scholarship
- ◆ The James F. Swift Scholarship
- ◆ The Dr. Margaret Tobin Scholarship
- ◆ The UNICO National Foundation Scholarship
- ◆ The Ronald W. Williams Sr. Scholarship
- ◆ Yellowwood Scholarship

Please check the Lackawanna College website at www.lackawanna.edu for current scholarship criteria and applications.

Athletic Scholarships of varying amounts are available to students who participate in the intercollegiate athletic programs. The Athletic Department will make these awards in accordance with NJCAA eligibility requirements.

PRIVATE SCHOLARSHIPS AND FUNDING

Lackawanna College encourages all interested students and their families to seek out additional scholarship opportunities to assist in meeting educational costs. Information on scholarships is available at most public libraries or at a variety of Internet sites. Students should make themselves aware of deadlines and requirements of such funding resources.

Job training programs are available to students who qualify for funding through local agencies. These are programs developed especially for agency clients. These agencies include Career Link (WIA) and the Human Development Agency. Students should contact their caseworkers to determine if they qualify.

The Office of Vocational Rehabilitation (**OVR**) provides help to qualified students. Eligibility requirements should be discussed with the local service office: 300G Laird St., Wilkes-Barre, PA 18702 (1-800-634-2060).

VA Benefits under the G.I. Bill or other Veterans' Administration programs may be available. Eligible students should visit the Financial Aid Office to complete paperwork for educational benefits.

PROFESSIONAL DEVELOPMENT PROGRAMS

THE POLICE ACADEMY

Lackawanna College operates a Police Academy to provide education and training for individuals attempting to secure employment with a police department or is already serving in a municipal police department. Lackawanna College is the only college in Northeastern Pennsylvania authorized to offer this training.

Courses of study offered by the Police Academy range from the mandatory Basic Training Program (ACT 120) through the annual Police In-Service Training (ACT 180) courses to the opportunity of earning an Associate Degree in Criminal Justice. The Police Academy is directed by Eugene R. Baidas, a retired Pennsylvania State Trooper and an experienced expert in the field of law enforcement education.

Since its founding in 1976, the Lackawanna College Police Academy has graduated over 185 classes in the Act 120 Basic Training Program. Given at its Scranton and Hazleton locations, this program has served over 3,000 individuals. The academy offers full and part time programs, running on average two full-time and two part-time classes each year in Scranton and two full-time and one part-time in Hazleton. The College provides instruction, physical training, operation of a patrol vehicle, basic firearms and drill programs just to name a few.

Cadets enter the Police Academy on an individual basis or are sponsored by a police department. They are required to wear uniforms and must adhere to a strict code of conduct that is highly detailed and totally separate from the one covering the College's academic students. Admission requirements include just to name a few: possession of a high school diploma or GED Equivalency, be a citizen of the United States, be free from convictions of disqualifying offenses thus passing a Criminal Background check. The applicant must successfully complete an independent psychological exam, be personally examined by a PA licensed physician, Physician's assistant or certified nurse practitioner. The applicant must also possess a valid driver's license and complete a Driver's History. A successful candidate must also pass state-mandated reading and pre-physical agility exams.

Lackawanna College's Police Academy also provides a complete range of in-service courses for active certified police officers. Each year, approximately 1500 currently working officers take part in these programs. To make courses more convenient for working police, Lackawanna College holds them throughout an 11 county area. The Police Academy uses experienced municipal and state police officers as well as legal experts to teach Act 120 classes and in-service programs. Currently, there are over 40 instructors in the program.

Police Academy Programs:

Act 120 Training: All municipal police officer candidates are required to have taken the Municipal Police Officers Education and Training Program (Act 120) prior to their certification to serve as police officers in Pennsylvania. The curriculum for this 785 ½ hour program includes such courses as Criminal Law, Motor Vehicle Code, Rules of Criminal Procedure, Firearms, Self-Defense and Ethics. Instruction is offered both during the day and evenings, full-time and part-time.

Lethal Weapons Training: The Police Academy provides a Lethal Weapons Training Program, in accordance with provisions enacted in Pennsylvania's Legislative (Act 235). According to state law, all security officers carrying weapons must complete this program to be state certified for a five-year period. Re-certification classes are also conducted by the Police Academy for security officers.

The Police Academy also offers a variety of other courses designed to provide the finest in training for those involved in law enforcement and court-related functions. Many of these programs are required to attain the certification necessary to serve in certain law enforcement capacities in Pennsylvania.

Police Academy graduates are able to transfer up to 20 credits into Lackawanna College's Criminal Justice program, in order, to earn an associate degree. They receive institutional credits for the instruction they have already undergone which helps them meet the requirements for their degrees.

ADULT EDUCATION

The Adult Education Program at Lackawanna College is funded by the Pennsylvania Department of Education and Lackawanna College to provide educational services to adults who lack a high school diploma or who need to improve their reading, writing or math skills to become more functional in the workplace.

General Educational Development (GED) classes are held at Lackawanna College during the morning, afternoon and evening hours from September through May each year. These classes prepare the student to take the GED exam, which certifies the student for the Commonwealth of Pennsylvania Diploma. Writing skills, social studies, science, literature, and math are the topics covered by the instruction. Classes meet for six hours each week. GED tests are scheduled at Lackawanna College every four to six weeks.

Adult Basic Education classes are held mornings and afternoons at Lackawanna College. These classes are designed to improve the student's basic skills in reading, writing, and math before advancing to GED preparation. Classes are small and individualized to meet the most important needs of each student.

English as a Second Language (ESL) classes are held at Lackawanna College in the afternoon and evening hours for adults who lack proficiency in speaking, reading or writing English.

Computer assisted instruction is available to all students. Classes are open entry and free of charge. The student must pay GED testing fees. Students are encouraged to seek employment and to pursue higher education and training goals.

For more information, call 570-504-0498.

CONTINUING EDUCATION DEPARTMENT

The Continuing Education Department of Lackawanna College is located in the College's Academic Building at 415 N. Washington Ave., Scranton, PA 18509. Continuing Education addresses those needs of the community that do not fall under the traditional college structure. The Continuing Education Department includes the college's non-matriculating courses and a variety of training programs, as well as all Allied Health and Technical programs. Course offerings include a variety of courses for both personal and professional development. Individuals may choose courses that fill a personal need, develop basic skills, or allow them to advance in their careers or start a new one. Continuing Education offerings include credit and non-credit courses, certificate programs, specialized job training and seminars. The various centers of Lackawanna College offer a variety of training programs. Programs vary by site. Program offerings are listed below by center.

Continuing Education courses are offered at the main campus in Scranton, and at the four Satellite Centers, located in Honesdale, Hazleton, Towanda and New Milford. To meet a variety of scheduling needs, courses are offered days, evening, over lunch hours, and on weekends. Arrangements can also be made for customized on-site training.

Individual enrichment courses in computers, real estate, history, scrap booking and creative writing are available throughout the year at various centers.

Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Additional hours are available by appointment. Appointments can be made by calling (570) 961-7813.

Programs in the following areas are available through the Continuing Education Department:

Allied Health Certificates

Nurse Aide Training

Paramedic Training

Phlebotomy Technician

Medical Office Skills

Medical Office Professional

Surgical Technician

Pharmacy Technician

Office Professional

Medical Office Professional

Medical Billing and Coding

Elder Care Training

Computer and Office Skills Certificates

Administrative Technician
Computer Skills
Secretarial and Business Accounting
PC Technician

Personal Enrichment

Real Estate
Microsoft Office 2003
Personal Finance

Technical Skills Programs

CNC
Machining
Flight School Training
Truck Driving Training, Class A, Class B, Refresher Course

Degree programs in the following areas are also available:

Vascular Technology	Diagnostic Medical Sonography
Cardiac Sonography	
Surgical Technology	Electronics Technology

ALLIED HEALTH PROGRAMS

MEDICAL SONOGRAPHY

The diagnostic medical sonographer provides patient services using medical ultrasound under the supervision of a physician responsible for the use and interpretation of ultrasound procedures. The sonographer assists the physician in gathering sonographic data necessary to diagnose a variety of conditions and diseases. The sonographer provides patient services in a variety of medical settings in which the physician is responsible for the use and interpretation of ultrasound procedures.

In assisting physicians in gathering sonographic data, the diagnostic medical sonographer is able to obtain, review and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results; perform appropriate procedures and record anatomical, pathological and/or physiological data for interpretation by a physician; record and process sonographic data and other pertinent observations made during the procedure for presentation to the interpreting physician; exercise discretion and judgment in the performance of sonographic services; provide patient education related to medical ultrasound; and promote principles of good health. Diagnostic Medical Sonography uses a high frequency sound wave similar to sonar in a submarine. The reflected echoes from the body tissue are displayed as two-dimensional, gray scale images on a video monitor.

Lackawanna College offers three Sonography Degree Programs: Vascular Technology, Diagnostic Medical Sonography and Cardiac Sonography. The programs are offered during the day, at night or on weekends. Clinical externships, however, only take place during the daytime.

Lackawanna College's Medical Sonography Program offers challenging curricula in which participants must demonstrate their growing competence in order to earn their degrees. Therefore, the program consists of a Pre-Semester, which is followed by the main Degree Program. Students who successfully master the courses given in the Pre-Medical Sonography Semester may become candidates for the Degree Program.

Admission into the Pre-Medical Sonography Semester, however, does not guarantee acceptance into the Degree Programs.

VASCULAR TECHNOLOGY

In an effort to meet an increasing demand for vascular technologists, Lackawanna College has established the area's first Associate Degree program dedicated to vascular technology.

Non-invasive-vascular technology has proven to be one of the most cost effective diagnostic breakthroughs in health care in this century. The program combines classroom didactic instruction with practical clinical externships at local hospital-based vascular laboratories. Students successfully completing the program will be eligible to sit for the American Registry of Diagnostic Medical Sonographers' Registered Vascular Technology (RVT) Examination, and pursue an exciting career in vascular technology. (Scranton Campus)

The program is accredited by the Commission on Accreditation of Allied Health Education Programs.

DIAGNOSTIC MEDICAL SONOGRAPHY

Diagnostic medical sonographers use special equipment to direct non-ionizing, high frequency sound waves into areas of a patient's body. The equipment collects reflected echoes and forms an image that may be videotaped, transmitted or photographed for interpretation and diagnosis by the physician.

Diagnostic medical sonographers may specialize in obstetric and gynecologic sonography (the female reproductive system), abdominal sonography (liver, kidney, gallbladder, spleen, and pancreas), neuro-sonography (the brain), or ophthalmologic sonography (the eyes). (Scranton Campus)

The program is accredited by the Committee on Accreditation of Allied Health Education Programs.

CARDIAC SONOGRAPHY PROGRAM

Cardiac Sonographers use special equipment to direct nonionizing, high frequency sound waves into areas of a patient's body to visualize the heart and surrounding area. The equipment collects reflected echoes and forms an image that may be videotaped, transmitted or photographed for interpretation and diagnosis by a physician. Unlike most diagnostic imaging methods, sonography does not involve radiation, so harmful side effects and complications from repeated use are rarer for both the patient and the sonographer.

Job opportunities and salaries in the healthcare specialty of Echocardiography have been rising steadily over the last few years and the US Department of Labor predicts another 26% increase in the need for Echocardiographers by the year 2016. Cardiac Sonographers are ranked in the Top 10 Best Paid positions for associate degree careers. Furthermore, skilled Echo Technologists enjoy a rewarding career that balances high-tech expertise with compassionate care of the individual.

Lackawanna College's Cardiac Sonography Program combines classroom instruction with practical clinical externships at regional free standing and hospital-based sonography laboratories. Both career-specific and academic core courses are included. Students successfully completing the program are eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations and, thereafter, pursue an exciting career.

The Program is seeking accreditation by the Committee on Accreditation of Allied Health Education Programs.

SURGICAL TECHNOLOGY CERTIFICATE PROGRAM

The Surgical Technology Certificate Program is offered only at the Towanda Center in cooperation with Robert Packer Hospital and the Guthrie Clinic. It is designed to prepare graduates to work as part of a surgical team. Surgical technologists function as surgical support staff to registered nurses and licensed physicians by maintaining a sterile environment, preparing and handling sterile equipment and instruments, and providing general support before, during and after surgery. This program combines classroom study, simulated lab experiences and clinical experience. It is a 50 credit program requiring one full year of spring, summer, and fall sessions. (Towanda Center)

SURGICAL TECHNOLOGY DEGREE PROGRAM

The Surgical Technology degree program at Lackawanna College consists of 69 credits. The Surgical Technology program includes courses in anatomy, physiology, pharmacology, medical terminology, microbiology, principals and practice for surgical technology, advanced surgical procedures, and extensive hands-on clinical practice. After

one year of academic and clinical preparation, the Surgical Technology student receives a certificate in Surgical Technology. Through their academic and clinical preparation, the students are equipped for an entry level position in the health care market.

The Surgical Technology student works in collaboration with all members of the health care team. They provide quality patient care via their academic preparation. The Surgical Technology program promotes professional practice and is guided by operating room standards of care.

Surgical Technology students assist with surgical operations. All Surgical Technicians work primarily under the supervision of the attending Surgeon and the Surgical Registered Nurse. Skills required include the preparation of surgical instrumentation and equipment. Surgery can be very physically demanding, thus good health and stamina is vital to successful completion of the program. The Surgical Technology student is responsible for counting all of the surgical instrumentation in collaboration with the circulating Registered Nurse. They monitor all members of the surgical team to maintain a sterile field during each procedure. They transport patients safely to and from the operating room. They pass instruments and surgical equipment, and they utilize retractors on tissue to help better visualize the area of the patient where surgeons and surgical assistants are working. They operate suction machines, diagnostic equipment, and sterilization equipment. Students are also exposed to principles of sterilization, infection control techniques, aseptic techniques, the proper handling of sharp instrumentation, the proper handling of medications and surgical solutions. The students also receive training related to medical office policies, procedures, and documentation related to surgery. (Towanda Center)

PARAMEDIC CERTIFICATE

Day and Evening Programs

Lackawanna College is an accredited Paramedic Training Institute certified by the Pennsylvania Department of Health. The College offers day and evening programs which provide comprehensive instruction involving paramedic and other emergency medical service education.

A certified Paramedic is authorized, under the direction of a command physician, to provide Advanced Life Support services including rescue, triage, treatment and transport of emergency patients. Students learn to provide critical pre-hospital care to ill or injured patients; to master skills essential to the coordination and management of Emergency Medical Service (EMS) systems; and to interact effectively with health care professionals.

To participate, a student must first be certified as an Emergency Medical Technician with one year field experience preferred. Students learn to provide clinical pre-hospital care to ill or injured patients, to master skills essential to the coordination

and management of EMS systems and to interact effectively with health care professionals.

For students who successfully complete the Paramedic Program, Lackawanna College will award 32 transfer credits applicable only to the college's Emergency Medical Services associate degree program. Paramedic Program graduates must enroll as matriculating Lackawanna College students and must complete at least 15 credits in the Emergency Medical Services major with an overall "C" (2.00) GPA before transfer credit will be awarded. Official Paramedic Program transcripts must be forwarded to the Registrar's Office for evaluation. Graduates of other state-certified Paramedic programs are also eligible to transfer credits to Lackawanna College.

First semester courses consist of Introduction to Anatomy and Physiology, Emergency Medical Services, Assessment, General Pharmacy, Respiratory and Cardiology as well as Clinical Experience. The second semester courses include Trauma, Medical Emergency I, OB/GYN/Peds, and Medical Emergency II. The semester also includes an Advanced Clinical Experience.

Student performance is determined by the results of session quizzes, section/division exams and clinical evaluations performed throughout the course. The National Registry examination is administered upon successful completion of the program. Students must maintain an acceptable level of academic achievement in order to continue the program. All students must maintain a grade point average of 75% in each section and a 75% overall grade point average.

Students are encouraged to file the proper financial aid applications through the College's Financial Aid Office. Many students qualify for state and federal grants and loans.

The day-time paramedic course meets five days a week for two semesters. Three days of the week are spent in the classroom from 8 a.m. to 3:30 p.m., while the other two days are spent in a clinical setting at times that are individually arranged. The evening paramedic class meets for one full year three days a week 5:00 p.m. to 9:30 p.m. This course also combines classroom and clinical field experience.

NURSE AIDE TRAINING PROGRAM For Hospitals and Nursing Homes

Nurse Aide training is an eight week, 200 hour program with hands-on, supervised clinical experience. The program will train individuals according to state guidelines. Students will participate in 6 weeks of didactic instruction and two weeks of hands-on clinical experience. The didactic component will consist of 25 hours a week for six weeks.

Classes will run Monday through Friday. The clinical component will consist of two 25 hour weeks of hands-on, supervised practical experience. One week in a long-

term care facility and one week in a hospital acute care setting. Students successfully completing the program will be eligible to take the American Red Cross Nurse Aide Competency Examination.

Major areas of instruction will include an introduction to health care, basic nursing skills, CPR, communication skills, resident's rights, infection control, nutrition, body systems, common diseases, death and dying, and intervention strategies.

The program will be taught by Register Nurses with experience in long-term care.

CERTIFICATE PROGRAMS

COMPUTER SKILLS TRAINING

Office Professional

This program gives students a full understanding and knowledge of Microsoft Office 2003 (Introductory, Advanced and Post-Advanced). Students also learn to use the Internet. Specific courses included in the program are Keyboarding I, Introduction to Windows 2003, Microsoft Office 2003 (Word, Excel, Access, PowerPoint and Outlook), Keyboarding II, Accounting, Computerized Accounting, Advanced Office 2003, Post-Advanced Office 2003, Job Finding, Business Communication, Office Procedures, Business Management and Career Advancement. This program runs 1200 hours (25 hours per week for 52 weeks). A one-year certificate is awarded (Scranton Campus).

Administrative Technician

The Administrative Technician Program provides education and training in computer use (word processing, computerized spreadsheets and database management), accounting, management skills, general business skills, resume writing, job interview techniques and personal skills. It includes a 50-hour work internship. This course runs 450 hours. Open entry (Honesdale Campus).

Administrative Technician + with Pre-Employment Training

The Administrative Technician + program gives students and understanding of the most widely used computer software as well as basic keyboarding skills. Students learn to use Office 2003 (Introductory and Advanced). This program includes courses in Keyboarding, Windows 2003, Word, Excel, Access, PowerPoint, Outlook, Accounting, Business Communications and Office Procedures. Job Finding Skills are also taught. This course runs 550 hours (25 hours per week for 22 weeks). Open entry (Scranton Center).

Computer Skills Training with Pre-Employment Training

The Computer Skills Program gives students an understanding of the most widely used computer software as well as basic keyboarding skills. The program includes courses in Keyboarding, Windows 2003, Office 2003 (Introductory and Advanced) and Job Finding Skills. This course runs 450 hours (25 per week for 18 weeks). Open entry. (Scranton Campus)

Accounting Technician

This course is designed to teach students Microsoft Excel 2003, Introductory and Advanced, along with Principles of Accounting I and Microcomputer Accounting Peachtree 7.0. Upon completion of this 250-hour course, participants will have the knowledge of Accounting, Microcomputer Accounting and Excel to obtain entry-level employment in this field (Scranton Center).

Data Entry Specialist with Pre-Employment Training

Students will learn how to use Microsoft Office 2003, which includes the programs Word, Excel, Access, PowerPoint and Outlook. They will also learn how to use the Internet to generate needed information as well as how to create a web page. Upon completion of this 250-hour course, participants will be able to obtain a data entry position (Scranton Center).

Advanced Computer Software Skills with General Office Skills

This program offers extensive software training plus additional training in general office skills. It includes accounting, business mathematics, business communications, computerized accounting and office technology. This course runs 900 hours (Hazleton Center).

Computer Repair Technician (108 hours)

This program provides training and hands-on experience in the maintenance and repair of computer hardware and software. This also includes basic networking. The student will be able to test for the industry standard A+ Certification upon completion. This certification establishes the student's competency as a PC repair technician. This course runs not less than seven nor more than 12 weeks (Towanda Center).

Desktop Support Specialist (300 hours)

This course gives the student training and experience in office software as well as computer hardware and operating systems. It includes the Computer Repair Technician Program, but goes beyond it in examining the area of software in common use in businesses, primarily the Microsoft Office Suite. Students who complete this training will be valuable in a business environment as support personnel for technical repair, maintenance, instruction and support. This course runs not less than 12 nor more than 18 weeks (Towanda Center).

Network Support Technician (396 hours)

This program is intended for students who will be working in a computer-networked environment. This course of study includes all of the Computer Repair Technician and the Desktop Support Specialist training plus instruction in the repair and maintenance of computer networks. The student will also learn how to design and build some types of networks. Upon completion of the program, the student may test for the industry standard A+ and Network+ Certificates. This course runs not less than 16 nor more than 22 weeks (Towanda Center).

MEDICAL SKILLS TRAINING

Medical Office Professional

This program gives students a full understanding and knowledge of Microsoft Office 2000 (Introductory, Advanced and Post Advanced). Students learn to use the Internet and create web pages. Specific courses included in the program are Keyboarding I, Introduction to Windows 2003, Microsoft Office 2003 (Word, Excel, Access, PowerPoint and Outlook), Keyboarding II, Advanced Office 2003, Post-Advanced Office 2003, Medical Terminology, Medical Transcription, Insurance, Medical Coding and Billing, Anatomy and Physiology, Medical Office Procedures, Business Communications, Medical Office Management, CPR Training, Job Finding and Career Advancement. This course runs 1200 hours (25 hours per week for 52 weeks). A one-year certificate is awarded (Scranton Campus).

Medical Office Skills with Pre-Employment Training

The Medical Skills Training Program provides students with courses in medical office procedures, medical terminology and transcription, insurance, medical billing and coding, keyboarding and job finding skills. The student also learns to use Office 2003 (Word, Excel, Access and Outlook). This course runs 450 hours (25 per week for 18 weeks) (Scranton Campus).

Medical Office Technician

The Medical Office Technician program provides hands-on learning in a variety of medical office skills, including Microsoft computer applications, medical transcription, medical billing and coding, and medical terminology as well as practical experience working in a medical office setting. This course is 400 hours (25 hours per week for 16 weeks) (Honesdale Center).

Medical Billing and Coding with Pre-Employment Training

This program provides students with the training to work in a medical environment doing terminology, transcription, insurance, billing and coding. This course runs 250 hours (25 hour per week for 10 weeks). Prerequisite: Computer training (Scranton Campus).

Advanced Computer Software Skills with Medical Office Skills

This program offers extensive software training plus additional training in medical office skills. It includes medical billing, medical coding, medical transcription, medical terminology, and Medi-Soft computerized billing. It runs 900 hours (Hazleton Center).

Computer Software Skills for Pharmacy Technicians

This program of study provides the basics of computer software utilizing Microsoft Office and familiarizes the student with common applications of Word, Excel, Access and PowerPoint. The Pharmacy Tech program curriculum covers basic health care and clinical science principles. It covers the history and philosophy of pharmacy, basic medical terminology, human anatomy, physiology, standard mathematics for

pharmacy calculations, the metric system and diseases and their treatments. Upon successful completion of the course and the National Certification Exam, a candidate will be qualified for employment as a Pharmacy Technician (Hazleton Center).

Pharmacy Technician Program

The Pharmacy Technician Program is a curriculum whose courses cover the basic and clinical sciences, health care principles, history and philosophy, communication and applicable practical skills. Students learn terminology, prescription readings, anatomical systems, ratio preparations, pharmacy calculations, dosage dispensing, controlled substance mixtures and other related skills. This program runs 80 hours (Hazleton Center).

Phlebotomy Technician Program

The Phlebotomy Technician Program is designed to serve students with no prior knowledge in the field. It provides training for students in areas such as the flow of blood, universal precautions, hand-washing rules, finger stick procedures and vein puncture procedures. This program runs 75 hours (Scranton and Hazleton Campuses).

TRUCK DRIVING TRAINING

CDL A – Tractor Trailer Training

This course prepares students for the Pennsylvania Motor Vehicle Commission's written permit test and driver's road test to attain a commercial driver's license. Instruction in the program includes general knowledge, air brakes, combination vehicles, hazardous materials, tankers and doubles & triples. Prerequisites include passing a D.O.T. physical and drug screen, fingerprinting for bus candidates and all students must be over 18 years of age.

Completion of this course and successful completion of the Pennsylvania Motor Vehicle Commission's permit and road test will entitle the student to drive Tractor Trailers and Straight trucks throughout the United States. In order to cross state lines, a student must be 21 years of age.

Curriculum Outline For C.D.L. A –(TTD 150) Tractor Driver , Basic Training

This 150 hour program is designed to meet the needs of those students with no prior knowledge or experience in truck driving. Instruction includes 44 hours of driving time, 104 hours of class and lab and the C.D.L. test, which is approximately 2 hours.

Graduates receive a Class A Type 1 national Commercial Driver's License (CDL) administered by the state with doubles and triples, tank truck, and hazardous materials endorsements. Driving time is substantial.

The course is divided into 6 courses, which are described below.

CDL101 – Commercial Driver’s license: Teaches drivers in an academic setting, how to prepare for the state C.D.L. exam. Content consists of test-taking skills, general knowledge, air brakes, combination vehicles, and vehicle inspection test information.

TRK101 – Basic Operation: This course starts the student on the way to becoming a tractor trailer driver. The student learns the pre-trip inspection on the tractor trailer, becomes familiar with the various parts and controls of the vehicle and their use, and how to hook the tractor to the trailer. The basics of shifting, backing, coupling, and uncoupling are emphasized. The student also begins to practice driving on the range (off street driving area).

TRK102 – Safe Operating Practices: This course allows the student to apply all of the basic knowledge learned in the previous unit to driving over-the-road on the public streets. The student learns how much space the unit vehicle needs, speed control, night driving proficiency and many other skills that are necessary for them to have in order to operate one of these vehicles safely and efficiently.

TRK201 – Advanced Operating Practices: This course provides the student with the opportunity to learn the high level skills that professional drivers need to operate safely under all types of complex traffic conditions, including inclement weather and driving emergencies. The student also learns how to quickly recognize hazards and how to deal with them before they become emergencies. Students learn the fundamentals of emergency braking, evasive action, and responses to other emergencies. Instruction focuses on the causes of skidding and jack-knifing. Techniques for avoiding and recovering from skids are also addressed.

MNT101 – Vehicle Maintenance: This course deals with the various parts of the vehicle and how to determine when they are working properly. While it is not the purpose of the course to become a mechanic, a professional driver must be able to recognize an improperly working part of the vehicle before it causes serious damage or even an accident. The student also learns how to determine when the vehicle needs the attention of a skilled mechanic.

NVA101 – Non-vehicle Activities: This course is designed to cover such things as cargo handling, hours of service regulations, trip planning, accident procedures, and reporting, personal health and safety, public and employer relations, and other duties that must be handled by the drivers to ensure their safety and the safety of their cargo and the other users of the highway.

PERSONAL ENRICHMENT COURSES

Real Estate Fundamentals and Practices

Real Estate Fundamentals and Practices acquaints students with the real estate market, market analysis, the economic and social impact of the industry, property rights,

deeds, mortgages, leases and real estate brokerage. This course must be completed before a student may sit for the Pennsylvania Real Estate Exam to earn a broker's license. It runs 30 plus hours (Honesdale Center).

Real Estate Listing and Sales

Listing and Sales is designed to help the real estate professional become more productive through the use of proven listing and sales techniques such as market analysis, time management, selling the property, finalizing the sale and building referrals. This course must be completed before a student may sit for the Pennsylvania Real Estate Exam to earn a broker's license. It runs 45 hours (Honesdale Center).

ABC's Office 2003

Microsoft Office 2003 is a comprehensive software package that covers Microsoft Word -- word processing; Microsoft Excel -- spreadsheets; Microsoft Access -- database; and Microsoft PowerPoint -- graphics (18 hours) (Scranton, Honesdale and Towanda Campuses)

LACKAWANNA PRE-EMPLOYMENT TRAINING INSTITUTE

The Lackawanna College Training Institute offers a training program designed to meet the needs of business and industry. The Institute was created to offer a competitive pre-employment training program that provides employers with a pool of certified applicants who are capable of meeting the demands of a quality work-team environment in a global economy while simultaneously building a standard for lifelong learning.

Pre-Employment Training available through the Institute includes introduction to technical math, communication skills, teambuilding, personal development, health and safety and quality assurance.

Additional courses, such as Health Insurance Privacy and Portability Act (HIPPA) training, computer training, keyboarding and fundamentals of accounting, can be created or existing courses adapted to meet the specific requirements of an individual company or program. Courses can be conducted at the college or on-site at the company's facility.

CUSTOMIZED JOB TRAINING

The Department of Continuing Education, through its Training Institute, is an approved Local Educational Agency that can assist an employer in obtaining customized job training (CJT) funding and in developing a training program to meet company-specific needs.

HONESDALE CENTER

CONTINUING EDUCATION PROGRAMS

JOB TRAINING PROGRAMS

Administrative Technician Training:

1. **Business Accounting Assistant**—this program consists of 5 learning modules: basic computer applications, advanced computer applications with Internet, basic accounting plus QuickBooks, advanced accounting plus QuickBooks, and business math plus job finding skills, as well as practical experience working in an office setting. (440 hours).
2. **Business Office Assistant**—this program consists of 5 learning modules: basic computer applications, basic accounting/QuickBooks, advanced Word with business communications, advanced computer applications/Internet, and business math/job finding skills, as well as practical experience working in an office setting. (440 hours).

Medical Office Technician Training:

1. **Health Insurance Assistant**—this program consists of 5 learning modules: health insurance billing & coding, basic computer applications, advanced computer applications with Internet, business math plus job finding skills, and the student's choice of basic accounting plus QuickBooks or business communications with integrated computer applications, as well as practical experience working in a medical office setting. (440 hours).
2. **Healthcare Office Assistant**—this program consists of 5 learning modules: medical terminology with transcription, basic computer applications, advanced computer applications with Internet, business math plus job finding skills, and the student's choice of basic accounting plus QuickBooks or business communications with integrated computer applications as well as practical experience working in a medical office setting. (440 hours).

Nurse Aide Training: this program is a twelve-week, 200 hour program and is conveniently scheduled for evenings and Saturdays. The students will be trained according to state guidelines. It provides hands-on didactic instruction as well as supervised clinical experience working in both a long term care facility and hospital acute care setting. Areas of instruction will include an introduction to health care, basic nursing skills, CPR, communication skills, resident's rights, infection control, nutrition, body systems, common diseases, death and dying, and intervention strategies. Students successfully completing the program will be eligible to take the American Red Cross Nurse Aide Competency Examination.

CERTIFICATE PROGRAMS

Career Advancement Program with a Concentration in Office Professional: this program is for individuals seeking to improve their present employment positions. These individuals will discover that this program as an excellent means to expand their knowledge, increase their skills, and qualify for promotions. After successfully

completing ten three-credit courses to fulfill the office pro career needs and two one-credit courses chosen from the self-development series, a Career Advancement Diploma will be awarded. Credits attained in this program may be applied later to one of Lackawanna College's Associate Degree programs or transferred to other institutions of higher education.

Career Advancement Studies Program: this program is a very flexible, completely customized program in which any twenty-five college credits from the College Catalog are put together in a comprehensive educational training program. The Administrative Assistant, Accounting Technician, Medical Office Assistant and Legal Assistant Concentrations are commonly done with this program.

PERSONAL ENRICHMENT COURSES:

Real Estate Fundamentals-- A foundation for the study of real estate in Pennsylvania covering the language, principles and laws that govern the real estate business. (30 hours)

Real Estate Practices-- An introduction to the real estate business including a survey of areas of specialization with emphasis on the role of a real estate agent in residential brokerage. The course is designed to provide a working knowledge of the forms and documents used including the related mathematics and the examination of a real estate transaction. (30 hours)

Computer Basics-- This course is designed for beginners, new computer owners, or those planning to purchase a computer in the near future. The course includes an overview of computer hardware and software, Windows XP, basic word processing, and the Internet. After completing this class the student may choose to advance to Intro to Microsoft Office, Microsoft Word and Excel, or QuickBooks Pro. (16 hours)

E-Bay Selling—This course will provide a working knowledge of the Internet auction site E-Bay including: creating an account, researching sellers, finding items for purchase, writing an ad to sell an item, shipping options, sales disclaimers, etc. *All students will actually sell an item during the course of this class!* (16 hours)

Introduction to Microsoft Office —This course is designed for people who want to increase the usefulness of their computer either at home or at work. Microsoft Office is the world's most popular suite of computer applications, which includes Word (word processing), Excel (spreadsheets), and Access (database). Students do not need to have Microsoft Office at home to benefit from this course. After completing this class the student may advance to such classes as Word II, Excel II, and QuickBooks Pro. The "Computer Basics" course or a familiarity with a computer and keyboard is recommended. (16 hours)

Microsoft Word & Excel I-- This course is designed for individuals who use a word processing program and/or spreadsheet program occasionally. Students may learn useful tasks such as page numbering, creating a letterhead, setting tabs and margins, and more in Word, as well as formatting data, creating charts, basic formulas, and more in Excel (**Actual course content will depend on enrolled students' preferences**). Students do not need to have Microsoft Word or Excel at home to benefit from this course. (16 hours)

Microsoft Excel II— This course is designed for individuals who want to take their knowledge of spreadsheets to “the next level”. Students may learn useful tasks such as advanced formulas and data forms in Excel (**Actual course content will depend on enrolled students' preferences**). Students do not need to have Microsoft Excel at home to benefit from this course. (16 hours)

Introduction to Sign Language Part I-- This course will provide the student with the vocabulary needed for ASL (American Sign Language). Students will gain the beginning skills necessary to communicate with a deaf individual. (16 hours)

QuickBooks Pro 2007-- QuickBooks Pro is a computer accounting software program. This course will provide a working knowledge related to the following topics; setting up companies, entering transactions (receipts and payments), developing reports, time tracking, project costing, payroll, billing, and estimating. Students practice in class and do lab exercises. Students who successfully complete this course might also enjoy an Excel course. (16 hours)

Keyboarding-- This course is designed for individuals who want to learn how to keyboard (type) with the proper fingering or for individuals who want to increase their speed and/or accuracy. Students will work independently with an instructor/facilitator available. (16 hours)

For additional information or to register for continuing education courses you can contact the Honesdale Center at (570)253-5408 or e-mail us at honesdale@lackawanna.edu.

Grading System

The faculty of the College subscribes to the following grading system:

LETTER	GRADE POINT AVG.	PERCENTAGE GRADING	DESCRIPTION
A	4.0	94-100	
B+	3.5	88-93	
B	3.0	82-87	
C+	2.5	76-81	
C	2.0	70-75	
D+	1.5	65-69	
D	1.0	60-64	

F	0.0	0-59	
F*	0.0		Administrative Withdrawal
F#	0.0		Failure to Complete
I	0.0		Incomplete
W	NONE		Withdrawal
AU	NONE		Audit

The cumulative grade point average (GPA) is computed by multiplying the credits of each course by the quality points earned, adding the products and dividing this sum by the total credits attempted. The grades of W and AU are not used in computing the quality point index.

Policy for Change of Grades

The College provides a policy for students who believe that a recorded grade is not the one earned in a course. A change of grade request must be initiated by the student. The student must request the change in writing to the Academic Dean and to the faculty member who assigned the original grade. The student's request must include a convincing explanation of why the grade should be changed. If a change of grade is warranted, the faculty member will recommend to the Dean in writing that a grade adjustment be authorized. This recommendation will contain justifying reasons. Ordinarily, the Dean will accept such a recommendation and authorize the Registrar to make the change official. Only if the justifying reasons are unconvincing will the adjustment be denied. Students should retain all graded work until final grades have been received from the College.

No appeal for a change of grade will be considered after one semester has elapsed since the end of the semester in which the grade was received. No change will be considered after the student graduates.

HONORS

President's List

A matriculated student qualifies for the President's List if he/she achieves a cumulative quality point index of 3.5 or better for at least 24 earned Lackawanna College credits. In the most recently completed semester, the student must have earned at least 12 credits.

Dean's List

A student qualifies for the Dean's List if he/she achieves a quality point index of 3.2 for the semester and the student has completed at least nine credits during the semester.

Graduation

Formal graduation takes place in May of each year at the conclusion of the Spring Semester. However, a student may fulfill graduation requirements at the conclusion of any Fall Semester or Summer Session.

All students meeting graduation requirements (including senior seminar attendance and approved student credential portfolio) by semester's end must complete an application for graduation and submit it to the Registrar's Office by the designated deadline. Any applications submitted after this date will be subject to a \$150 late application processing fee. The College may not be able to accommodate those students who fail to apply on time as graduation orders must be placed well in advance. Students who meet requirements but do not apply for graduation will not be listed in the graduation roster nor will completion of degree be indicated on the student transcript. No diploma will be ordered for students who do not apply for graduation nor will their transcript indicate conferral of a diploma.

To qualify for graduation, students must have completed all the stated requirements of the curriculum in which they are matriculated. Students who are readmitted to Lackawanna College after an absence of two semesters or more must follow current curriculum requirements. Additionally, all students must have compiled no less than a 2.0 Cumulative Quality Point Index (C grade average). A candidate for a degree or a certificate must also have settled all financial obligations to the College.

Only in cases of demonstrated hardship or unusual circumstances and with the prior approval of the Academic Dean will the degree or the certificate be granted in absentia.

Meeting degree or certificate requirements upon the conclusion of a term other than the Spring Semester of any year entitles the student to participate in the following May's graduation exercises. If a student intends to meet graduation requirements at the end of a Fall Semester or Summer Session, he/she must complete a formal application at the Registrar's Office to receive a degree or certificate at the next commencement. In the meantime, upon receipt of a written request by the student, the College will certify to any authority or person named by the student that all requirements for graduation (including completed application processes) have been met. Reasonable time must be allowed for the completion of a degree audit; therefore, requests for certification of degree eligibility must be submitted in writing no later than two weeks prior to the date needed.

Second Degree

Students completing one associate degree who decide to apply for a second associate degree must complete a minimum of 16 additional credit hours at the College. If the student applies for graduation under both majors during the same academic year, the student will receive one diploma with both degrees listed.

Students completing an associate degree who decide to apply for an additional certificate must complete a minimum of 8 additional credit hours at the College.

Graduation Honors

The graduation program, degree or certificate, and student transcript will indicate scholastic honors as follows:

Associate Honors:

Summa cum laude (with highest honors)
3.90 – 4.00 Cumulative Grade Point Average (CGPA).

Magna cum laude (with high honors)
3.80 – 3.89 Cumulative Grade Point Average (CGPA).

Cum laude (with honors)
3.70 – 3.79 Cumulative Grade Point Average (CGPA).

Certificate Honors:

Highest Honors
3.90 – 4.00 Cumulative Grade Point Average (CGPA).

High Honors
3.80 – 3.89 Cumulative Grade Point Average (CGPA).

Honors
3.70 – 3.79 Cumulative Grade Point Average (CGPA).

Honor Societies

Lackawanna College hosts local chapters of two internationally recognized honor societies. Students who meet the minimum credit-hour and GPA requirements established by the College and the society may become members of Phi Theta Kappa, the international honor society for students in two-year colleges. Phi Theta Kappa members are entitled to access the society's vast scholarship and employment network and to participate in local, regional and national workshops and convocations. Each local chapter also sponsors community service activity.

Students in business-related disciplines may become members of Lackawanna's chapter of Phi Beta Lambda, the international honor society for business majors. Phi Beta Lambda members also have access to scholarship and employment data through the society, and they, too, may participate in the organization's local, regional, statewide and national meetings. In past years, Lackawanna's Phi Beta Lambda members have excelled

in a number of discipline-specific academic competitions conducted during such gatherings. Attendance at the national Phi Beta Lambda convention is usually a highlight of the year for local award winners.

The Ann and Leo Moskovitz Academic Honors Program

In December, 2005, Lackawanna College established the Ann and Leo Moskovitz Academic Honors Program in honor of distinguished alumnus I. Leo Moskovitz and his wife Ann. Participation in the program is limited and strictly voluntary. Each January College administrators in the Scranton Day Division invite students to apply for membership in the Honors Program at the conclusion of their first semester of full-time studies at the College. Once accepted as candidates, these students register for at least one honors course section per semester; participate in an honors seminar with their faculty moderator in their third semester; and complete a special project by the end of their fourth semester, which they present to the faculty in their Division prior to graduation. Honors students receive special recognition at graduation, qualify for membership in Phi Theta Kappa and for scholarship support, and merit the highest recommendations for subsequent study or employment.

Classroom Policies

Attendance

All instructors at Lackawanna College are required to keep accurate attendance records in all sections they teach. This information is reported to the Registrar's Office periodically to ensure regular attendance by all students. As they conduct their classes, all instructors must adhere to the College's official policy on absenteeism. This policy is as follows:

- 1) Without exception, in any semester, all faculty, whether full-time or adjunct, evening or day, Scranton or satellite center, will take roll in each class they teach every time the class meets. The faculty member notes the dates each student is absent and maintains careful attendance records from the first to the last meeting day of any semester. The faculty member also furnishes attendance records on any student(s) duly enrolled in his/her classes upon an office's request.
- 2) In any standard fifteen-week semester, students who miss more than six one-hour classes, four one-and-a-half-hour classes or two three-hour classes are reported to the Registrar as "NA" (Never Attended) or "SA" (Stopped Attending) with their last date of attendance noted. Students in Developmental Education classes may miss no more than three hours of class time in any given semester and students in Life Skills classes may miss no more than two hours of class time in any semester. Participants in the College's athletic programs are allowed "excused absences" whenever scheduled athletic events conflict with a class or classes.

3) Unless they have officially withdrawn, students reported as “NA” or "SA" are given grades of “F*”. The Business and Financial Aid offices adjust these students' balances and within the first month of each semester remit tuition charges according to the College's refund schedule (see Refunds).

4) College officials understand that students must miss classes occasionally for a variety of legitimate reasons. However, because research clearly indicates that academic achievement is directly connected to regular class attendance, no student can remain in good standing in any class if he/she is absent without cause for more than the maximum number of hours allowed in these guidelines.

Amnesty Policy

If a student stops attending or never attends a course for which he/she has registered without having officially withdrawn from the course, the student will be assigned a grade of F* (formerly AW, Administrative Withdrawal), a failure-equivalent penalty grade for the course.

Lackawanna College’s Amnesty Policy allows students who have demonstrated subsequent academic progress and respect for college policy the opportunity to have the penalty grade hours attempted, hours earned and quality points compiled, excluded from their cumulative quality point average (CQPA). Prior to application for amnesty the following requirements must be met:

- At least one year must have passed from the time the penalty grades were incurred and the application for amnesty is made.
- The student must have registered for and successfully completed one additional full-time semester (or 12 additional credits for a part-time student), earning a semester grade point average of at least 2.0 and thereby demonstrating academic progress.
- The student must have completed a number of credit hours equivalent to the number of credit hours for which he/she is requesting amnesty.
- Upon successful completion of required work, the student may file an Application for Amnesty form (available at the Office of the Registrar) and request the necessary approvals.
- Upon completion and submission of the approved form to the Office of the Registrar, a grade of “W*” (“removal of attendance penalty grade”) will be assigned, and the penalty grade(s), hours, and quality points will be excluded from the student’s CQPA.
- Note: Amnesty can be granted one time only.

Policy for Students with Disabilities

Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. Lackawanna College will provide reasonable accommodation for any qualified student

with known disabilities provided the accommodation does not pose an undue hardship on the College. Some examples of accommodations provided by the College are the following:

- Extended time on exams
- Taped versions of exams
- Exams in alternate forms
- Exams in a distraction-free environment
- Alternative methods of demonstrating mastery of course objectives
- Permission for students to tape classes when necessary

Students requesting certain accommodations must begin by submitting documentation to the Admissions Office. Such documentation consists of a report supplied by a certified or licensed professional on the basis of an examination conducted within the last four years. **The diagnostic report should include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended.** If the disability is physical, including hearing or vision impairment, or if it has any other medical implications, including psychiatric, the student should so indicate on the College Health Form.

A student seeking accommodations must meet with Deborah Hartzell, Chair of the Developmental Education Division, at the beginning of each semester to clarify his/her needs. Students are responsible for securing appropriate documentation and notifying the instructor if accommodations are required. **A school plan, such as an individualized education plan (IEP), is insufficient documentation.** Accommodations cannot be made for students who do not provide the necessary documentation. **The final determination for providing appropriate and reasonable accommodations rests with the institution.**

All services are arranged individually on an as-needed basis. The services may vary from course to course and semester to semester. Therefore, students may not automatically be granted each accommodation requested. Students should schedule an appointment well in advance of the need for services. For more information or to schedule an appointment, please call Professor Hartzell at 961-7821.

The College does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age or applicable handicap in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes.

If a student has a question or seeks additional information, he or she should contact: Suellen Musewicz, Dean of Student Affairs, 961-7824, or Patrick Walsh, Director of the Act 101 Program, 961-7870, at the Scranton campus. He or she may contact the Center Director in Hazleton, Honesdale, Towanda, or New Milford as well.

Academic Development Policy

Lackawanna College is committed to an open admissions policy which offers equal educational opportunity for all persons who have the potential and the desire to achieve in postsecondary education. Our Academic Development Division is committed to developing skills and attitudes necessary for the attainment of academic, career and life goals. To that end we strive to maintain academic standards while helping learners acquire the competencies in reading, writing and mathematics needed for success in academic coursework.

Students who do not possess the skills to perform adequately at the college level shall be required to successfully complete developmental courses in reading, writing and mathematics. Academic Development coursework is considered a prerequisite before any additional courses may be taken in the corresponding area. Academic Development courses receive institutional credit only.

Summer Success Program

Applicants whose Accuplacer scores and transcript data indicate a need for intensive remedial work will be required to register for a special six-week Summer Success Program to be conducted in the summer preceding these students' first college semester. This pre-college program will focus on basic skills development in reading, writing and mathematics, as well as on study habits, socialization, adaptation to college life, budgeting, time management and related issues. Students who successfully complete the program will be eligible to move immediately into regular college coursework. Those who are only partially successful may be advised to undergo additional developmental work in their succeeding semester. Those who are unsuccessful will be considered as lacking the basic competencies that give them an "ability to benefit" from further studies. Therefore, they will be suspended effective immediately.

Academic Probation

The following criteria will be used in determining Academic Probation:

Freshmen with 12-31 credits attempted having a CQPI of less than 1.85 will be placed on Academic Probation.

Upperclassmen with 32 credits or more attempted having a GPA of less than 2.00 will be placed on Academic Probation.

Minimum Progress Requirements

To avoid academic dismissal, a student on Academic Probation must attain in the next semester a Cumulative Grade Point Average (CGPA) that meets the following minimum progress requirements:

CREDITS ATTEMPTED	MINIMUM PROGRESS (CGPA) (Required to Avoid Academic Dismissal)
0-31	1.85
32+	2.00

Academic Suspension

A student on Academic Probation whose Cumulative Quality Point Index falls below the College's minimum progress requirements will be suspended. If a suspended student believes that extenuating circumstances contributed to academic difficulties during a particular semester, he/she may appeal the suspension to the Academic Dean of the College. In order to be considered, an appeal to the Academic Dean must be submitted within five calendar days of receipt of the letter of suspension. The appeal must be in the form of a letter to the Academic Dean, citing reasons for consideration.

A suspended student may continue his/her enrollment and attendance in Summer or Intersession semesters subsequent to the semester of academic suspension. Regardless of academic outcome, however, the student will not be permitted to attend the subsequent full semester (Fall or Spring). If pre-registered for the subsequent full (Fall or Spring) semester, the student will be withdrawn by the Office of the Registrar.

A student who has been placed on academic suspension may apply for re-admission to the College at the conclusion of the final grading period of the full semester (Fall or Spring) following the semester of the student's academic suspension. In order to be readmitted, the student must submit a letter requesting readmission to the Academic Dean. If approval is secured, a corresponding form will be completed, and through its distribution the Academic Dean will notify the offices of the Registrar, Student Affairs, Business, and Financial Aid of the reinstatement. Additionally, if the student has been absent for a year or more, upon his/her reinstatement, he/she must reapply at the College's Admissions Office, and conform to any applicable program updates.

After readmission, the suspended student will remain on probation for the subsequent semester and until all specified academic criteria for progress have been met. Should any readmitted student's GPA once again fall below minimum progress requirements, he/she will be placed on permanent suspension and will be denied further reinstatement.

In administering government-supported aid programs, the Financial Aid Director adheres to federal regulations regarding satisfactory academic progress. The specific guidelines are explained in the Financial Aid Handbook published by the Financial Aid

Office and available to anyone upon request. It is the responsibility of each student to review these guidelines to ensure individual compliance for the renewal of financial aid.

Audit Policy

A graduate of the College is permitted to audit free of charge any course that he/she successfully completed while a student at Lackawanna College. Graduates auditing courses that involve lab fees are required to pay these fees. Others wishing to audit a course may do so but are required to pay the tuition and fees.

If a student retakes a course for which a grade of C or above was earned, the course will automatically be calculated as an audit. The student's CQPI will not be affected.

Those deciding to take Credit by Examination for a course previously audited will be charged a fee in accordance with the policy on Credit by Examination.

A change to Audit for a course being taken for credit can be made only by a student who has a passing grade at the time of the change, has made application in writing for the instructor's approval and has received final endorsement by the appropriate Department Chairperson.

Repeated Courses

Students may repeat courses to improve an initial grade of D+, D or F. When a student repeats a course, the initial hours attempted, hours earned and quality points are excluded from his/her cumulative quality point index. The highest grade earned for the repeated course is the one used in calculating CQPI. Credit for a course is given only once.

Students who wish to repeat a course must do so by registering in a regularly scheduled class. Such courses may not be completed in Reader Course format or through Credit by Examination.

Students repeating courses may find that their financial aid and/or veterans benefits are affected. Therefore, these students should consult with the Financial Aid Office before registering to repeat a course.

Course Repeat by Way of Transfer

Students are permitted to repeat courses at another institution to improve an initial Lackawanna grade of F, D, or D+ provided the following conditions have been met:

1. The student has sought written permission from the Registrar. Forms for the approval of transfer credit are available at the Office of the Registrar. The form must be completed and submitted to the Registrar along with appropriate course

- descriptions. The student should not register for courses until written approval has been obtained.
2. The course must be determined to be “equivalent” in content and credit to the Lackawanna College course that was failed or completed with a grade of D or D+.
 3. The course must be completed with a grade of C- or above.
 4. Upon completion of the course, the student must have an official transcript forwarded from the colleague institution to Lackawanna College for transfer evaluation and processing.
 5. Lackawanna College’s Residence Requirements must be met. Additionally, no more than nine transfer credits may be allowed subsequent to matriculation.

Upon receipt of the transcript, the Registrar will examine the student’s file for the approval form referenced above. If the form has been submitted and the repeated transfer course has met the above criteria, the student’s record will be updated in the following way:

The original Lackawanna College grade earned will remain on the student’s transcript. However, because the student has successfully completed the “equivalent” course at the colleague institution, the initial hours attempted, hours earned and quality points will be excluded from the CQPA. The transfer course will be awarded and applied to the student’s academic record as credit only.

Incomplete Work

The grade of Incomplete (I) is given to a student who, for a reason judged acceptable by the instructor, has not completed all his/her coursework by the end of a semester.

If the instructor who assigned the “I” grade does not remove it within a prescribed period, the “I” will automatically be changed to and recalculated as an F. A student who has by examination or otherwise removed an Incomplete will receive written notice from the Registrar's Office within a week after corrective entry has been made in the student's record.

An Incomplete grade for any semester becomes a Failure if the work is not completed before the beginning of the next full semester. Apart from exceptional or clearly extenuating circumstances, the due date for the removal of the Incomplete will be strictly observed.

The removal of an Incomplete by examination or by submitting make-up work demands a change in the computerized records of the student and imposes an undue and costly burden on teachers and administrators. A fee of \$20, therefore, will be charged for changing “I” grades.

Reader Courses

Matriculated students who are unable to take a course needed to meet the graduation requirements of their curriculum in a regularly scheduled class may apply for a Reader Course. The student must seek initial approval from the Registrar to establish eligibility. If this approval is secured, final permission must be granted by the Division Chair and the Academic Dean before the Reader Course form can be obtained from the Registrar's Office. If the student's request is approved, he/she will be personally guided in these studies by a member of the faculty. Not all courses lend themselves to this mode of instruction, so students should not anticipate approval of every Reader Course request.

Criteria for a Reader Course are:

1. The course must be required in the student's curriculum.
2. The course is not offered when needed or is in conflict with another required course.
3. The student must be in his/her last semester.

Completion of a Reader Course results in the letter grade being included in the computation of the student's Cumulative Quality Point Index.

Independent Study

Independent Study is available when College authorities agree to substitute for a regularly scheduled course a study program that is specially devised to meet the needs or interests of an exceptionally gifted student. The student must seek initial approval from the appropriate Division Chairperson. If this approval is secured, final permission must be granted by the Academic Dean before the Independent Study form can be obtained from the Registrar's Office. A faculty member monitors the work of the student in periodic meetings and assigns a letter grade for the course, which is included in the student's Cumulative Quality Point Index. A student must have completed at least 15 credit hours prior to receiving approval for Independent Study. Independent Study courses will be identified on a student's transcript with the department name plus a 299 designation (i.e., EN299, MK299, etc.).

Credit by Examination

The College wishes to recognize knowledge attained through professional experience or self-study. Matriculated students who feel that they have mastery of the content of a course (as outlined in the course syllabus) may apply for Credit by Examination. The student must seek initial approval from the appropriate Division Chairperson. If this approval is secured, final permission must be granted by the Academic Dean before the Credit by Examination form can be obtained from the Business Office. Students should not presume that all Credit by Examination applications will be approved. Only those courses which lend themselves to completion by examination will be considered for such credit.

Upon the student's completion of the application form, the Division Chairperson will make arrangements for a faculty member to administer a comprehensive examination to the applicant. A letter grade is assigned for this examination and included in the computation of the student's Cumulative Quality Point Index. The charge for this service is the cost of one credit, including fees.

Credit for Experiential Learning

Lackawanna College recognizes that students may have comprehensive experiential learning that may lend itself to verifiable academic achievement. Therefore, the College will allow for an equitable review of experiential learning for the possible granting of credit. Any matriculating Lackawanna College student who has completed a minimum of 15 credits with a "C" average or better in residence, may contact his/her Division Chair, Academic Dean, Center Director or the Registrar to determine whether the student may be considered for eligibility for Credit for Experiential Learning. Once eligibility for evaluation has been established, the steps for application are as follows:

1. The student completes and submits a form to the Registrar requesting evaluation for Credit for Experiential Learning. Forms are available at the Registrar's Office. The request should indicate the course(s) for which the student is requesting consideration and should be accompanied by a portfolio of supporting documentation, with clear emphasis on demonstrated learning and proficiency as well as experience. Documentation may include, but is not limited to, Certificates of Training, Continuing Education Units, etc. Letters of recommendation, job performance evaluations, etc., may be also submitted, but will be considered supplemental to the evaluation process.

Additionally, a written narrative must be prepared, numbering from three to five pages, which details the student's knowledge, expertise and experience with regard to the area of the requested credit.

2. The student must submit a \$35 processing fee payable to Lackawanna College. This fee is in addition to the normal cost for Credit for Experiential Learning, which is the price of one credit for each three-credit course, should credit be awarded.

Upon receipt of the written application, the Academic Dean and the student's Division Chair will review the file and make a determination. Faculty experts may be called in to offer their input. The evaluation for Credit for Experiential Learning is at times a lengthy process, and supporting documentation must be sufficient to verify eligibility for credit. Therefore, students should not anticipate guaranteed or quick approval of every Credit for Experiential Learning request. Students will be notified by mail of the committee's decision.

Please note that Credit for Experiential Learning is not considered to be credit earned "in residence" and, should credit be awarded, it will be recorded on the student's

transcript as subject and credit granted, but not graded. GPA is not affected by Credit for Experiential Learning.

- Under the College's residence requirement, Lackawanna College will grant associate degrees to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled degree requirements and earned a minimum of 31 credits in residence.
- Certificates will be awarded to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled Certificate requirements and earned a minimum of 12 credits in residence.

Advanced Academic Achievement Program

Lackawanna College offers an Advanced Academic Achievement Program for qualified high school students in an effort to meet their advanced academic needs. The College has entered into a cooperative partnership with a number of secondary schools whereby selected upper-level students may participate in college-level courses given at their institutions or at the College and earn simultaneous high school and college credit. This dual-credit program allows participating students to take classes during regular school hours or in the evening, gives them a head start on their college degree, and substantially eases the transition between secondary school and higher education.

Sentinel View

Lackawanna College offers selected degree programs that support the U.S. Army Reserve's and the National Guard's readiness capabilities by improving the leadership, managerial and technical skills of citizen soldiers that are required by today's sophisticated, complex and changing military environment. Additionally, the College provides out-placement services that encompass continuing education and training opportunities for military Reserve/Guard personnel who desire to increase their knowledge and/or satisfy academic, employment and/or personal ambitions.

Under existing College regulations governing life experience, candidates seeking degrees under the Sentinel View program may formally request evaluation of their military training to determine the possibility of receiving College credit.

Reserve Officers Training Corps (ROTC)

Lackawanna College students may undertake Army Reserve Officers Training Corps (ROTC) studies through a program operated in conjunction with the University of Scranton. The Military Science Department at the University provides the Army ROTC courses and training to those participating in the program.

Army ROTC offers several important benefits. The training enables students to develop their leadership potential; the Army provides a significant number of scholarships to ROTC students; ROTC training is challenging and enjoyable, with

significant mentoring and counseling by professional soldiers; and ROTC opens the door to a career as a military officer.

ROTC is a flexible program, permitting the student to do as little as attend a one-hour class per week. There is no obligation to the military during the first two years of the program. ROTC is available to Lackawanna students, male and female. Second-year students who join the program must do additional work to make up for missing the first year's classes. Registration for ROTC classes can be completed at Lackawanna College. Fees for ROTC courses over the flat-fee tuition rate will be waived. ROTC credits may be applied toward general elective requirements, depending on degree components of each major. Lackawanna College students may also compete for ROTC scholarships.

Courses offered are as follows:

MS 101 - Concepts of Leadership I
MS 102 - Concepts of Leadership II
MS 201 - Dynamics of Leadership I
MS 202 - Dynamics of Leadership II

Lackawanna College also has a cooperative partnership with the Air Force Reserve Officers Training Corps. This Air Force program is based at Wilkes University, in Wilkes-Barre.

Leave of Absence Policy

Lackawanna College students may request a leave of absence from the College for up to two consecutive semesters or one year by completing a form available from the Student Affairs. Approval from an academic advisor and the Dean of Student Affairs is required. Students following this procedure are governed by the degree requirements that exist at the time of application for leave.

Students on leave who do not return on schedule must reapply for admission should they wish to return at a later date. For those students, current curriculum requirements will apply upon their readmission.

Deferment of student loan repayment due to a leave of absence is only available in limited circumstances. Students requesting leave should notify the Financial Aid Office.

STUDENT AFFAIRS

Academic Advising Program

Lackawanna College's Student Advising Program is based on the premise that there is no substitute for faculty members who serve as role models and mentors to their students. Upon registering for classes at Lackawanna, each student will be assigned an academic

advisor -- a member of the College's faculty or professional staff. The College's program includes two required meetings between advisors and their student advisees each semester. During these meetings, the student's progress will be reviewed and the course selections that best suit the student's transfer or career needs will be identified. The advisor will also assist the student in course selection during pre-registration meetings; however, students bear the ultimate responsibility for insuring that they meet the requirements for their degrees. Academic advisors may also act as referral sources for other specific services within the College.

The Director of Advising and Transfer Services may also advise students on selecting a major. Further, the Director provides guidance on scheduling academic electives while at Lackawanna so that students may reach their desired higher educational or vocational objectives. The Director also assists students in gathering information on four-year colleges, selecting a four-year college and major, and resolving problems that arise in the academic transfer process.

Transferring to a Four-Year College

Credits from Lackawanna College transfer well to other colleges. The College cannot, however, guarantee transfer of credits. The receiving institution always makes that decision. Lackawanna College participates in the "Academic Passport" program with the 14 universities which comprise the State System of Higher Education. Lackawanna students earning either an Associate in Science degree or an Associate in Arts degree will be admitted to a Pennsylvania State System university upon transfer under the "Academic Passport". While the Academic Passport guarantees a student transfer to any state system university, it only assures admission to the university; it does not guarantee acceptance into a specific program (i.e., education, nursing). Articulation agreements are in place with most local four-year institutions, including Keystone College, Marywood University, Misericordia University, and the University of Scranton. Students interested in exploring transfer options should meet with the Director of Advising and Transfer Services early in their Lackawanna career to discuss their plans.

Academic Support Labs

The Academic Support Labs, located on the first floor of Seeley Hall offer a supportive learning environment to help students gain the skills and confidence to achieve their full academic potential. Students may schedule appointments for individual tutoring sessions or attend lab-run workshops covering subjects and disciplines offered by the College. Students with special needs are urged to coordinate with lab personnel as soon as they start attending classes. They will need to ensure that current documentation of disability is on file.

The labs specialize in tutorial support for students in all levels of mathematics and in all courses that entail reading and writing assignments. Coursework and concepts covered in class are reviewed as requested by students. The labs also play an important

role in providing reinforcement of concepts taught in the Developmental Reading, Writing and Math courses. The academic support labs are located on the first floor of Seeley Hall.

Seeley Memorial Library

Seeley Memorial Library is the center for reference resources and circulating materials at Lackawanna College. The library is located in Seeley Hall, 406 N. Washington Avenue, at the Scranton campus, with the main entrance from the court on the south side of the building. The library provides seating and study space for students and faculty, a quiet study room for small groups, and a computer lab.

The print collection includes 17,135 bound volumes, 19,500 eBooks, 51 periodical subscriptions, and a 750 subject vertical file. These resources combine to offer students a variety of materials to meet both their course-related and recreational information needs. With a Lackawanna County Library System (LCLS) library card, students and faculty may borrow materials from any of the eight libraries in the county system, including the Scranton Public Library, located across the street from the College. Through Access Pennsylvania, the LCLS library card also grants borrowing privileges to the Weinberg Memorial Library at the University of Scranton, the Marywood University Library, the Miller Library at Keystone College and the library at Penn State University's Worthington Campus. Satellite campus students and faculty may borrow materials from the Seeley Memorial Library as well. Access to the online catalog is available at the Lackawanna College website.

The media collection consists of 1,156 items in VCR and DVD formats, available to students, faculty, administration and staff. Equipment for use includes laptop computers, video projectors, TV/VCR/DVD setups, overhead projectors, camcorders, projection screens and slide projectors. Seeley Memorial Library's online reference databases can be access remotely. PA Power Library, a large collection of online databases, is accessible to students with their LCLS library card.

Electronic research may be conducted in the library's computer lab, which houses 22 individual computers available on a first come, first served basis. This lab provides access to a variety of online reference databases and the Internet. Students may use an assortment of software provided on these computers, and printers are provided for students' use, at no additional charge.

The library staff assists Lackawanna College students, faculty, administration and staff in locating and using materials. The librarians also conduct library orientation and/or bibliographic instruction for classes and groups, as requested. Seeley Memorial Library is staffed with librarians and/or trained staff during normal business hours year round, including evenings and weekends during the fall and spring semesters.

Student Activities

While the academic aspect of student life is given major emphasis at Lackawanna College, there is no doubt that some of the most significant educational growth can and does occur outside the classroom.

The primary mission of Student Activities at Lackawanna is to offer to members of the college community a variety of events, programs and activities that complement the curriculum, enhance the overall quality of life within the College, and expose as many people as possible to a variety of social and cultural programs. Under the guidance of the Director of Student Activities, many clubs and organizations provide an assortment of activities in which any student may participate. These include the Student Government Association; “Off the Vine,” a student-run newspaper; The Green Falcons Sustainability Action Team, the Sonography Club, the College Chorus, the Chess Club and more. Membership in the Phi Beta Lambda and Phi Theta Kappa honor societies is also an option for qualified students

Involvement in student activities allows students to develop an institutional spirit and identity through social interaction with their peers, staff, faculty, administrators and members of the local community. This spirit can be illustrated by the active role Student Government plays at the College. Through its elected officers, Student Government is the official voice of the student body at Lackawanna. This organization strives to improve student life at the College and acts as the liaison between students and administration, addressing issues that affect student life. SGA members are also instrumental in planning and implementing many social, cultural and leadership programming activities on campus each semester.

Retention Services

Students drop out of school for many reasons, but withdrawal often is avoidable when proper support and/or assistance is available. Lackawanna College’s Retention Coordinator has the responsibility of providing services designed to ensure completion of educational programs. The Coordinator meets with faculty on a regular basis to identify performance or absentee problems; stays in regular contact with students in jeopardy; and monitors the progress of special population vocational students to insure they receive needed services from the academic support staff.

Tutoring Services

The time to seek assistance from a tutor is the minute you realize you need help. If you’re still not sure, ask yourself these questions:

- Am I falling behind in class?
- Am I having trouble with homework assignments?

- Have I done as well on tests as I should?
- Do I have difficulty writing a paper?
- If you answered yes to even one question, you should visit the tutoring, math, and/or writing centers soon.

Through a supportive, interactive learning experience, tutorial services assist Lackawanna College students in becoming independent learners who can then go on to achieve their personal goals.

Tutoring is offered free of charge for currently registered students. Please contact Student Affairs for more information.

Career Services

The primary mission of the Career Services Office is to assist students in determining their personal interests, aptitudes and values and in developing specific plans to engage in higher education, decide on career goals and/or conduct job search strategies.

The Career Coordinator facilitates student entry into the labor force by providing the following services: assisting students in clarifying their career interests and goals; gathering information about various occupations; developing specific education plans and job search strategies; helping students develop the necessary etiquette, communication, writing and interviewing skills to obtain employment; and advising students on how to develop necessary employment documentation such as resumes, cover letters, thank you letters and applications.

Cooperative Education Programs

The aim of Cooperative Education is to provide students with an opportunity to utilize classroom learning in the workplace. Students, thereby, acquire new and technical skills within their major field through operational experience and become better prepared to meet the challenges of the organizational dynamics of today's businesses.

Upon graduation, Cooperative Education students will have both a degree and practical experience to offer a potential employer. Students receive regular academic credit for their Cooperative Education work while they gain a better understanding of people and greater skill in interpersonal relations. Students may earn a maximum of six credits through Cooperative Education.

ATHLETIC PROGRAMS

Regional championships, district championships, national bowl games, intense competition, record-setting performances, degrees earned, attention from coaches and recruiters, scholarships to continue higher education and outstanding play after graduation — all these achievements are hallmarks of the athletic program at

Lackawanna College. Through the years, sports and studies have gone hand-in-hand and created an enviable record of success both on and off the court and field.

Under the guidance of Athletic Director Kim Mecca, Lackawanna College conducts a full and active athletic program in both men's and women's sports. The College participates in intercollegiate competition in football, men's and women's basketball, men's baseball, women's softball, men's and women's golf, men's and women's cross country, women's volleyball and women's soccer. The College also supports a cheerleading squad.

The College competes in Region XIX of the National Junior College Athletic Association (NJCAA). This region encompasses part of Eastern Pennsylvania, New Jersey and Delaware. Lackawanna College is in a Division II program, which allows the Athletic Department to award scholarships to athletes in all sports. To be eligible for such support, students must adhere to the rules set forth by the NJCAA.

Lackawanna College's teams have met with great success regionally and nationally over the years. The College's teams, both women's and men's, consistently follow their regular seasons with participation in regional, district and national playoffs and also in major tournaments. Remarkable success has also been the hallmark of the men's basketball teams which have competed for national championships three out of the last six years and of the football teams which under the direction of head coach Mark Duda have taken part in six national bowl games.

At Lackawanna College, athletic competition is viewed as an important component of the school's educational mission. Though teams have been successful on the playing fields and courts and many of the players have attained personal awards and honors, sports accomplishments are only part of the story. More important, through Lackawanna's athletic programs, many individuals who might never have considered attending college have earned their degrees by capitalizing on their skills in particular sports. In addition to gaining associate degrees from Lackawanna College, many are able to continue their education and their sports activities by transferring to four-year institutions on scholarships. This process enables them to continue their academic progress and acquire bachelor's degrees in their chosen area of endeavor.

Recent graduates of Lackawanna athletic programs have gone on to these universities: Buffalo, Central Florida, Central Michigan, Cincinnati, Connecticut, East Carolina, Eastern Michigan, Florida, Fairleigh Dickinson, Maryland, Miami-FL, Minnesota, Old Dominion, South Carolina, Syracuse, St. John's, Long Island University, Syracuse, New Mexico State, Penn State, Rutgers, Temple, Tennessee Martin, Western Carolina, West Virginia, Wofford, Bloomsburg, Misericordia University, East Stroudsburg, Hofstra, James Madison, King's, Rider, Rhode Island, Mansfield, Monmouth, Marywood, Tuskegee Institute, Virginia State and West Chester.

ACADEMIC PROGRAMS

Curriculum Mission Statement

Lackawanna College's faculty strives to fulfill the College's institutional mission within the various curricula sponsored by individual divisions. These curricula offer students opportunities to advance their knowledge in a variety of disciplines and to pursue a number of different career goals. Irrespective of academic interest or career choice, however, all matriculating students at the College are expected to achieve mastery of designated learning goals through curriculum-wide study, practice and demonstration.

The overall College Curriculum Mission Statement is as follows:

Lackawanna College is an educational institution which seeks to empower its students with the knowledge, skills and attitudes that will enable them to:

- solve problems and communicate effectively;
- foster personal and professional growth;
- contribute to community betterment; and
- promote a spirit of inquiry and a desire for lifelong learning.

College Goals

The specific Lackawanna College learning goals that have emerged from this statement are as follows:

1) **Critical Thinking:** Critical thinking is the ability to apply recognized principles of logic to the analysis of judgments, values or extended presentations. The critical thinker is able to subject personal work as well as published statements to rational analysis. This individual is also able to apply logical principles in ways that solve problems effectively through information-seeking and objective evaluation.

2) **Communication Skills:** Communication skills are those capacities which enable a person to express ideas orally and in writing in a clear, correct, concise and thoughtful style. The ability to listen carefully and to read with confidence and comprehension is included within these capacities.

3) **Diversity/Global Awareness:** Diversity/Global awareness refers to one's sensitivity to the socio-economic, political, cultural and ecological environment. Such awareness is extended to more global dimensions when it takes into account the multitude of nations, races, traditions, belief systems, values and lifestyles that constitute the worldwide community of humankind. Achieving this goal should allow one to live and work harmoniously with diverse populations.

4) **Respect for and Acceptance of Others:** Respect for and acceptance of others' social and ethical beliefs are demonstrated by attitudes of openness, empathy and good will

toward all life styles and philosophies that do not infringe upon another person's freedom.

5) **Teamwork/Collaboration:** Teamwork/collaboration involves one's ability to work effectively with others in common activity. An effective team member commits talents and resources to the common project or goal and contributes fully to its joint achievement.

6) **Life-Long Learning:** A life-long learner is willing to update and upgrade skills periodically, to develop abilities and supplement knowledge long after a degree has been earned, and to subject concepts and formulations learned early to the test of continuing relevance later in life.

7) **Knowledge Application:** Knowledge application refers to how a person translates theoretical or abstract concepts into practical applications. Such knowledge affects one's work, thinking, environment, social and family life daily.

8) **Science/Technology Skills:** Science/technology skills are those aptitudes and competencies which enable one to utilize contemporary science and technology both in the workplace and in one's personal life knowledgeably and effectively. These skills are not necessarily those of an expert but are consistent with the level of scientific and technical development manifested in one's personal and professional environment.

9) **Information Literacy:** Information literacy is the capability of determining the information needed, and locating, evaluating, organizing and properly crediting the information required for a particular task or presentation. Familiarity with standard print, non-print and electronic information resources and research techniques is an essential element in this skill set.

Standards

Goal attainment is manifested when students meet the standards laid out below:

Critical Thinking

- 1) All students subject a hypothesis to critical analysis utilizing data, facts and authoritative expertise either to confirm or refute their points of view.
- 2) All students analyze complex problems and propose feasible solutions based upon the application of logic and knowledge.
- 3) All students evaluate critically the underlying assumptions behind generally accepted viewpoints and "conventional wisdom."
- 4) All students demonstrate respectful skepticism in utilizing information for decision-making.

Communication Skills

- 1) All students demonstrate the ability to communicate effectively both orally and in writing through careful reading and listening.

- 2) All students assert and develop a thesis by applying established expository or persuasive modes.
- 3) All students prepare and present an oral argument and deal with audience response fairly and courteously.

Diversity/Global Awareness

- 1) All students are knowledgeable about the political, cultural, economic and environmental developments which have shaped today's global community.
- 2) All students are knowledgeable about interrelationships among the world's societies and see the common bonds that link all peoples and societies on this globe.
- 3) All students are knowledgeable about how the socio-economic realities within their local communities relate to global developments and are sensitized to the values and belief systems individuals within these communities uphold.

Respect for and Acceptance of Others

- 1) All students establish clear moral directives.
- 2) All students demonstrate a level of maturity in thought, word and action.
- 3) All students are able to make informed decisions on moral questions, particularly those involving plagiarism, cheating or lying.
- 4) All students recognize racism, discrimination, sexism, and other forms of intolerance as elements which subvert open-mindedness, empathy and mutual respect.

Teamwork/Collaboration

- 1) All students demonstrate knowledge of various leadership styles and the ability to work effectively with persons of various backgrounds in all types of group settings.
- 2) All students demonstrate understanding of the process of problem-solving in a group setting.
- 3) All students demonstrate negotiation skills and the ability to develop agreed-upon goals through consensus-building.
- 4) All students demonstrate the ability to initiate and carry out projects in a group setting.

Life-Long Learning

- 1) All students demonstrate effective research and information management skills.
- 2) All students demonstrate the ability to apply effective job finding skills.
- 3) All students demonstrate understanding of the continuing impact of societal, technological, governmental and economic forces on their professional lives.
- 4) All students demonstrate perseverance and learn from mistakes as they self-direct life-long learning.

Knowledge Application

- 1) All students understand the connections among theoretical, practical and experiential knowledge as the bases for their thinking and for their life experience in society and within families.
- 2) All students demonstrate the ability to construct knowledge, manifest an in-depth understanding of knowledge through the use of primary resources and connect knowledge to value beyond the classroom.

- 3) All students demonstrate the ability to solve semi-structured problems where hypotheses must be formed and tested.
- 4) All students demonstrate the ability to identify knowledge gaps and solutions to pursue needed information.

Science/Technology Skills

- 1) All students demonstrate familiarity with common applications of contemporary technology and can appreciate its usefulness in solving varying problems.
- 2) All students demonstrate mastery of practical skills using computer hardware and software as tools in their course of study.
- 3) All students manifest a level of scientific literacy commensurate with established academic and career directives.

Information Literacy

- 1) All students are able to determine their research needs.
- 2) All students are able to locate and access necessary reference works, books, journals, and other printed, non-print and electronic information resources skillfully and confidently.
- 3) All students are able to evaluate critically the usefulness, relevance, scholarly accuracy and veracity of the print, non-print, and electronic resources they may access for a particular assignment.
- 4) All students understand how best to utilize the resources essential to support a thesis statement in a learned manner.
- 5) All students adhere to Lackawanna College’s academic integrity policy as well as have a functioning knowledge of copyright law.

CORE CURRICULUM

Associate in Arts (A.A.) and Associate in Science (A.S.) Curricula

College Writing (ENG 105)	3 credits
Effective Speaking (COM 125)	3 credits
College Algebra, Math of Finance, or Math Reasoning (for Business majors), or Intro Statistics and Data Analysis	3 credits
Computer Information Systems elective	3 credits
Humanities elective: [Literature, Philosophy, or Fine Arts] or Business Communications (ENG 115) (for Business majors)	3 credits
Social Science elective:	3 credits

[Intro to Psychology, World History, Economics, or Intro to Sociology]	
Natural Science or Laboratory Science elective	3 credits
Diversity/Global Studies elective (Cultural Anthropology, Foreign Language, American Minority Groups, Multiculturalism, or Sport in American Society)	3 credits
Ethics elective	3 credits
	27 credits

For the “elective” choices above, specific courses may be so designated for a major or a program.

Each division designates its required courses appropriate for the specific degree.

Associate in Applied Science Curricula

For students pursuing Associate in Applied Science degrees, with their heavy concentration of technical coursework, the core requirements are as follows:

Communications	6 credits
Mathematics and Natural Science	6 credits
Social Sciences	3 credits
Ethics or Humanities elective	3 credits
Computer Applications	3 credits
	21 credits

For the choices listed above, each program designates the required courses appropriate for the specific degree.

Student Outcomes Assessment and Credential Portfolio

Lackawanna College’s Student Outcomes Assessment Program facilitates the enhancement of teaching and learning by establishing an annual review process. This

process provides the institution, academic divisions and faculty with outcomes data to be used in making information-based recommendations for improvement in teaching/learning. Over the course of their studies at the College, students also engage in periodic self-assessment, whereby they evaluate their progress and development and, with the aid of faculty members, counselors and advisors, implement recommendations for academic and personal growth. Such recommendations highlight ways they can become better learners and better career planners.

The principal outcomes assessment instrument at the College is the student credential portfolio. To demonstrate their mastery of prescribed core curriculum and program-specific learning goals, all matriculating students, over their years of study, compile a portfolio of documents. This collection includes academic writing assignments; records of presentations, team projects, or experiments; career assessments; resumes, commendations; and letters of recommendation. These documents illustrate how students have achieved one or more of the College's learning goals. They also reflect recommendations for improvement emerging from regular student self-assessments.

Developing a credential portfolio is in itself a powerful learning activity as it encourages students to assume responsibility for their ultimate success, develop self-management skills, take pride in their work, participate in mentor relationships and heighten awareness of their personal and career growth. The student portfolio also serves as a useful aid in securing employment.

Prior to graduation, each degree candidate presents a final portfolio compilation for review by the Portfolio Manager, who verifies that the necessary materials have been included. In addition, members of the full-time faculty evaluate a number of representative portfolios to determine how well academic goals have been achieved college-wide and where deficiencies or weaknesses may be evident. This review leads to recommendations for improvement in the teaching/learning process, which then become incorporated within the College's Strategic Plan.

ASSOCIATE DEGREE PROGRAMS

I: Business Division

- Accounting (Associate in Science degree)
- Business Administration: (Associate in Science degree)
 - Business Management Career Plan
 - Business Studies Career Plan
 - Sport Management Career Plan

II: Humanities Division

- Humanities (Associate in Arts degree)
- Communication Arts (Associate in Arts degree)
- Liberal Studies (Associate in Arts Degree)

III: Social Sciences Division

- Criminal Justice (Associate in Science degree)
 - Criminal Justice Counseling Career Plan
 - Police or Security Career Plan
- Human Services (Associate in Science degree)
- Education (Associate in Science degree)
 - Early Childhood Education Career Plan
 - Early Childhood Transfer Plan
 - Education Career Plan

IV: Math and Natural Science Division

- Computer Information Systems (Associate in Science degree)
- Natural Gas Technology (Associate in Science degree)
- Life Science (Associate in Science degree)
- Environmental Studies (Associate in Science degree)
 - Policy Career Plan
 - Environmental Science Career Plan

V: Applied Technology Division

- Industrial/Manufacturing (Associate in Applied Science degree)
- Electronics Technology (Associate in Applied Science degree)
- Office Administration (Associate in Applied Science degree)
 - Office Skills Career Track
 - Information Management Technology Career Track

VI: Health Care Services Division

- Emergency Medical Services (Associate in Applied Science degree)
- Cardiac Sonography Program (Associate in Applied Science Degree)
- Diagnostic Medical Technology (Associate in Applied Science degree)
- Surgical Technology (Associate in Applied Science degree)
- Vascular Technology (Associate in Applied Science degree)

I. Business Division

ACCOUNTING

Associate in Science Degree

This curriculum, with its applications orientation, enables graduates to qualify for entry-level employment within organizations specializing in finance, such as banks, investment companies, brokerage houses or corporate finance departments.

The concentration provides a basic core of accounting and finance courses as well as business and general electives that meet the needs of the individual students. The program is designed to acquaint the student with the basics needed to perform financial analysis and planning related to budgeting in a business environment.

First Semester

Principles of Accounting I
College Writing *
Introduction to Computer Applications
or Computer Apps II
Business Law
Principles of Management

Second Semester

Principles of Accounting II
Computerized Spreadsheets
Macroeconomics
Mathematical Reasoning
or College Algebra *
Business Communications

Third Semester

Introduction to Finance
Introductory Stat & Data Analysis
Social Science Elective
Natural Science Elective*
Ethics Elective*
Senior Seminar Attendance (0 cr.)

Fourth Semester

Managerial Accounting
Federal Taxation
Effective Speaking
Diversity/Global Studies Elective
Co-op or Elective

* Developmental courses may be required as prerequisites

BUSINESS ADMINISTRATION

Associate in Science Degree

The Business Administration curriculum includes three options. The Management track has been designed for students desiring to acquire a broad background in business, commerce and industry. The program is particularly recommended for students preparing for a supervisory or marketing position. Students contemplating transfer to a four-year institution and planning to major in a business-related discipline also frequently follow this curriculum.

Business Management Career Plan

First Semester

Introduction to Computer Applications
or Computer Apps. II
College Writing *
Principles of Management
College Algebra*
Macroeconomics

Second Semester

Social Science Elective
Business Communications or Humanities
Core
Business Law
Principles of Marketing
Intro Stat & Data Analysis
or Pre-Calculus

Third Semester

Principles of Accounting I
Diversity/Global Studies Elective
Human Resource Management
Effective Speaking
Natural Science Elective*
Senior Seminar Attendance (0 cr.)

Fourth Semester

Ethics Elective*
International Business
Principles of Accounting II
Management Information Systems
Co-op or Elective

* Developmental courses may be required as prerequisites

Business Studies Career Plan

The Business Studies career plan is designed to provide students with a general knowledge of business theory and with the basic skills to prepare them for employment in business or government. With its elective options, the program can comfortably accommodate students' varying needs and interests within an overall business framework.

First Semester

College Writing *
Math of Finance, Math Reasoning
or College Algebra*
Principles of Accounting I
Intro to Computer Applications
or Computer Applications II
American National Government
or Intro to Public Administration

Second Semester

Macroeconomics
Business Communications
Principles of Accounting II (or elective)
Principles of Management
Diversity/Global Studies Elective

Third Semester

Effective Speaking
Business Elective
Ethics Elective`*
Humanities Elective
Elective
Senior Seminar Attendance (0 cr.)

Fourth Semester

Management Information Systems
Principles of Marketing
Natural Science Elective*
Social Science Elective
Elective

* Developmental courses may be required as prerequisites

Sport Management Career Plan

The Sport Management track offers coursework for the student interested in sport and recreation careers in the private/commercial sector, public recreation and park agencies, and corporate/industrial settings. Students completing this program will be qualified to seek employment in a recreational setting or to transfer the degree into a four-year sport and recreational management program.

First Semester

Introduction to Computer Applications
or Computer Apps II
College Writing *
Principles of Management
College Algebra*
American Minority Groups

Second Semester

Intro to Psychology*
Intro to Literature or Business Comm.
Principles of Marketing
Introduction to Sport Management
Natural Science Elective*

Third Semester

Principles of Accounting I
Macroeconomics
Sport in American Society
Effective Speaking
Social Science Elective
Senior Seminar Attendance (0 cr.)

Fourth Semester

Principles of Accounting II
Ethics Elective*
Management Information Systems
Sport Facility and Event Management
Co-op or Elective

* Developmental courses may be required as prerequisites.

II. Humanities Division

Liberal Studies

Associate in Arts Degree

Courses in the Humanities major offer a broad introduction to learning, encouraging students to discover themselves and to cultivate an awareness of the values of the society in which they live. The studies provide the foundation for developing habits of clear and an analytical thinking, recognition of the role of each person in society, responsibility for one's fellow man, an appreciation of the aesthetic and cultural values of life and a desire for continuing growth in pursuit of truth.

Leading to the Associate in Arts degree, the program establishes a background in the humanities, with emphasis on Literature, Arts, Philosophy, History, English and Communication. This program facilitates transfer to bachelor's degree programs.

Fall Semester

ENG 105 College Writing*
MAT 120 College Algebra*
HIS 105 U.S. History I
COM 125 Effective Speaking
PSY 105 Introduction to Psychology*

Fall Semester

Literature Elective
PHL 105 Introduction to Philosophy
Economics Elective
Diversity/Global Studies Elective
Elective
SEM 100 Senior Seminar Attendance (0 cr.)

*developmental coursework may be required

Diversity/Global Studies Elective: SSC 220, SSC 225, SSC 235, SSC 245, any global history, foreign language

Literature Elective: ENG 215, ENG 220, ENG 225, ENG 230, ENG 235

Social Science Elective: PAD 105; any non-required psychology, sociology, criminal justice, or history listing

Humanities Elective: any non-required humanities core; COM 105; COM 205; PHL 120; any non-required history listing; foreign language; ENG 215 or higher (non-required)

Spring Semester

ART 105 Fine Arts Survey
ENG 110 Introduction to Literature
CIS 105 Introduction to Computer Applications
OR
CIS115 Intro to Computer Applications II
SSC 105 Introduction to Sociology
OR
SSC 235 Cultural Anthropology Elective

Spring Semester

Ethics Elective*
Natural Science Elective*
SSC 210 Social Problems
Humanities Elective
Social Science Elective

COMMUNICATION ARTS

Associate in Arts Degree

The Communication Arts option is designed to introduce students to all aspects of the media, including newspapers, magazines, radio, books, internet, television and film. It also examines the growing interrelationships among these various media outlets.

Essential background theory on state-of-the-art technologies and trends in communications will be studied to provide students with a complete understanding of all media forms and techniques.

Communication Arts majors are required to assume leadership roles in the campus newspaper, *Off the Vine*. Students have a variety of editorial positions to fill, such as news, features, editorials and photography. For those students who are interested in the actual administration of the paper, business positions are available, ranging from production and advertising to distribution. Majors will sign up with the newspaper's advisor their first fall semester and relinquish their duties upon graduation.

Fall Semester

ENG 105 College Writing*
MAT 105* **OR** MAT 115* **OR** MAT 120*
CIS 105 Introduction to Computer Applications
OR
CIS 115 Computer Applications II
Comm
CTN 225 Introduction to Film Study
COM 105 Introduction to Mass Media

Fall Semester

COM 205 Newswriting
OR
COM 220 Studio Production
COM 210 Media Scriptwriting
COM 125 Effective Speaking
Ethics Elective*
Elective* _____
Social Science Core
Project
SEM 100 Senior Seminar Attendance (0 cr.)

*developmental coursework may be required

Diversity/Global Studies Elective: SSC 220, SSC 225, SSC 235, SSC 245, any global history, foreign language

Literature Elective: ENG 215, ENG 220, ENG 225, ENG 230, ENG 235

Social Science Elective: PAD 105; any non-required psychology, sociology, criminal justice, or history listing

Humanities Elective: any non-required humanities core; COM 105; COM 205; PHL 120; any non-required history listing; foreign language; ENG 215 or higher (non-required)

Spring Semester

CTN 205 Video Production I
ENG 110 Introduction to Literature
CTN 115 Video Editing
Diversity/Global Studies Elective
COM 228 Intro to Interpersonal

Spring Semester

CTN 215 Video Production II
OR
COM 238 Media Criticism
COM 230 Video Journalism
COM 208 Public Relations
Natural Science
COM 245 Internship/Media

III. Social Science Division

CRIMINAL JUSTICE

Associate in Science Degree

This curriculum provides a variety of courses and career paths for students planning to work professionally in some capacity within the criminal justice system. Students may follow one of two broad tracks: Counseling or Police.

Students interested in becoming counselors or probation officers within the criminal justice system should follow the Counseling career plan. Required courses place the emphasis on the social and behavioral sciences to give students a firm theoretical foundation for successful personal and social interventions in chosen profession.

Criminal Justice Counseling Career Plan

First Semester

College Writing*
College Algebra* or
Math Reasoning*
Intro to Sociology
Introduction to Computer Applications
or Computer Applications II
Introduction to Criminal Justice**

Second Semester

Intro to Psychology*
Effective Speaking
Social Problems
PA Criminal Law or
Deviant Behavior
Humanities Core

Third Semester

Criminology
The Correctional Community
Diversity/Global Studies Elective
Forensic Science*
Elective
Senior Seminar Attendance (0 cr.)

Fourth Semester

Social Psychology
Juvenile Delinquency
Abnormal Psychology
Drugs and Behavior
Ethics Elective*

*Developmental courses may be required as prerequisites.

** Introduction to Criminal Justice is a pre-requisite for all other criminal justice courses.

Police or Security Career Plan

Those interested primarily in day-to-day police operations, either within local municipalities or as state police officers, should pursue the Police or Security career plan. Courses in this track highlight hands-on and practical criminal justice applications. Graduates of the College's ACT 120 Program who seek Associate Degrees in Criminal Justice normally use their training modules as course equivalencies for a number of criminal justice requirements in this plan.

First Semester

College Writing *
College Algebra* or
Mathematical Reasoning*
Intro to Sociology
or Public Administration
Introduction to Computer Applications
or Computer Apps II
Intro to Criminal Justice**

Second Semester

Intro to Psychology*
Humanities Core
Ethics Elective*
PA Criminal Law
Introduction to Search & Seizure and
PA Rules of Criminal Procedure

Third Semester

Juvenile Delinquency
The Correctional Community
Police Operations
Forensic Science*
Effective Speaking
Senior Seminar Attendance (0 cr.)

Fourth Semester

Firearms and Police Combat Situations
or Social Problems
Drugs and Behavior
Preliminary Law Enforcement & Criminal
Investigation
Criminology Elective
Diversity/Global Studies Elective

* Developmental courses may be required as prerequisites

** Introduction to Criminal Justice is a pre-requisite for all other criminal justice courses.

HUMAN SERVICES

Associate in Science Degree

The Human Services curriculum has been designed to develop the knowledge and skills necessary to work with people in a variety of helping relationships. The integration of coursework from the fields of psychology, sociology and education provides an excellent basis for students wishing to continue their education in human services, education, psychology, sociology or social work. Graduates may also wish to seek employment in human service “aide” positions in educational, rehabilitation and other social service institutions.

First Semester

Introduction to Human Services
Introduction to Psychology
Intro to Sociology or Social Problems
College Algebra* or Math Reasoning
College Writing*

Second Semester

Social Psychology
Effective Speaking
Psychology of Adjustment
American Minority Groups
Intro to Computer Applications, or
Computer Apps II

Third Semester

Ethics Elective*
Adulthood and Aging
Abnormal Psychology
Marriage and the Family
Drugs and Behavior
Senior Seminar Attendance (0 cr.)

Fourth Semester

Developmental Psychology
Natural Science Elective*
Counseling Theories and Techniques
Humanities Core
Elective
Elective

*Developmental courses may be required as prerequisites.

EDUCATION

Associate in Science Degree

The Early Childhood Education program prepares students educationally to immediately become assistant teachers, teachers or site directors in early childhood settings such as early learning (child care) centers and preschool programs (Professional Track). It also prepares students to transfer to bachelor degree programs in early childhood education, child development or elementary education (Transfer Track). The curriculum balances general education courses with courses specifically designed to develop an understanding of the learning needs of young children. Many opportunities for “hands-on” experiences with children give students a firm foundation for immediately entering the workforce or continuing their formal education.

Early Childhood Career Plan

First Semester

College Writing*
Intro to Prof of Education
Math for the Early Years*
Assessment I
Introduction to Psychology*

Second Semester

Survey of American Literature
College Algebra*
Infant/Toddler Development
Introduction to Computer
Applications **OR** Computer
Applications II
Child, Family & Community

Third Semester

Methods and Materials in ECE
Effective Speaking
Early Childhood Growth & Development
Laboratory Science*
Intro to Stat & Data Analysis*
Praxis Preparation
Senior Seminar Attendance

Fourth Semester

Children’s Literature
Early Intervention in ECE
U.S. History I
Diversity/Global Studies Elective
Field Studies I**

*Developmental courses may be required as prerequisites.

**Choice depends on track chosen

Early Childhood Associate in Applied Science Plan

First Semester

College Writing*
Intro to Prof of Education
MAT Elective*
Assessment I
Introduction to Psychology*

Second Semester

Survey of American Literature
Diversity/Global Studies Elective
Infant/Toddler Development
Introduction to Computer Applications
OR Computer Applications II
Child, Family & Community

Third Semester

Methods and Materials in ECE
Effective Speaking
Early Childhood Growth & Development
Laboratory Science*
I**
ECE Elective
Senior Seminar Attendance

Fourth Semester

Children's Literature
Early Intervention in ECE
U.S. History I
Classroom Management **OR** Field Studies

Elective

Education Career Plan

The Education option introduces students to educational history and theory, allowing them to complete the first two years of study normally required in elementary or secondary education programs. To become certified teachers, students must transfer to a four-year college or university to earn their baccalaureate teaching credentials. A minimum GPA of 3.00 is necessary for successful transfer into a four-year Education program.

First Semester

College Writing*
College Algebra*
Intro to Prof of Education
Introduction to Psychology*
Effective Speaking

Second Semester

Survey of American Literature
Intro Stat & Data Analysis **OR** Pre-Calculus
Introduction to Computer App **OR**
Computer Applications II
Introduction to Sociology
Developmental Psychology

Third Semester

Fine Arts Survey
Educational Psychology
Diversity/Global Studies Elective
Abnormal Psychology
Laboratory Science Elective*
Senior Seminar Attendance

Fourth Semester

Ethics Elective
American Minority Groups
Social Problems
U.S. History I
Elective

* Developmental courses may be required as prerequisites

IV. Math, Science, Computer Science Division

COMPUTER INFORMATION SYSTEMS

Associate in Science Degree

The aim of this curriculum is to provide a conceptual and practical basis for the understanding and application of modern computer information systems for business. Theoretical principles acquired in the formal class sessions are refined and become usable skills through the utilization of the College's computer laboratories. Over the course of this program, students gain hands on experience in the foundations of computer programming, Web page development, Office applications, and Accounting along with general core courses.

From this curriculum, students can progress in either of two directions. Those who wish to continue their education will find they have acquired an excellent foundation for further study in Computer Information Systems or other related fields at four-year institutions. Students who intend to work with computers professionally upon graduation will find Lackawanna's program has given them the experience they need to enter a highly competitive market.

First Semester

Principles of Accounting I
College Writing*
PreCalculus*
Computer Applications II
Diversity/Global Studies Elective

Second Semester

Principles of Accounting II
Intro to Stat and Data Analysis
Web Page Construction
Computerized Spreadsheets
Effective Speaking

Third Semester

Social Science Elective
Management Information Systems
Visual Basic Programming
Macroeconomics
Humanities Core
Senior Seminar
Senior Seminar Attendance (0 cr.)

Fourth Semester

Ethics Elective*
Database Management Systems
Java Programming
Natural Science Elective*
Elective

GAS TECHNOLOGY SYSTEMS

Associate in Science Degree

The Natural Gas Technology Program is designed to prepare students for work in the production and operations part of the natural gas industry. As a result of their training in this program students will be able to:

- Describe the geologic setting of oil and gas deposits and how they were formed.
- Describe surface and groundwater occurrence, movement, and protection relative to oil and gas development and production.
- Read topographic maps; determine coordinates for locations and find locations by coordinates; describe and define drainage basins; and determine elevations and plot profiles for pipelines, roads, and other features.
- Describe the economic significance of the oil and gas industry worldwide and in the U.S. and state economies.
- Describe the process of energy fuels exploration, discovery, development, production, processing, and marketing.
- Describe the equipment used in natural gas production, processing, metering, and measurement and understand how it works and how to maintain it.
- Describe the environmental laws applicable to the natural gas industry and how the industry complies with these laws in the development and production of natural gas.
- Describe the health and safety laws applicable to the natural gas industry as defined by the Occupational Safety and Health Administration (OSHA) and other governmental agencies and understand the individual worker's responsibility in complying with these laws on a company and personal level.

First Semester

Introduction to Computer Applications
Business Communications*
Physical Geology
Physical Geology Lab (1cr.)
Math Reasoning*
Intro to Oil & Gas Industry

Second Semester

Introduction to Computer Applications II
Effective Speaking
Industrial Safety/OSHA Regulations
Natural Gas Handling & Processing
Natural Gas Production

SUMMER

Natural Gas Internship (11week internship/coop. study with industry) 2 cr.

Third Semester

Microeconomics
Basic Electronics
Gas Well Service, Workover & Comp.
Computerized Spreadsheets

OR

Database Management Systems

Elective_____

SEM 100 Senior Seminar Attendance (0 cr.)

Fourth Semester

Instrumentation and Control
Environmental Law & Awareness
Pneumatics
Pipeline

Elective_____

**Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.*

LIFE SCIENCE

Associate in Science Degree

This Program is designed to provide a sound education in general science (biology, chemistry and physics) plus more advanced coursework in biology. Students entering the program should have successfully completed two to three years of mathematics and three years of science in high school. They should also be familiar with computers and their uses. Primarily a transfer-related program, this curriculum provides intensive hands-on laboratory experience that will prepare students for additional study at four-year institutions. Students may also gain entry-level positions in science-related careers as laboratory technicians.

First Semester

College Writing*
General Biology I*
General Biology I Lab (1 credit)
General Chemistry I*
General Chemistry I Lab (1 credit)
Calculus I (4 credits)

Second Semester

Effective Speaking
General Biology II
General Biology II Lab (1 credit)
General Chemistry II
General Chemistry II Lab (1 credit)
Intro to Computer Applications or
Computer Applications II

Third Semester

Diversity/Global Studies Elective
Intro Statistics & Data Analysis
General Physics I
General Physics I Lab (1 credit)
Microbiology (4 credits)
Social Science Core
Senior Seminar Attendance (0 cr.)

Fourth Semester

Bioethics
General Physics II
General Physics II Lab (1 credit)
Ecology & Evolutionary Biology (4 credits)
Humanities Core

* Developmental courses may be required as prerequisites.

ENVIRONMENTAL STUDIES

Associate in Science Degree

The Environmental Studies program provides two tracks for specialization in this broad interdisciplinary field.

Policy Career Plan

The Policy Career Plan emphasizes the relationships between natural science and social science with a focus on legal and policy issues relating to the environment. Students entering the program should have successfully completed two to three years of mathematics and three years of science in high school. They should also be familiar with computers and their uses.

First Semester

College Writing*
College Algebra*
Global Ecology or Environmental Science
Macroeconomics
Biological Science*

Second Semester

Effective Speaking
Intro Stat & Data Analysis or Pre-Calculus
Social Problems
Intro to Environmental Studies
Intro to Computer Apps or Comp Apps II

Third Semester

Diversity/Global Studies Elective
Intro to Public Administration
Environmental Quality
Bioethics
Elective or Co-Op
Senior Seminar Attendance (0 cr.)

Fourth Semester

Environmental Law and Policy
Principles of Management
Social Science Core
Humanities Core
Elective or Co-op

*Developmental courses may be required as prerequisites.

Environmental Science Career Plan

The Science Career Plan is designed for students who desire more thorough coursework in biology and environmental science and who intend to transfer to a four-year institution or to enter the work force as field or laboratory technicians.

First Semester

College Writing*
Pre-Calculus*
General Biology I*
General Biology I Lab (1 credit)
Global Ecology or Environmental Science*
Macroeconomics

Second Semester

Effective Speaking
Intro to Environmental Studies
General Biology II
General Biology II Lab (1 credit)
Intro to Computer Apps or Comp Apps II
Bioethics

Third Semester

Social Problems
General Chemistry I
General Chemistry I Lab (1 credit)
Diversity/Global Studies Elective
American National Government, or
Intro to Public Administration
Environmental Quality
Senior Seminar Attendance (0 cr.)

Fourth Semester

Ecology & Evolutionary Biology (4 credits)
or Co-op Practicum I
Environmental Law and Policy
Principles of Management
Humanities Core
Elective

*Developmental courses may be required as prerequisites.

V. Applied Technology Division

INDUSTRIAL/MANUFACTURING

Associate in Applied Science Degree

The Industrial/Manufacturing Program prepares recent secondary school graduates, as well as men and women currently employed in the region's industrial and technical firms, to improve their technical knowledge and skills and their academic capabilities. To bring technical specialists and resources into the program, the college has developed partnerships with the Northern Tier Career Center, the Career Technology Center of Lackawanna County, and Johnson College. This program's flexible schedule, including evening coursework, accommodates the needs of both traditional students and working men and women. The Plant Technology Career Plan provides students with a broad range of experience in processes and equipment typically encountered in manufacturing plants.

Plant Technology Career Plan**

First Semester

College Algebra*
College Writing*
Intro to Computer Applications
or Computer Applications II
Principles of Manufacturing
Electrical Power Technology

Third Semester

Ethics Elective*
Chemistry in Society*
Industrial Controls
Management Information Systems
Intro Statistics & Data Analysis
or Pre-Calculus
Senior Seminar Attendance (0 cr.)

Second Semester

Diversity/Global Studies Elective
Effective Speaking
Social Science Elective
Principles of Management
Basic Print Reading

Fourth Semester

Environmental or Physical Science
Business Communications
Introduction to Psychology*
Programmable Controls
Hydraulics/Pneumatics

* Developmental courses may be required as prerequisites.

** Offered only at the Towanda Center.

ELECTRONIC TECHNOLOGY

Associate in Applied Science Degree

This program is collaboration between Lackawanna College and Johnson College, and it provides the training individuals need to obtain well-paying jobs as electronics technicians with major employers in Northeastern Pennsylvania and throughout the country. Trained electronics technicians work with cutting-edge technology in dynamic fields such as national defense and global manufacturing.

The colleges have combined forces to offer specialized training leading to an Associate Degree in Electronics at their Scranton campuses. Candidates apply to Lackawanna College for admission to the program and take core courses at Lackawanna College. At Johnson, they receive hands-on training in various electronic technology subjects. The two-year program leads to Associate in Applied Science degrees from Lackawanna College in Electronic Technology.

Lackawanna College General Education Core (22 credits)

Introduction to Computer Applications or Computer Applications II
College Algebra*
Business Communications
College Algebra II & Trigonometry
International Business
Introduction to Psychology or Social Science Elective
Job Finding Skills or Self-Development Elective

*Developmental courses may be required as prerequisites. Credits earned in developmental courses cannot be applied toward graduation.

** Social Science Elective: Any Social or Behavioral Science listed except PHL 105, PHL 120 or PSY 105

Johnson College Courses

Electronic Technology Core Courses (40 credits)
Electronic Technology Major Specific Courses (8 credits)

OFFICE ADMINISTRATION

Associate in Applied Science Degree

Maximizing the efficiency in today's hectic office environment requires effective management. Therefore, executives are increasingly relying on administrative assistants to expand the productivity of their offices. The Office Administration curriculum has been designed to develop those fundamental skills and personal qualifications required of a person able to "take charge" of administrative responsibilities involving anticipation of needs, the use of tact and ability to plan.

An Office Administration student will not only master administrative office skills but also gain a working knowledge of effective management and accounting principles. A graduate may be employed in a variety of positions in industry, banking, education, government or other fields requiring highly developed office administration capabilities.

The Office Skill Career Track provides students with a broad exposure to knowledge and skills that can be applied in any business environment while the Information Management Technology career Plan provides intensive training and exposure to office technology applications.

Office Skills Career Track

First Semester

College Writing*
Introduction to Computer Applications
or Computer Applications II
Mathematics of Finance* Mathematical
Reasoning, or College Algebra*
Principles of Management
Introduction to Keyboarding

Second Semester

Principles of Accounting
Business Communications*
Computer Applications II
or Elective
Management Info Systems
Anatomy and Physiology*
or Natural Science Elective*

Third Semester

Business Law or Elective
Effective Speaking
Introduction to Psychology
Diversity/Global Studies Elective
Medical Terminology or Elective

Fourth Semester

Legal Terminology or Elective
Human Resource Management
Applied Ethics* or Medical Ethics
American Minority Groups
Speedwriting* or Co-op or Elective

* Developmental courses may be required as prerequisites.

Information Management Technology Career Track

First Semester

Mathematics of Finance
Principles of Management
College Writing*
Speedwriting*
Introduction to Keyboarding or
Business Elective

Second Semester

Principles of Accounting I
Intro to Computer Applications or
Computer Applications II
Introduction to Psychology
Effective Speaking
Business Communications

Third Semester

Computer Applications II or
CIS Elective
Human Resources Management
Computerized Spreadsheets
Management Information Systems
American Minority Groups

Fourth Semester

International Business
Ethics Elective*
Humanities or Soc. Science Elective
Office Technology
Co-op or Business Elective

*Developmental courses may be required as prerequisites.

VI. Health Care Services Division

EMERGENCY MEDICAL SERVICES

Associate in Applied Science Degree

The Emergency Medical Services Concentration combines the College's paramedic training program with core curriculum and advanced college coursework. The College awards 32 credits to those degree-seeking students who have successfully completed all 1035 hours of the paramedic program and have passed the Pennsylvania Department of Health Paramedic Certification Examination (see the Continuing Education section of this catalog). The 33 additional hours such students need to earn their associate in applied science degrees are distributed among the following courses:

College Writing *	3 credits
Introduction to Literature	3 credits
Mathematics of Finance*	3 credits
Intro to Psychology* or Social Psychology	3 credits
Introduction to Computer Applications or Computer Apps II	3 credits
Human Biology	3 credits
Effective Speaking	3 credits
Medical Ethics	3 credits
Drugs and Behavior or Recommended Social Science Elective	3 credits
Developmental Psychology or Social Problems	3 credits
Pharmacology	1 credit
Medical Terminology	1 credit
Self-Development (Stress Management)	1 credit

- Recommended Social Science Electives:
Diversity/Global Studies Elective
Introduction to Sociology
Adulthood and Aging

* Developmental courses may be required as prerequisites.

CARDIAC SONOGRAPHY PROGRAM

Associate in Applied Science Degree

Cardiac Sonographers use ultrasound technology to examine the heart's chambers, valves, vessels and surrounding structures. Images that are produced by using ultrasound are then reviewed by a physician for interpretation and diagnosis of heart abnormalities. Lackawanna's two-year associate degree program requires 70 credit hours of coursework and includes science and cardiac courses, labs and clinical experiences as well as the College's basic core courses. In addition, Cardiac Sonographers may also choose to specialize in vascular technology. Lackawanna College offers a separate Vascular Technology Degree Program.

First Fall Semester (Pre-Ultrasound)

Intro to Psychology	Intro to Computer Apps or Computers Apps II
Intro to Patient Care	College Algebra*
Anatomy & Physiology	Medical Terminology

First Spring Semester (Cardiac Coursework Begins)

Cardio Pathophysiology	Cardiovascular A&P
EKG Lab	Ultrasound Physics I **
Skills Lab	Cardio Clinical I
Effective Speaking	

Summer Session I

Medical Ethics	Pharmacology Skills/Therapeutic Techniques
Intro to Vascular	

Second Fall Semester

Cardio Pathophysiology	PEDS	
Skills Lab II	Intro to Psychology	
Ultrasound Physics II***	Cardio Clinical II	Senior Seminar Attendance

Second Spring Semester

Cardio Clinical III	Registry Review
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* Developmental courses may be required as prerequisites

** HTH 140 (Ultrasound Physics I) cannot be scheduled unless a student has successfully completed MAT 120 (College Algebra) and HTH 135 (Intro to US Physics).

*** BIO 201 (A&P) and HTH 105 (Intro to Patient Care), MAT 120 (College Algebra), and HTH 100 (Medical Terminology) must be taken during a student's first semester at Lackawanna College.

**** All coursework must be successfully completed prior to enrollment in Clinical III.

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate in Applied Science Degree

Diagnostic Medical Sonographers use special equipment to identify actual or potential medical abnormalities in various body systems. Through classroom presentations and on-site clinical experience, students become familiar with the operation of such equipment and with the scientific principles and processes underlying its applications.

First Spring Semester (Pre-Ultrasound) Summer Session

Intro to Psychology
Intro to Computer Apps or
Computers Apps II
Intro to Patient Care
College Algebra*
Anatomy & Physiology
Medical Terminology

College Writing*

First Fall Semester

Pelvic Sonography and Lab
Abdominal Sonography and Lab
Ultrasound Physics I**
Small Parts Sonography
Clinical I

Spring Semester

Effective Speaking
Obstetric Sonography and Lab***
Ultrasound Physics II
Fetal and Neonatal Anomalies***
Laboratory Management
Clinical II***
Senior Seminar Attendance

Summer Semester

Medical Ethics
Intro to Vascular Technology

Fall Semester

Clinical III****
Registry Review

* Developmental courses may be required as prerequisites

** HTH 140 (Ultrasound Physics I) cannot be scheduled unless a student has successfully completed MAT 120 (College Algebra) and HTH 135 (Intro to US Physics).

*** BIO 201 (A&P) and HTH 105 (Intro to Patient Care), MAT 120 (College Algebra), and HTH 100 (Medical Terminology) must be taken during a student's first semester at Lackawanna College.

**** All coursework must be successfully completed prior to enrollment in Clinical III.

SURGICAL TECHNOLOGY

Associate in Applied Science

Through a balance of classroom instruction and clinical experience a student will acquire applied skills in the field of Surgical Technology. The program objectives are: to give students an understanding the need for surgical intervention; to develop an understanding of the role of surgical technologist as a member of the surgical team; to instruct students in the responsibilities which the performance of this role entails; to assist students in developing the knowledge of the organizational structure of the hospitals, its departments and the operating room; to develop a basic understanding of biological science as it relates to safe operating room procedure; and to facilitate the hands-on, supervised experience in the operating room performing the duties of a surgical technologist.

First Semester

Introduction to Computer Applications	3 crs
Introduction to Psychology	3 crs.
Medical Ethics	3 crs.
Introduction to Surgical Technology	3 crs
College Writing	3 crs.
Medical Terminology	1 cr.
Pharmacology	1 cr

Second Semester

Anatomy and Physiology I	3 crs.
Introduction to Microbiology wo/lab	3 crs.
Principles and Practice of Surg.Tech.	6 crs.
Life Skills Elective	1 cr.
Surgical Procedures I	4 crs

Summer Session

College Algebra	3 crs.
Effective Speaking	3 crs.

Third Semester

Anatomy and Physiology II w/lab	4 crs.
Technological Science for Surg. Tech.	1 cr.
Surgical Procedures II	4 crs.
Clinical Practice I	8 crs.

Fourth Semester

Clinical Practice II	12 crs.
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Total credits **69 crs.**

VASCULAR TECHNOLOGY

Associate in Applied Science Degree

A Vascular Technologist provides health care patient services using medical ultrasound to gather data necessary to diagnose a variety of circulatory conditions and diseases. Lackawanna's two-year associate degree program requires 70 credit hours of coursework and includes science and vascular courses, labs and clinical experiences as well as the College's basic core courses.

First Fall Semester (Pre-Vascular)

College Algebra (3 cr)*
Intro to Comp Apps or Comp Apps II (3 cr)
Anatomy & Physiology (3 cr)
Medical Terminology
Introduction to Patient Care (2 cr.)
Intro. To Psychology

Summer Session

Medical Ethics (3 cr)

Intersession

Introduction to Literature (3 cr)

First Spring Semester (Vascular Coursework Begins)

College Writing (3 cr)*
Extremity Venous Disease and Assessment (3 cr)
Upper Extremity Arterial Disease and Assessment (3 cr)
Lower Extremity Arterial Disease and Assessment (3 cr)
Vascular Clinical I (1 cr)
Ultrasound Physics I (3 cr)**

Second Fall Semester

Vascular Clinical II (3 cr)
Effective Speaking (3 cr)
Cerebrovascular Disease and Assessment (3 cr)
Ultrasound Physics II (3 cr)
Abdominal Vascular Disease and Assessment (3 cr)
Vascular Laboratory Mgmt. (2 cr)
Senior Seminar Attendance (0 cr)

Second Spring Semester

Vascular Clinical III (15 cr)
Registry Review (0 cr)

* Developmental courses may be required as prerequisites

** HTH 140 (Ultrasound Physics I) cannot be scheduled unless a student has successfully completed HTH 135 (Introduction to Ultrasound Physics) and MAT 120 (College Algebra).

- HTH 125 (Anatomy and Physics), HTH 105 (Introduction to Patient Care), Mat 120 (College Algebra) and HTH 100 (Medical Terminology) must be taken during a student's first semester at Lackawanna College.

- VST 112, VST 113, HTH 140 and VCL 105 must be successfully completed before a student may enroll in VST 110, VST 125, VST 205, HTH 145 and VCL 110.

- All coursework must be successfully completed prior to enrollment in VCL 205 (Clinical III).

CERTIFICATE PROGRAMS

CAREER ADVANCEMENT STUDIES

Individuals seeking to improve their present employment positions will find the Career Advancement Program an excellent means to expand their knowledge, increase their skills and qualify for promotions.

Participants will receive a Certificate of Training after successfully completing eight three-credit courses to fulfill their individualized career needs and one one-credit course chosen from the Self-Development series.

The intention to pursue a Career Advancement Certificate must be declared before completion of 25 credits. Career Advancement Certificates will not be awarded on a retroactive basis.

Credits attained in this program may be applied later to one of the College's Associate Degree programs or transferred to other institutions of higher education.

SURGICAL TECHNOLOGY CERTIFICATE

First Semester

Anatomy and Physiology	3 crs.
Introduction to Microbiology wo/lab	3 crs.
Introduction to Surgical Technology	3 crs
Principles and Practice of Surgical Tech.	6 crs.
Medical Terminology	1 cr.
Pharmacology	1 cr

Second Semester

Anatomy and Physiology II w/lab	4 crs.
Technological Science	1 cr.
Surgical Procedures I	4 crs
Clinical Practice I	8 crs.

Third Semester

Surgical Procedures II	4 crs.
Clinical Practice II	12 crs.
Total Credits	50 crs.

COURSE DESCRIPTIONS

ACCOUNTING

ACC 105 - Principles of Accounting I

This introductory course builds the foundation for the advanced levels of accountancy training, starting with accounting for a service or merchandising business operated by a single proprietor. It emphasizes generally accepted accounting principles and practices; the fundamental equation of accounts; the accounting cycle; the trial balance; the worksheet, including adjusting, closing, correcting and reversing entries; classified financial statements; methods for locating and correcting errors; and plant and tangible assets (3 Credits).

ACC 110 - Principles of Accounting II

This course is a continuation of Principles of Accounting I with emphasis on accounting systems and controls; payroll systems; concepts and principles; partnership formation; income division and liquidation; corporate organization and operation; stockholders' equity; earnings and dividends; long-term liabilities and investments; departmental and branch accounting; and the manufacturing statement (3 Credits). Prerequisite: ACC 105

ACC 205– Intermediate Accounting I

This course is a review of basic accounting principles and concepts and the accounting cycle from raw data to the basic financial statements. Special attention is given to a series of chapters describing in detail the problems relating to general accounting, valuation and presentation of cash, temporary investments, receivables, inventories, current liabilities and income taxes; the acquisition, use and retirement of land, buildings and equipment; and related problems in matching revenue and costs (3 Credits). Prerequisite: ACC 112

ACC 210– Intermediate Accounting II

This course is a continuation of Intermediate Accounting I. The emphasis is on accounting principles as applied to depreciation and depletion; intangible assets; long-term investments and liabilities; stockholders' equity and related problems in matching revenue and cost; financial statement preparation; analytical processes; ratios and measurements, combined with funds-flow reporting from both complete and incomplete records (3 Credits). Prerequisite: ACC 205

ACC 215 - Federal Taxation

This course examines the Federal Income Tax Code and its application to individuals and business enterprises. A study is made of the requirements for filing tax returns and of the tax liability; taxable and non-taxable income; deductible expenses and losses; bases and determination of gains and losses; and related problems involving personal and business situations. Emphasis is placed on tax planning and preparation of various tax forms. Computerized tax preparation is also emphasized in this class (3 Credits). Prerequisite: ACC 105

ACC 220– Managerial Accounting

This course introduces the business/accounting student to the field of Managerial Accounting. It serves as a follow-up course for students who have completed Accounting I and Accounting II. Designed as a three-credit course, it focuses on how accounting contributes to effective management while emphasizing the principles of cost accounting used by manufacturing and other businesses. Topics include job order and process costing systems, cost behavior, volume profit analysis, variable costing, budgeting, performance evaluation and decision making (3 Credits). Prerequisites: ACC 105, ACC 110 and ECO 105

ACC 225 – Introduction to Finance

ACC 225 introduces the business student to the basic financial principles, presents an overview of the financial decision-making process with emphasis on corporate structures and develops problem-solving skills unique to financial management. Topics include financial statement analysis, time value of money, bonds, stocks, risk and return, capital budgeting, cash flow estimation, cost of capital, dividends, financial planning and international financing. Financial calculator/spreadsheet software is used in problem solving (3 Credits). Prerequisites: ACC 105, ACC 110 and ECO 105

APPLIED TECHNOLOGIES

Applied Technologies courses are offered at the College's Towanda Center or at the Northern Tier Technology Center.

ATN 105– Principles of Manufacturing

This course reviews the manufacturing process from the earliest stages to the production of the finished product. The acquisition of materials, pricing, productivity, quality maintenance, inventory control and distribution are covered fully (3 Credits).

ATN 110– Electrical Power Technology

This course is designed to introduce students to the theory and application of basic DC/AC electronics and motors. The student will learn how to read schematic diagrams, calculate circuit parameters, operate and evaluate motors and use test equipment. Topics to be covered are: series, parallel, and combination circuitry, capacitance, inductance, DC and AC motors, troubleshooting and proper safety procedures. Students will also build basic circuits to test operating parameters (3 Credits).

ATN 113– Hydraulics/Pneumatics

This course is designed to provide the student with the basic theories and applications of hydraulics and pneumatics. Topics to be covered include: pictorial and graphic diagrams, physical laws, components, and circuit operation. Students will develop an understanding of pumps, actuators, valves, filters and storage. Students will also be introduced to the similarities and differences between fluid and air properties. The class will consist of theory and hands-on training to demonstrate circuit operations (3 Credits).

ATN 115 – Industrial Controls

This course is designed to introduce the student to electromechanical control of pneumatic circuits, servomechanisms and synchros. Electromechanical control consists of using solenoids and relays to operate a pneumatic circuit. The student will learn electrical symbols, operation of solenoids, relays, and control valves. The circuitry studies will cover safety circuits, reciprocation, sequencing, timing and sensing. The student will also learn about controlling power and automatically correcting the performance of a mechanism by using a servo, as well as using a synchro to keep the angular rotation or position constant. Topics to be covered are: power and signal amplifiers, open and closed loop control, error detection, overshoot, zero position, and control transmitters and transformers (3 Credits).

ATN 120– Basic Mechanics

This course is designed to introduce the student to the basic principles and fundamentals of mechanics. This course will begin with simple machine principles and progress to linkage systems, drive systems and control devices. Theory and math skills will be reinforced with labs and group activities (3 Credits).

ATN 125– Basic Print Reading

This course is designed to introduce the student to the basics of reading mechanical/electrical blueprints. It covers electrical/electronic schematic diagrams, logic diagrams, and hydraulic/pneumatic flow diagrams (3 Credits).

ATN 205– Programmable Controllers

This course is designed to introduce students to the operation of programmable logic controllers (PLC's). The topics covered are operating the programmer, symbols and conversions, free format diagrams and troubleshooting, PLC internal devices, and control circuits. Students will learn to operate a programmer, read and draw ladder diagrams, convert relay ladder logic symbols to free format diagram symbols, and write programs to count, time, sequence, and perform basic functions. The student will also learn how to troubleshoot a PLC program. There will also be an introduction to robotics. The student will be introduced to vertical, horizontal, rotary actuators, and robotic applications (3 Credits).

BIOLOGY *

BIO 105– Human Biology

This course provides a survey of the structure and function of the major body systems and emphasizes the relationship between humans and other living things. Topics include anatomical organization and physiological regulation of the body, reproduction and heredity, and human evolution and ecology (3 Credits).

BIO 110 – Global Ecology

This course provides an overview of ecology by examining the structure and function of populations, communities and ecosystems using an interdisciplinary approach, including examination of human impacts. Topics include the biological nature of life, levels of

ecological organization, energy flow, nutrient cycling, population interactions, succession and biomes (3 Credits). Offered in the Fall Semester of odd-numbered years.

BIO 115 – Biological Science

This course presents a survey of the biological world from the basic to the complex. Topics include the nature of life, cell biology, genetics, ecology, evolution, anatomy and physiology, and the diversity and classification of living things. Two hours lecture and two hours of laboratory per week (3 Credits). Offered every Spring Semester.

BIO 120 - General Biology I

This course presents a detailed overview of the general principles of biology for science majors. Topics include the chemical nature of life, cell structure and function, energetics, cell division, genetics, and molecular biology. Three hours lecture per week (3 Credits).

BIO 121– General Biology Laboratory

Three hours per week (1 Credit). Co-requisite: .BIO 120

BIO 125 - General Biology II

This course presents a detailed overview of evolutionary and organismal biology, with an emphasis on the diversity of living things from the protest, plant and animal kingdoms. Three hours of lecture per week (3 Credits). Prerequisite: BIO 120-121 or equivalent.

BIO 126– General Biology II Laboratory

Three hours per week (1 Credit). Co-requisite: BIO 125

BIO 130 - Bioethics

This course examines some of the moral issues affecting the daily realities of clinical and basic research practice. The class will search through case studies of ethical problems facing the clinical and industrial researcher (3 Credits).

BIO 220– Microbiology

This course provides information concerning the nature and diversity of microorganisms. Additionally, BIO 220 covers specific properties of eukaryotic and prokaryotic organisms and their roles in the disease process. Three hours of lecture and three hours of laboratory per week (4 Credits). Prerequisite: BIO 120 and BIO 125

BIO 225 – Ecology and Evolutionary Biology

This course is an introduction to the principles of ecology and evolution, emphasizing the interrelationships between organisms and their environment. Topics include the historical development of evolutionary theory, the role of genetics, history of life on earth, and physiological, population, community and ecosystem ecology. Three hours of lecture and three hours of laboratory per week (4 Credits). Prerequisite: BIO 120 and BIO 125

** Before enrolling in any natural science course, developmental students must have completed DEV 010, DEV 020 and/or DEV 030 if so required.*

CHEMISTRY *

CHM 105 - Chemistry in Society

This course presents chemical principles in the context of current societal, environmental and technological issues. Political, social and economic implications of chemical facts and phenomena are presented. Topics include air pollution, water pollution, energy concerns, plastics and polymers, drugs, nutrition and biotechnology (3 Credits).

CHM 110– Forensic Science

This course presents an overview of the application of science to law. Sample collection, handling, analysis and interpretation of physical, chemical and biological evidence from crime scenes are emphasized. Topics include searching the crime scene, nature of evidence, physical and chemical analyses, forensic toxicology, blood, DNA and fingerprinting (3 Credits).

CHM 120– General Chemistry I

This course explores the fundamental laws, theories and mathematical concepts of chemistry with an emphasis on chemical properties, structure, stoichiometry and the periodic table. Intended for science majors. Three hours lecture per week (3 Credits). Co-requisite: CHM 121

CHM 121– General Chemistry I Laboratory

Three hours per week (1 Credit). Co-requisite: CHM 120

CHM 125– General Chemistry II

This course explores the fundamental laws, theories and mathematical concepts of chemistry with an emphasis on the chemistry of aqueous solutions, including reaction rates, acids and bases, oxidation-reduction and chemical equilibria. Intended for science majors. Three hours lecture per week (3 Credits). Prerequisite: CHM 120; Co-requisite: CHM 126

CHM 126– General Chemistry II Laboratory

Three hours per week (1 Credit). Co-requisite: CHM 125

** Before enrolling in any natural science course, developmental students must have completed DEV 010, DEV 020 and/or DEV 030 if so required.*

COMMUNICATIONS

COM 105 - Introduction to Mass Media

This course is designed to familiarize the student with all phases of media, including newspapers, magazines, radio, films and television. Background information and contemporary technologies are studied to give the student a better understanding of all media forms and their impact on the public. Classes may be conducted at local radio/television stations and four-year universities. Seasoned professionals in the media

field are invited to the class to give students a behind-the-scenes look at particular careers (3 Credits).

COM 110 - Media and Communication Research Methods

This course will introduce students to scholarly research in the field of media. Students will focus on five different aspects of communication (intrapersonal, interpersonal, small group, organizational, and mass media) and explore different research methods (3 Credits). Prerequisite: ENG 105

COM 125 - Effective Speaking

This course stresses the various methods of speech for effective oral communication. Special emphasis is placed on informative and persuasive speech, as well as on group presentations. A variety of formal and informal speaking situations provides the student with a balance between principles and practice (3 Credits).

COM 205 - Journalism I

This course is an introduction to journalism, including practice in all activities relevant to news coverage. Students will become familiar with interviewing, editing, feature writing and many other aspects of journalism involved in today's communications-driven world. Students also will participate in the development of the College's newspaper, *Off the Vine* (3 Credits). Prerequisite: ENG 105

COM 208 - Public Relations/Professional Writing

This course is a workshop in public relations. Students will learn writing forms and styles. The course will address a wide range of topics from preparing basic press releases to managing multi-media public relations campaigns. Media relations, business ethics and private and not-for-profit institutional case studies will also be covered. Students will have the opportunity to work hands on within the field through a public relations campaign project (3 Credits). Prerequisite: ENG 105

COM 215 - Broadcasting in America

This course looks at the history of broadcasting in America. Students will discover how media outlets and professionals developed, how programs have been created and financed, and the differences among programs through the years. The course also will explore the difference between U.S. electronic media and those of other countries and will look toward the future of the digital age (3 Credits). Prerequisite: ENG 105

COM 218 - New Media Technologies/Digital Editing

This course will introduce students to emerging technologies appearing today and will examine the impact they have on society. Through self-exploration and lecture, students will gain knowledge of how new technology works and its ever-evolving nature (3 Credits).

COM 225- Advanced Public Speaking

Students will attempt to master the five canons of rhetoric: organization, invention, style, memory and delivery that they have been exposed to in Effective Speaking (COM 125).

This course will build upon students' fundamental speaking skills and move on to advanced presentation styles (3 Credits). Prerequisite: ENG 105, COM 125

COM 228 - Introduction to Interpersonal Communications

This course will explore intrapersonal and interpersonal communication processes. Students will learn the skills and techniques of enhancing interpersonal relationships. This course will provide students with an understanding of communication and self, interpersonal communication and perception, listening and responding, communicating nonverbally and communicating verbally (3 Credits). Prerequisite: COM 125

COM 235 - Media Ethics

This course is designed to familiarize students with moral decisions involving mass media. Students will discuss and analyze ethical decisions made in the media through case studies presented by the text (3 Credits). Prerequisite: PHL 125

COM 238 - Media Criticism

This course will look at the importance of media today in many powerful arenas and attempt to unmask the often hidden manipulation of various media sources. Students will examine the trends that define media today and become aware of the many tactics used to deliver information by a number of media outlets (3 Credits).

COM 245 - Internship/Practicum

This course is designed to provide experience in a student's major field of study through full-time work. Students are graded on the basis of learning objectives and an employer's evaluation. On-the-job experience is supplemented by a consultation/reporting period of approximately 15 hours per semester, which will be individually arranged in a flexible time setting to meet criteria for the program and sponsoring agencies (3 Credits).

MEDIA TECHNOLOGY

CTN 205 - Video Production I

CTN 205 introduces the student to basic video equipment for broadcast and non-broadcast purposes and presents training in the planning and presentation of various types of television productions, using studio and Electric News Gathering/Electronic Field Production (ENG/EFP) facilities (3 Credits).

CTN 210 - Audio Production

CTN 210 introduces the student to basic audio equipment for broadcast/non-broadcast operations. The course involves preparation and evaluation of various types of broadcast/non-broadcast productions (3 Credits).

CTN 215 - Video Production II

In this course, the student continues the study of video production, including more complex techniques and special effects. Electronic field production and editing skills are also emphasized (3 Credits). Prerequisite: CTN 205

CTN 225 - Introduction to Film Study

This course is designed to provide students with an understanding of film analysis. Students will learn to appreciate film as art. Representative films are studied to understand the impact they have on modern society and on individuals (3 Credits).

CTN 240 - Internship/Practicum

CTN 240 provides the student with practical experience in aspects of theater arts under the supervision of the head of the theater program and with the cooperation of area, regional or nationwide arts organizations. Students are graded on the basis of learning objectives and an employer's evaluation. On-the-job experience is supplemented by a consultation/reporting period of approximately 15 hours per semester, which will be individually arranged in a flexible time setting to meet criteria for the program and sponsoring agencies (3 Credits).

COMPUTER INFORMATION SYSTEMS

CIS 105 - Introduction to Computer Applications

This course provides an introduction to business computer applications. Students receive hands-on practice in Microsoft Office (Word, Excel, and PowerPoint) software. Example projects include Word announcements, an MLA formatted sample research paper, resume and cover letter. Students create Excel workbooks using formulas, functions, charts, absolute cell references, and formatting and PowerPoint slide shows with bulleted lists, themes, clip art, and slide transitions. Students must achieve a prescribed level of proficiency in keyboarding by independently using keyboarding software. Extensive work on the student's own computer or in the college's computer labs is required. *This course is not open to Computer Information Systems or IT Security majors. Students who have workplace or previous academic experience using MS Office are encouraged to enroll in CIS115 instead of CIS105.* (3 Credits).

CIS 115 – Computer Applications II

This course builds upon a student's understanding of the basic features and options in Microsoft Office applications. The course focuses on the more complex and advanced capabilities of Word, Excel, and PowerPoint. Example projects include Word newsletters, tables, and form letters and Excel projects using data tables, templates, and linked workbooks. PowerPoint projects will include custom backgrounds, SmartArt Graphics, charts, tables, and hyperlinks. Extensive work on the student's own computer or in the college's computer labs is required. *Students who enter with workplace or previous academic experience using MS Office are encouraged to enroll in this course instead of CIS105.* (3 credits)

CIS 128– Visual Basic Programming

This course serves to introduce students to the fundamentals of Microsoft Visual Basic programming and forms the foundation for further study of the material presented. Each

student independently writes, tests, documents and debugs Visual Basic programs for a Graphical User Interface (GUI) environment. Concepts covered include: the Visual Basic Express IDE, forms, controls, data types, variables, selection, and loops. Extensive work on the student's own computer or in the college's computer labs is required. (3 credits)

CIS 205 - Management Information Systems

This course examines the role of technology in facilitating an organization's business activities. The topics will equip the student with the knowledge to play a role in the development and operation of information systems in organizations. Subject areas include: foundation Information System concepts, hardware, software, data management, telecommunications, systems supporting decision making, and societal considerations. Additionally, students will get further hands-on experience using Microsoft Office. (3 credits). Prerequisite: CIS 105 or CIS 115.

CIS 210 - Computerized Spreadsheets

This course provides the student with an in-depth treatment of electronic spreadsheet software using Microsoft Excel. The course proceeds from the basics of spreadsheet design to such advanced topics as graphing, linking worksheets and macro creation (3 Credits). Prerequisite: CIS 105 Spreadsheets concepts are presented and developed in a computer lab environment with hands-on projects using the Microsoft Excel. Topics included are: formulas and functions, charts and graphics, pivot tables, pivot charts, multiple worksheets, advanced functions, conditional formatting and filtering, and integrating Excel with other windows programs. Extensive work on the student's own computer or in the college's computer labs is required. (3 credits). Prerequisite: CIS 105 or CIS115.

CIS 228– Introduction to Java Programming

This course is an introduction to the Java programming language. Topics covered include: concepts and techniques of object-oriented programming, the organization of a Java program, the structure and syntax of the language, concepts of data types, assignments, logical flow, arithmetic statements, classes, methods, applets, and conditionals. Each student will independently write, test, document and debug Java programs and applets in the Windows programming environment. Extensive work on the student's own computer or in the college's computer labs is required. (3 credits).

CIS 240– Microcomputer Database Management Systems

Database concepts are presented and developed in a computer lab environment with hands-on projects using the Microsoft Access database management system. Topics included are: creating a table, constructing queries, relating tables, integrating and analyzing data, designing and using forms for database access, designing reports for data retrieval, maintaining a database, and using macros to automate tasks. Extensive work on the student's own computer or in the college's computer labs is required. (3 credits). Prerequisite: CIS 105 or CIS115.

CIS 245 – Web Page Construction

This course is an introduction to creating Web pages using XHTML and CSS. Features of web pages to be covered include: links, images, formatted text, liquid layouts, data tables, forms, and style sheets. Students will complete projects in web page construction using XHTML standards in a computer lab setting. Web pages are developed by using a text editor to enter XHTML code. Extensive work on the student's own computer or in the college's computer labs is required. (3 credits). Prerequisite: CIS 105 or CIS 115.

COOPERATIVE EDUCATION

CED 105 - Co-op Ed Practicum I

This is a course designed to blend academic study and work experience in a student's major field of study. Co-op Ed is a career-related student employment program that provides realistic exposure to the work environment. Students must complete 75 hours of approved work during the allotted time (3 Credits). Prerequisite: 12 earned credits

CED 110 - Co-op Ed Practicum II

This is a continuation of CED 105 with progressively responsible work experiences (3 Credits). Prerequisites: CED 105, Co-op Department Approval and 15 earned credits

CRIMINAL JUSTICE

CJS 105 - Introduction to the Criminal Justice System

This survey course will provide the student with an introduction to formal institutions of social control, "the Criminal Justice System" and will closely examine the three major components of the criminal justice process: the police, the courts and the various forms of corrections and rehabilitation along with the history and role of each component. Additionally, the course will address crime in America as well as special criminal justice issues such as juvenile justice, drugs and crime and multi-national criminal justice systems in addition to discussing the future of criminal justice. (3 Credits)

CJS 110 - The Correctional Community

This course will offer the student an historical overview of the correctional system with emphasis on the third component of our criminal justice system, that of "Corrections" and will include the history of corrections in Pennsylvania,. An examination of the theories of punishment, role of the police, the courts and available correctional alternatives including but not limited to probation and intermediate sanctions, the state, local and private sector systems and their functions, the clients they serve, and their rights, inmate control and treatment, correctional classification, pre-release programs and community-based correctional programs. Alternatives to incarceration, including probation and parole, drug and alcohol treatment programs and mental health care will also be presented. Existing reintegration systems will also be explored in line with the future of the correctional community.(3 Credits).

CJS 120 - Pennsylvania Criminal Law

This course includes a study of the laws, both criminal and civil that law enforcement officials deal with on a daily basis. This includes study and understanding of defined requirements constituting the commission of a criminal act. An examination of the fundamental nature of law, its contemporary role and function, and its evolving changes in today's complex society will be presented.. Particular emphasis will be placed on criminal laws in Pennsylvania. Insights into the relevance of today's laws as they relate to various social issues and reflect the legal perspectives of other jurisdictions will be presented. Additionally, related legal terms and concepts including but not limited to criminal liability, inchoate crimes, defenses, excuses, property crimes as well as personal crimes and offenses against public morality and the Administration of Justice, the victims of crimes, punishment, and sentencing will be presented.(3 credits).

CJS 125 - Introduction to Search and Seizure and Rules of Criminal Procedure

This course will provide the student with a practical approach in dealing with the complex and ever-changing laws of criminal procedure. An illumination of the many aspects of police investigatory practices will be highlighted along with explanations and rationale of the laws and recommendations to appropriately and legally deal with the requirements of the laws. Issues to be addressed will include basic individual rights under the United States and Pennsylvania constitutions, the maintenance of public order, arrest, confessions, search and seizure, pretrial identification, etc. Additional content will include a review of the duties, rights, and liabilities of a law enforcement professional and rights guaranteed by the Fourth, Fifth and Sixth amendments to the United States Constitution, along with the corresponding Amendments to the Pennsylvania Constitution, and how those rights affect the prevention, detection, investigation and prosecution of crime. (3 credits)

CJS 130 - Juvenile Delinquency

This course surveys the major theories concerning juvenile delinquency. Juveniles with multiple problems are examined and the various theories outlining the historical causative factors contributing to juvenile delinquency. The legal history of the development of a separate criminal justice system for juveniles through English common law to current day is presented.. The role of the juvenile as a subcomponent of the larger criminal justice system and the problem of interfacing the juvenile system with the overall system will be examined with emphasis on the concept, process and components of the juvenile justice system, (including terminology, the police, the courts and corrections. (3 credits)

CJS 205 - Police Operations

This course examines the problems of police organization and management, the allocation of police resources, information systems, community relations concerns and determinants of police policy will be presented with major emphasis on the initial major component of the criminal justice system "The Police". The history of policing will be explored as it evolved from the fifth century B.C. and the Roman Empire to today's technologically advanced Department of Homeland Security. An examination of the problems of police organization and management, the allocation of police resources, information systems, community relations concerns and determinants of police policy

will be presented. The course also provides the student with a basic understanding of modern policing and will identify the organization, function, operational strategies and culture of the police as well as more current critical issues such as ethics, computers technology, less than lethal weapons, terrorism, D.N.A. Profiling and modern forensics, uniform patrol functions, criminal investigations and forensics are discussed and analyzed. This course also explores the ethical, emotional and physical aspects of a career in law enforcement. (3 Credits).

CJS 210 Community Relations in Criminal Justice

This course will focus on the concept of community policing as it relates to the programs philosophy and problem solving strategies in line with the differing populations that are served by police officers (diversity, social class, lifestyles, relationships, etc). Programs that demonstrate the partnership of the police and community as a strategy to deter or minimize crime will be examined and evaluated relative to family violence, sexual assault, drug and alcohol related crimes, problems in citizen relations, including treatment of victims, witnesses and jurors; citizen involvement in the legal process as well as homicides. (3 credits)

CJS 212 - The Pennsylvania Vehicle Code and Accident Investigation

CJS 212 gives the student an understanding of the vehicle code and its laws and interpretations. Also included in this course is a general look at accident investigation and factors contributing to accidents (3 Credits).

CJS 215 - Preliminary Law Enforcement and Criminal Investigation

This course will provide students with an overview of the fundamentals of the process of a criminal investigation. An exploration of related topics will include but not be limited to the history and development of the criminal investigations, the legal aspects, the role and responsibilities of the investigator, the process itself, and the tools and techniques the investigator will utilize in gathering information, the collection, prevention, interpretation and value of evidence as well as discussion of current trends and issues related to this field of study. (3 credits)

CJS 225 - Firearms and Police Combat Situations

In this course, the student will examine the current state and federal laws concerning the ownership and use of firearms. Legal issues such as use of force by law enforcement personnel and by private citizens, "The Brady Bill," and other federal legislation will be presented and reviewed. The mechanics of firearms, including the proper nomenclature, will be presented and hands-on examinations offered. The student will be provided with the basics of marksmanship and the fundamentals of safe weapon handling. This course will also offer the student an introduction to on-range firearm training in a structured environment. Scenario training and decision-making techniques will also be discussed (3 Credits).

CJS 230 - Criminology This course studies crime in society as a form of deviant behavior. It includes a review of classic and contemporary theories; an analysis of the

nature and extent of crime; and an evaluation of prevention, control and treatment/rehabilitation programs (3 Credits).

DEVELOPMENTAL EDUCATION

DEV 010 - Basic Writing Skills

This three-credit course is designed to prepare the student to succeed in upper level writing courses. A basic review of grammar is coupled with extensive practice in sentence recognition and development. Special emphasis is placed on paragraph development techniques, sentence structure, usage and language mechanics. This course must be successfully completed before a student may enter ENG 105 through ENG 230. Failure in the course will result in its being repeated the next semester. A grade of B is required to enroll in ENG 105: College Writing. Students receiving less than a B are required to enroll in and successfully complete ENG 102: Fundamentals of Writing. Students must successfully complete all prerequisite course work in order to enroll in any upper level writing course. The grade in the latter course is counted as part of a student's GPA. DEV 010 earns institutional credit only.

DEV 020 - Reading for College

This three-credit course is designed to develop fundamental reading skills through extensive practice. The purpose of this course is to increase the student's ability to read efficiently and critically, to improve vocabulary, and to enable the student to make inferences from what is read. This course must be successfully completed (a grade of B or better) in the first semester. Students receiving less than a B are required to enroll in ENG 103 (Critical Reading). The grade received in the latter course is counted as part of a student's GPA. DEV 020 earns institutional credit only.

DEV 030 - Basic Math Skills

This three-credit course is designed to reinforce basic arithmetic skills while introducing some fundamental algebraic concepts in preparation for college level math. Concepts and skills are developed through the integration of algebra and arithmetic problem-solving applications. This course must be successfully completed (a grade of B or better) during the first year of college before a student may enroll in MAT 115 or MAT 120. Students receiving less than a B are required to enroll in and successfully complete MAT 110. The grade received in the latter course is counted as part of a student's GPA. DEV 030 earns institutional credit only.

Students who fail a DEV course (Basic Writing, Reading for College or Basic Math) must retake the course in the next semester. Students may not withdraw from a DEV course without the permission of the Developmental Education Division Chair.

EARLY CHILDHOOD EDUCATION AND EDUCATION

ECE 105 - Introduction to Early Childhood Education

This course stresses the role of professionalism, the use of a code of ethics and the integration of developmentally appropriate practices in all ECE settings, while

considering prominent theorists and current trends and issues related to young children. This course fulfills 45 of the specified training hours required for a CDA (3 Credits).

ECE 115 - Early Childhood Growth and Development

This course presents the development of the whole child from three years of age through pre-adolescence. A field component is part of the course expectation. This course fulfills 45 of the specified training hours required for a CDA (3 Credits). Prerequisites: ECE 105, 215

ECE 205 - Leadership in Educational Settings

This seminar-style course is directed toward those who aspire to leadership positions in educational settings. It explores the nature of leadership and its application in programs for young children. This course fulfills one third of the objectives specified for the completion of the PA Director's Core Credential (3 Credits). Prerequisites: ECE 105

ECE 206 - Administration of ECE Programs

This seminar-style course is designed for those who aspire to lead or own an ECE program. It emphasizes the strategies and processes needed to operate high quality early childhood programs. This course fulfills one third of the objectives specified for the completion of the PA Director's Core Credential (3 Credits). Prerequisites: ECE 105

ECE 207 - Business Practices for ECE

This seminar-style course is designed for those who need to develop the skills necessary to lead or open an ECE program. An understanding of applicable federal, state and local laws, financial planning, codes and regulations, hiring and retention practices, emergency management, record keeping, communication and marketing are topics of special consideration. This course fulfills one third of the objectives specified for the completion of the PA Director's Core Credential (3 Credits). Prerequisites: ECE 105

ECE 210 - Early Intervention in ECE

This course will review the historical positions and current legislation regarding early intervention services. It will identify challenges young children may bring to the classroom. Adaptive programming will be explored and classroom management techniques will be integrated with developmentally appropriate practices (3 Credits). Prerequisites: ECE 115, 215

ECE 215 - Infant and Toddler Development

This course is designed to explore the development of the whole child from the pre-natal stage through two years of age. The study of the historical beliefs about child rearing as well as current parenting styles and practices are addressed. Health and safety issues, structuring and assessing the pre-3 environment and the importance of developmentally appropriate standard-based curriculum is also presented. A field component is part of the course expectation. This course fulfills 45 of the specified training hours required for a CDA (3 Credits).

ECE 240 - Children's Literature

This course studies the development of children's literature both past and present, and introduces the student to the various types of literature currently available for children. Evaluating children's literature, choosing appropriate literature based on the children's language skills, techniques for engaging children in the exploration of literature, and integrating literature across the curriculum is stressed. A field component is part of the course expectation (3 Credits). Prerequisites: ECE 105 or EDU 105

ECE 245 - Methods and Materials for ECE

This course creates an opportunity for students to relate critical methods in ECE to the evaluation, design and creation of learning materials appropriate for young children. This course emphasizes an integrated curriculum that invites children to become involved in a variety of creative activities, as well as stressing the structuring of the environment as a significant factor in the progressive growth and development of young children (3 Credits). Pre-requisites: ECE 115, 215

ECE 255 – Classroom Management in Early Childhood Education

This course is designed to explore the measures necessary to effectively manage an early childhood classroom, including the environment, the teacher's role, the curriculum, and a cooperative working relationship with families (3 Credits). Prerequisites: ECE105, ECE115, ECE215.

ECE 260 - Field Studies

This course is a high-intensity, structured field experience in assigned early learning classrooms. Experiences are designed to provide practice in child observation and daily classroom routines, as well as in the creation and implementation of developmentally appropriate activities utilizing proper teaching techniques. Classroom attendance is required to analyze and discuss professional considerations and issues, as well as field experience hours (3 Credits). Prerequisites: A GPA of 3.0 or higher, ECE 115, 210, 215.

EDU 105 - Foundations of Education

This course includes the study of the American education system historically, culturally and philosophically. Emphasis is placed on the professional nature of teaching, the role of education in contemporary society, career opportunities and other current issues pertinent to education (3 Credits).

EARTH AND ENVIRONMENTAL SCIENCES *

ESC 105– Earth Science

This course provides a survey of physical geology, meteorology, oceanography and astronomy using a systems approach, treating earth materials (including air, water, and land), society, and the environment as interconnected systems. Human impacts, natural hazards, natural resources and global change are addressed (3 Credits). Offered in the Spring Semester of odd-numbered years.

ESC 110– Introduction to Geography

This course provides an overview of the study of geography emphasizing physical,

cultural, locational and regional geography. Topics include maps, landforms, climate, populations, political and economic geography, and natural resources (3 Credits). Offered every Spring Semester.

ESC 115 - Environmental Quality

This interdisciplinary course will allow students to assess the quality of local environments, particularly streams, and to determine the extent of pollution. Biological, chemical and hydrological attributes will be examined in the field and the laboratory. Two hours of lecture/discussion and two hours of laboratory per week (3 Credits). Offered every Fall Semester.

ESC 125 - Environmental Science

This course provides an overview of current environmental issues from a local and global perspective. Students will develop an understanding of the nature and impact humans have made on ecosystems using an interdisciplinary approach to learning. Topics include matter and energy in the environment, population growth, energy sources, air and water pollution, and environmental policy (3 Credits). Offered in the Fall Semester of even-numbered years.

ESC 130– Introduction to Environmental Studies

The interdisciplinary nature of environmental studies is the focus of this course. This course tracks the history of the environmental movement and predominant environmental issues will be introduced and discussed. Varying philosophical and ethical stances regarding stewardship of the natural environment will be reviewed. The basic argument of economy versus the natural environment will be analyzed and debated (3 Credits).

ESC 200 - Introduction to Environmental Law and Policies

This course introduces, analyzes and discusses precedent-setting and pending environmental situations as they relate to law and policy, as well as their influence on technology, sociology and philosophy. Issues such as controlling hazardous materials, resource management, land use, property rights and water pollution control will be explored. Existing legislation, particularly the National Environmental Policy Act, Clean Air Act and Resource Conservation and Recovery Act, is analyzed. Insight into ecological facts and theories is offered. Field trips and guest lecturers are often scheduled (3 Credits).

- *Before enrolling in any natural science course, developmental students must have completed DEV 010, DEV 020 and/or DEV 030 if so required.*

ECONOMICS

ECO 105 - Macroeconomics

This course is intended to introduce the student to the determinants of the level of income and employment in the economy. Macroeconomics, often referred to as general equilibrium analysis, is concerned with the problems of the economy as a whole rather than those of the individual or firm. As an introductory course, it is primarily concerned

with developing the desire and aptitude for continuing inquiry into this area of knowledge (3 Credits).

ECO 110 - Microeconomics

Microeconomics studies the forces that affect individual productive units. It deals with the economic problems of the individual, the firm and the industry. The mechanisms of production, price, employment and distribution are investigated and applied (in conjunction with macroeconomic theory) to current domestic and international problems (3 Credits).

ENGLISH

ENG 102 – Fundamentals of Writing

The purpose of this course is to help students develop a clear understanding of grammar, punctuation and usage in order to produce effective and intelligent academic essays. Students will be required to analyze literary works critically and refine their analysis as they prepare academic essays. ENG 102 does not fulfill the writing core curriculum requirement. This course may be used for matriculation (3 Credits).

ENG 103 - Critical Reading

The primary purpose of this course is to prepare students for college reading material – textbooks, journals, articles and newspapers. The emphasis is on active reading and developing specific strategies for understanding assigned college reading materials. The course begins with basic reading strategies, including vocabulary development, and then moves into more advanced strategies for comprehension, study reading and specialized reading. This course may be used for matriculation (3 Credits).

ENG 105 - College Writing

English 105 strives to familiarize students with the writing process, empowering them to produce polished, coherent academic essays which employ critical, analytical and research skills. This course applies a holistic approach to academic writing while helping students develop clear, thoughtful essays in standard academic form. Specifically, students' writing experience will culminate in the production of a properly organized, fully documented research paper (3 Credits).

ENG 110 - Introduction to Literature

English 110 introduces students to poetry, prose and drama while acquainting them with critical frameworks for interpreting literature. The course will employ a holistic approach to writing as a process, requiring students to compose original, critical essays that discuss primary literary works. While requiring classes to employ sound research skills, the course will allow individual students to develop critical approaches related to their academic and personal experiences (3 Credits). Prerequisite: ENG 105

ENG 115 - Business Communication

ENG 115 is a practical course that introduces students to various media and the standard protocols of business communications, helping them to become competent, dependable

communicators. Although standard modes of written communication are the major features of the course, students will also investigate other forms, including Internet communication and networking. This course employs a process approach to message development and empowers students as informed and effective listeners, speakers and writers (3 Credits).

ENG 215 - Survey of American Literature to 1900

English 215 is a one-semester course designed to provide the student with an appreciation of American poetry, fiction and drama by presenting the achievements of classic American writers of the late seventeenth, eighteenth and nineteenth centuries in their historical context. By reading and discussing in class a number of representative works of William Bradford, Benjamin Franklin, James Fenimore Cooper, Ralph Waldo Emerson, Nathaniel Hawthorne, Herman Melville, Mark Twain, Walt Whitman, Emily Dickinson and others, students should develop greater analytic power, literary insight and deeper understanding of the main currents of historical American thought (3 Credits).

ENG220 – American Women’s Literature

ENG220 is a survey course that attempts to define a female tradition in American literature. ENG220 will recognize the changing role American women have experienced culturally, sexually, and psychologically through their writing and will also question biases and stereotypes that have defined women’s roles in the United States from the country’s inception to the present. Students will be encouraged to compare contemporary attitudes toward women with the writing selections that will be discussed in class. Students will also be introduced to various approaches to analyzing literature, such as Feminism, French Feminism, Psychoanalytic Criticism, and the New Historicism. Prerequisites: ENG105 and ENG110.

ENG 225 - Masterworks of Western Literature I

English 225 introduces the student to masterpieces of classical Greece and Rome, and Medieval and Renaissance Europe, and also examines non-Western literature from ancient Israel. The purpose of the course is to make the student more knowledgeable about and more responsive to the traditional foundations of our civilization (3 Credits).

ENG 230 - Masterworks of Western Literature II

English 230 introduces the student to masterpieces of post-Renaissance Europe. The course focuses on literature from the Enlightenment, the Romantic Age, the late nineteenth century and the Modern Era. Its purpose is to make each student more knowledgeable about and more appreciative of the literary foundations of modern Western civilization (3 Credits).

ENG 235– Masterworks of World Literature

English 235 introduces students to masterpieces of non-Western cultures as well as to literature from the Native American, African, American and Latino traditions of Western Culture. With a multi-cultural perspective, this course heightens students’ awareness of the diverse influences that have shaped today’s global literary community (3 credits).

LSK 105 - College Study Skills

This course is designed to help students develop the academic skills necessary for success at the college level. The course includes such study skills as listening, note taking, time management, textbook reading, a study method called SQ3R and test taking. It also includes a review of the theories of memory and forgetting, stress management, and career development. This course may be used for matriculation (3 Credits).

FINE ARTS**ART 105 - Fine Arts Survey**

This is an interdisciplinary course which surveys music, painting, architecture and sculpture in various historical periods and from various philosophical perspectives (Classicism, Romanticism, Modernism, etc.). Through slides and recordings as well as textbook presentations and classroom lectures, students gain both a deeper appreciation of the arts and a deeper understanding of the interrelationships among the various arts in history (3 Credits).

FOREIGN LANGUAGES**FRE 101 – Introductory French**

This course is designed primarily for students who have little or no background in the French language. It will provide a basic yet solid foundation in comprehending, speaking, reading and writing French. This course will also assist the student in understanding French culture (3 Credits).

SPN 101- Elementary Spanish I

This course is designed for students with little or no background in the Spanish language. It covers basic grammar, pronunciation and conversation, and includes suitable readings and written exercises (3 Credits).

SPN 102 – Elementary Spanish II

This course continues the instruction in grammar, pronunciation and conversation begun in SPN101 (3 Credits). Prerequisite: SPN101

HISTORY**HIS 105 - U.S. History I**

U.S. History I is a survey course which reviews American history from the pre-Colonial era (1600) to the Civil War era (1865). The course is designed to acquaint the student with the major political, economic, social and cultural developments of these eras with emphasis on the rise of Colonial America and the Constitution, Westward Expansion, the Age of Jackson, Antebellum America and the Civil War era (3 Credits).

HIS 110 - U.S. History II

In HIS 110, the period from the Civil War to the present is examined in light of the important social, economic, political and cultural events of those years. This survey course highlights America's growing impact on world events and the contribution of various ethnic groups to American civilization. Also examined are the issues of industrial growth, the world wars, and American diplomacy and international relations (3 Credits).

HIS 118 - American National Government

This is an introductory course that surveys the rise, development, structure, and operations of American government. It offers an analysis of the historical and intellectual forces shaping government in America, as well as providing an analytical framework to help the student understand the structure, functions and challenges of the American federal system (3 Credits).

HIS 130 - 131– Modern World History

This is a global history course focusing upon the twentieth century. It reviews the major political, social and economic events that have shaped the history of the modern world, including American, European, Asian, Middle Eastern and Latin American civilizations. Emphasis is placed upon the two world wars, the breakup of the European colonial empires, the rise of Third World militancy and the pressing global issues that now threaten life on our planet (e.g. ecological crises, unequal distribution of resources, etc.) (3 Credits).

HIS 138 - The Vietnam War

America's involvement in Vietnam and the war's lasting impact on American life and thought form the basis for this course. Beginning with a survey of Vietnamese history and culture, America's growing role in Vietnam is traced from the arrival of the first American soldiers to their final withdrawal. The role of women and ethnic groups in the war as well as Vietnam's deep imprint on American culture are examined (3 Credits).

HIS 155 - Women's History

This course surveys the multi-faceted role women have played in American history from the first days of settlement to the present. Many of the continuing struggles of American women as well as the achievements of women who have overcome gender-based barriers are examined (3 Credits).

HIS 140 - U.S. Presidents

This course will allow the student to learn about the people who have occupied what has been called, " The most powerful political office in the world ", that of the President of the United States. Through various means, the student will use biographical material/information to learn about both the person who held this office and the history of this country as it pertained to the times of the president in question.(3 Credits)

MANAGEMENT & MARKETING

MGT 105 - Principles of Management

This is an introductory course that examines the basics of management, its practices and its techniques. It also allows the student to become familiar with concepts and terminology that will be useful in many managerial situations (3 Credits).

MGT 125 - Introduction to Sport Management

MGT 125 is a survey course that offers the student a look at the diverse and expanding field of sport and recreation. The areas of professional, educational and commercial sport and recreation and special events are surveyed, identifying the general structure and function of each. Emphasis is given to skills necessary for entry into the field and to opportunities that exist (3 Credits).

MGT 205 - Human Resources Management

This course provides the student with a realistic survey of the functions of human resources management as it is known today. It is built around the broad functions which management must perform in order to build and cooperate with an effective and satisfied group of people. As an introductory course, it is designed for all management students, not solely for those whose career interests point toward the personnel field. The viewpoint used is that manpower management is a major responsibility of all managers rather than a responsibility only of a personnel staff. The course acquaints the student with the system of people management rather than merely the activities assigned to those who provide various personnel services for management (3 Credits). Recommended: MGT 105

MGT225 – Coaching Management Principles

This course will teach coaching management ethics and responsibility. The course is designed to create a positive model for understanding, improving and maintaining the quality and safety of athletes at every level of participation. CMP includes comprehensive class room and self study segments in which students must complete in order to gain the necessary learning requirements to become proficient in coaching and managerial skills. In addition to basic concepts there are learning objectives, principles of coaching, behavior, teaching and management. This course will teach you how to develop coaching philosophies, select your own style of management, develop your own teaching strengths and abilities as well as recognizing your weaknesses. Recognize the need for safety and the well being of students and student-athletes and gain knowledge of legal responsibilities.(3 Credits)

MGT 227– Sport Facility and Event Management

The purpose of this course is to provide students with a good understanding of programming and planning for recreational sports. Students should come away from this class with a thorough understanding of sport/event marketing and promotions, scheduling, staffing and facility management. The goal of this course is to prepare a student so that he/she can effectively program and plan recreational sports events (3 Credits).

MGT 235– International Business

This course will introduce the student to the many complexities involved in world trade. The nature of international business, the international monetary environment and environmental forces will be explored. The foreign environment (financial, socio-economic, socio-cultural, political, legal forces) will be analyzed (3 Credits).

MGT 240 - Business Law

LAW 105 is a general introductory course dealing with basic legal principles as they apply primarily to courts and the judicial process, torts and contractual relationships (3 Credits).

MKT 105) - Principles of Marketing

The objective of Principles of Marketing is to provide the student with an insight into and an understanding of a modern marketing system. The subject is seen from the manager's point of view, but the course is designed not only to train managers but also to educate students about the relationship of the individual to the marketing system (3 Credits).

MKT 215 - Advertising

This is a study of the marketing communication forms which influence buyers; promotion activities within the larger areas of marketing with regard to location, function, organization and management; behavior of the ultimate consumer as a person and as a buyer; and communication between sellers and buyers. Promotional forces such as personal selling, advertising and sales are examined through the use of case problems. Attention is given to how marketing managers approach their tasks of administering promotional programs (3 Credits). Recommended: MKT 105

MATHEMATICS

MAT 105 – Mathematics of Finance

This course features a combined approach to teaching mathematical concepts in relation to business activities and to increasing competency in using business machines. Both the matching method and manual method for solving business math problems are examined. Topics include a review of fundamental operations, percentages, purchasing and pricing merchandise, payroll, bank records and credit (3 Credits).

MAT 110 – Introduction to Algebra

This course concentrates on basic numerical and algebraic skills. Specifically, students cover polynomials, fractions, decimals, signed numbers, solving first-degree equations of one variable, exponents, and a number of word problems and applications. (3 Credits).

MAT 115 – Mathematical Reasoning

This course concentrates on the development of quantitative problem solving skills. It investigates the concepts of problem solving, set theory, number theory, algebra, geometry, trigonometry, probability and an introduction to statistics. Common

mathematical models of everyday phenomena are introduced frequently to highlight the practical and application-centered orientation of this course (3 Credits).

MAT 120 – College Algebra

This college-level course is designed to prepare students for further study of college mathematics. It commences with a review of intermediate algebra concepts and progresses through subject matter within college algebra. Topics to be covered include algebra and problem solving, factoring techniques, linear functions and inequalities, systems of linear equations, polynomials, polynomial functions, rational expressions and functions, radicals, radical functions, rational exponents, imaginary and complex numbers, quadratic equations and functions, exponential and logarithmic functions, graphing techniques and analysis (3 Credits).

MAT 135 – Introductory Statistics and Data Analysis

This course introduces descriptive and inferential statistics with an emphasis on techniques and applications to real-world situations. Topics include descriptive statistics, statistical distributions, confidence intervals, hypothesis testing, contingency tables, regression, and correlation (3 credits). Prerequisite: MAT 115 or MAT 120

MAT 215 College Algebra II & Trigonometry

This three-credit course will concentrate on topics such as: complex numbers, logarithmic and exponential functions, solving systems of non-linear equations, trigonometric identities and equations, inverse trigonometric functions and analytic geometry (3 Credits).

MAT 220 - Pre-Calculus

This course will cover pre-calculus concepts all college students need as prerequisites to calculus and related courses required in many undergraduate majors. Specific topics include algebraic expressions, polynomial and rational functions, exponential and logarithmic functions, and trigonometric functions (4 Credits). Prerequisite: MAT 120

MAT 225 – Calculus I

This course presents differential calculus, emphasizing functions and graphs, limits, derivatives, and concepts of integration and differential equations. Topics include exponential, logarithmic and trigonometric functions, limits, derivatives, and integration (4 Credits). Prerequisite: MAT 220

MAT 230 – Calculus II

This course presents integral calculus, emphasizing methods of integration and their applications, indeterminate forms and improper integrals, and infinite series (4 Credits). Prerequisite: MAT 225

MAT 242 – Calculus Overview

This course focuses on the topics of equations and inequalities; polynomial, rational, exponential, logarithmic, and trigonometric functions; limits and continuity; derivatives; graphs; maxima and minima problems; growth and decay problems; anti-derivatives; the

definite integral; basic integration techniques and area between curves (3 Credits).
Prerequisite: MAT 220

MEDICAL/DIAGNOSTIC SONOGRAPHY

DCL 105) - Clinical Sonography I

This course will provide students with an observational experience in a hospital/clinical setting. Students will become exposed to all types of sonograms including abdomen, pelvic and small parts applications. The student will also be introduced to other important modalities useful in the correlation and treatment of sonographic findings (2 Credits).

DCL 11) - Clinical Sonography II

This course will provide continued hospital/clinic setting work experience. Students will continue to improve their clinical skills and gain more experience with limited hands-on practice at their clinical sites. The student will be able to participate and assist in obtaining patient histories and vital signs. Any execution of sonographic examinations will be performed under direct supervision. This course will lead to refinement of equipment skills through continued instruction and laboratory experience (3 Credits).

DCL 205 - Clinical Sonography III

In their final semester, students will undertake intensive clinical training utilizing all prior skills obtained through lecture and practical application. The student will refine scanning skills and gain experience. With this experience, the student's comfort level in equipment manipulation and patient interaction will improve. Execution of sonographic examinations will be performed under direct and indirect supervision of the qualified clinical instructor. The student will be solely in the clinical environment preparing for his/her future career (15 Credits).

DMS 105 - Introduction to Vascular Sonography

This course will introduce the student to vascular sonography. The student will be taught the gross and cross-sectional anatomy of the vascular system. The course will include an introduction to the hemodynamics, pathology and pathophysiology of the vascular system. The student will be taught normal and abnormal vasculature and to differentiate between the venous and arterial systems. Discussion will include the clinical signs and symptoms and the appropriate diagnostic testing and treatment of various vascular diseases. An introduction to vascular scanning protocols will be covered. The students will be introduced to other diagnostic testing methods, therapeutic and surgical intervention, and pharmacology related to these structures. The course will include lectures, visual aids and hands-on classroom demonstrations (3 Credits).

DMS 110 - Abdominal Sonography and Lab

Students will learn the gross and cross-sectional anatomy of the abdomen. This course will focus on applying ultrasound as a diagnostic tool for evaluating the abdomen and all related structures. Emphasis will be placed on the liver, gallbladder and biliary system, pancreas, spleen, urinary system, GI system, peritoneum and retroperitoneum, male pelvis and non-cardiac chest. The students will become familiar with physiology and

pathology found in the abdomen. They will be introduced to other diagnostic testing methods, therapeutic and surgical intervention, and pharmacology related to these structures. Coursework will include techniques for proper identification of the normal and abnormal anatomical structures. Lecture and laboratory experience will coincide appropriately to facilitate a simultaneous understanding of didactic and practical application. Students will need to show proficiency in the lab through hands-on examination in the specialty areas described above (5 Credits).

DMS 115 - Pelvic Sonography and Lab

Students will learn the gross and cross-sectional anatomy of the female pelvis. This course introduces gynecology, anatomy, pathology and diagnostic sonography. The course will focus on applying ultrasound as a diagnostic tool for evaluating the pelvis and adjacent structures. Students will become accustomed to the sonographic procedures used to properly image this anatomy. The students will become familiar with physiology and pathology of the pelvis. The students will be introduced to other diagnostic testing methods, therapeutic and surgical intervention, and pharmacology related to these structures. Coursework will include demonstrations and discussion on the proper scanning techniques, as well as patient preparation and positioning needed to obtain optimum diagnostic images. The course will feature lectures and classroom demonstrations (3 Credits).

DMS 205– Diagnostic Sonography Laboratory Management

Students in this course will gain basic entry-level knowledge and skills required for use in a Diagnostic Sonography Laboratory. The course includes an overall history of the American Institute of Ultrasound Medicine (AIUM) standards on the safety and usage of ultrasound equipment. Students will review quality assurance and preventative maintenance issues. In addition, students will learn the nature of data and statistics. Also covered is setting up a Chi square to determine sensitivity, specificity, positive predictive value, negative predictive value and overall accuracy. Health care organizations, societies and accreditation agencies also will be discussed (2 Credits).

DMS 210 - Small Parts Sonography

Students will learn gross and cross-sectional anatomy, physiology, pathology and pathophysiology of the neck and thyroid, breast, scrotum, extremities and superficial structures. Coursework will familiarize the student with scanning protocols as well as normal and abnormal visualization using sonography. Techniques will include methods of applying the highest resolution and color flow Doppler. Discussion will include pertinent clinical history and symptoms. Correlation with clinical laboratory tests and other diagnostic procedures will also be covered. The students will be introduced to other diagnostic testing methods, therapeutic and surgical intervention, and pharmacology related to these structures. The course will feature lectures and hands-on classroom demonstrations (3 Credits).

DMS 220 - Obstetric Sonography and Lab

Students will learn gross and cross-sectional anatomy, physiology, pathology and pathophysiology as it relates to obstetrics in sonography. The course will familiarize

students with obstetrical imaging. Coursework will include the physiology of pregnancy, embryology, spermatogenesis, oogenesis, and the development of the fetus. Fetal development will include the three trimesters of pregnancy. Coursework will include the fetal biophysical profile, Doppler application and multiple gestations in pregnancy. Students will be introduced to other diagnostic testing methods, therapeutic and surgical intervention and pharmacology related to these structures. The course will include lectures and hands-on demonstrations (3 Credits).

DMS 225 - Fetal and Neonatal Anomalies

This course will introduce students to fetal abnormalities visualized in the first, second and third trimesters. Emphasis will be placed on identification of the pathological processes with sonography associated with the clinical history. The course will also include the normal and abnormal anatomy of the neonatal brain. Students will review physiology and pathology of the newborn. This will include an overview of neurosonography, pyloric stenosis, neonatal hips and urinary system. Students will be introduced to other diagnostic testing methods, therapeutic and surgical intervention, and pharmacology related to these structures. Lecture, visual aides and limited hands-on classroom demonstrations will be offered (3 Credits).

MEDICAL/VASCULAR TECHNOLOGY

VCL 105– Vascular Clinical I

Through VCL 105 beginning students in the Vascular Technology Program will gain basic entry-level knowledge of the field of vascular technology. This integrated clinical rotation, along with in-house lab time, will introduce students to all areas of the Vascular Laboratory and will include an introduction to equipment and basic scanning techniques through observation and minimal hands-on instruction. Students will meet every week for one hour to compare and contrast individual experiences in the clinical rotation (2 Credits). Prerequisites: HTH 125, HTH 105, MAT 120, HTH 135 and HTH 100

VCL 110– Vascular Clinical II

In this course, students with some working knowledge of the equipment utilized in the Vascular Laboratory will gain basic entry-level knowledge of the overall operation and function of the Vascular Lab. Through hands-on experience, the student will learn how the Vascular Lab functions in the overall assessment and treatment of individuals with suspected or documented vascular disorders (3 Credits). Prerequisite: VCL 105. (VCL 110 can be taken concurrently with VST 110, VST 205, HTH 145 and VST 125)

VCL 205– Vascular Clinical III

Having completed both the observational integrated clinical and observational Vascular Laboratory clinical rotations, as well as all core vascular and general education courses, students in VCL 205 will gain basic entry-level skills and knowledge in the Vascular Lab. Through hands-on application of skills learned in the classroom and lab, students will gain the practical skills and knowledge necessary to obtain an entry-level position in a Vascular Laboratory (15 Credits). Prerequisites: VCL 110 and all course work

(Vascular and Non-Vascular) must be successfully completed prior to enrollment in VCL 205.

HTH 100– Medical Terminology

This course provides a general overview of basic medical terminology with an emphasis on the cardiovascular system (1 Credit).

HTH 105– Introduction to Ultrasound and Patient Care

Beginning students in health career programs will gain basic entry-level knowledge and skills required for a variety of health occupations. The course includes an introduction to health care systems and agencies, legal, personal and ethical responsibilities, basic medical terminology, the promotion of safety, infection control, vital signs, and CPR. The course includes seven hours of integrated clinical experience per week (2 Credits).

HTH 110– Medical Ethics

Students considering a career in allied health fields will learn how to develop values, make informed personal decisions, and apply principles in an ethical way based upon theories presented. Students will become familiar with the Code of Ethics followed by various health care organizations. Students will also become familiar with patient confidentiality, the Patient Bill of Rights and patient advocacy (3 Credits).

HTH 125– Anatomy and Physiology

This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body's systems. Emphasis is on the musculoskeletal, nervous and cardiovascular systems (3 Credits).

HTH 140– Ultrasound Physics I

Ultrasound Physics I is a course on the fundamental principles of sound, ultrasound and the physical properties of ultrasound physics. Students will learn the definition of sound and ultrasound, as well as how each is created and propagates through tissue. Students will learn how to measure the frequency and velocity of sound through various media and how ultrasound is reflected and absorbed in tissue (3 Credits). Prerequisites: MAT 120 (College Algebra

HTH 145– Ultrasound Physics II

Ultrasound Physics II is an advanced course that focuses on Doppler and color-flow Doppler ultrasound. Students will learn how Doppler is acquired, maximized and measured. The Doppler Effect and equation will be reviewed in depth so that the student can apply principles in a laboratory setting. Special emphasis will be given to spectral analysis and color Doppler. Finally, students will learn about ultrasound quality assurance and ultrasound safety (3 Credits). Prerequisites: HTH 140 and VCL 105. (HTH 145 must be taken concurrently with or prior to taking VST 110, VST 125 and VCL 110.)

VST 110 – Cerebrovascular Disease and Assessment

Students will learn the gross and cross-sectional anatomy of the cerebrovascular system. Students will review the physiology associated with cerebrovascular anatomy and study the pathology commonly found in cerebrovascular disease. Complete scanning protocols will be explained in the classroom and practiced in the lab while students review the physical principles of physics related to cerebrovascular disease. Finally, various diagnostic studies and treatment options will be discussed (3 Credits). Prerequisite: VCL 105

VST 112– Upper Extremity Arterial Disease and Assessment

Students in this course will learn the gross and cross sectional anatomy of the upper peripheral arterial system. Students will review the physiology associated with peripheral arterial anatomy and study the pathology commonly found in peripheral arterial disease. Complete testing protocols will be explained in the classroom and practiced in the lab while students review the principles of physics related to peripheral arterial disease. Various diagnostic studies and treatment options will be discussed. Students will need to show proficiency in the lab through hands-on examinations by direct and indirect testing of the upper extremity peripheral arterial system (3 Credits). Prerequisites: HTH 125, HTH 105, MAT 120, HTH 135 and HTH 100

VST 113– Extremity Venous Disease and Assessment

Students will learn the gross and cross-sectional anatomy of the upper and lower extremity venous system. Students will review the physiology associated with upper and lower extremity venous anatomy and study the pathology commonly found in upper and lower extremity venous disease. Complete scanning protocols will be explained in the classroom and practiced in the lab while students review the physical principles of physics related to upper and lower extremity venous disease. Finally, various diagnostic studies and treatment options will be discussed (3 Credits). Prerequisites: HTH 125, HTH 105, MAT 120, HTH 135 and HTH 100

VST 115 – Lower Extremity Arterial Disease and Assessment

Students in this course will learn the gross and cross sectional anatomy of the lower peripheral arterial system. Students will review the physiology associated with peripheral arterial anatomy and study the pathology commonly found in peripheral arterial disease. Complete testing protocols will be explained in the classroom and practiced in the lab while students review the principles of physics related to peripheral arterial disease. Various diagnostic studies and treatment options will be discussed. Students will need to show proficiency in the lab through hands-on examinations by direct and indirect testing of the lower extremity peripheral arterial system (3 Credits). Prerequisites: HTH 125, HTH 105, MAT 120, HTH 135 and HTH 100

VST 125 – Abdominal Vascular Disease and Assessment

Students will learn the gross and cross-sectional anatomy of the abdominal vascular system. Students will review the physiology associated with abdominal vascular anatomy and study the pathology commonly found in abdominal vascular disease. Complete scanning protocols will be explained in the classroom and practiced in the lab while students review the physical principles of physics related to abdominal vascular

disease. Finally, various diagnostic studies and treatment options will be discussed (3 Credits). Prerequisite: VCL 105

VST 205 – Vascular Lab Management

Students in this course will gain basic entry-level knowledge and skills required for use in a Vascular Laboratory. This course includes an overall history of the AIUM standards on the safety and usage of ultrasound equipment. Students will review quality assurance and preventative maintenance issues. In addition, students will learn the nature of data and statistics. Also covered is setting up a Chi square to determine sensitivity, specificity, positive predictive value, negative predictive value and overall accuracy. Health care organizations, societies and accreditation agencies also will be discussed (2 Credits). Prerequisite: VCL 105

MILITARY SCIENCE

MIL 101-102 - Concepts of Leadership I/II

The instruction is designed to provide basic understanding of military knowledge while concentrating on leadership skills and civic responsibilities important to all citizens. Students may elect to participate in activities that produce expertise in rappelling, orienteering, first aid, swimming and marksmanship. These courses are taken at the University of Scranton (2 credits).

MIL 111-112 - Leadership Applications Laboratory

Freshmen and sophomores are encouraged to participate in this elective experience. Hands-on instruction is designed to reinforce classroom training on leadership. These courses are taken at the University of Scranton (0 credits).

MIL 201-202 - Dynamics of Leadership I/II

The instruction is designed to familiarize students with basic military operations and the principles of leadership. Students experience hands-on training with navigation and topographic equipment, first aid and military weapons. These courses are taken at the University of Scranton (4 credits).

NATURAL GAS TECHNOLOGY

NGT 105 - Introduction to the Oil and Gas industry

An introduction to the various aspects of the oil and gas industry including history, economics, equipment, systems, instrumentation, operations, and the various associated scientific principles. The course addresses a variety of topics including: exploration, leasing, drilling, production, transportation, marketing, and chemical processing industries. End of Course Outcomes: student understands the economic significance of the industry and can describe the key concepts of exploration, production,

refining, marketing, transportation, and know the terms and phrases associated with the industry.

ESC 120 - Physical Geology

This introduction to physical geology teaches students the dynamic nature of the planet and the forces and systems that shape, change, and interact within the earth's crust and on its surface. The course covers earth systems, tectonics, rock formation, rock identification, forces of erosion, sedimentation, deposition, lithification, formation of energy sources, the hydrologic cycle, and environmental sensitivity. End of Course Outcomes: Students will be able to identify major rock types, environments of their formation, forces of change on and within the crust, and formation and sources of fossil fuels. They will also be able to describe the interaction of resource development and the environment.

NGT 125 - Industrial Safety/OSHA Regulations

An overview for natural gas and related industrial workers of state and federal regulations and guidelines for jobs that require industrial safety training. The course includes study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry and specific to the gas industry. Topics include the 29 C.F.R. 1910, 1926 standards as they apply to the industry.

End of Course Outcomes: Students can describe the basic components of safety, health, and environmental systems as defined by the Occupational Safety and Health Administration, identify the OSHA regulations which apply to the industry, and exhibit proficiency in retrieving specific information from Title 29 C.F.R. Part 1910 regulations.

NGT 215 - Pneumatics

This course is designed to provide the student with the basic theories and applications of pneumatics. Topics include pictorial and graphic diagrams, physical laws, system components, and circuit operation. Students will develop an understanding of pumps, actuators, valves, filters and storage, and will be introduced to the differences between fluid and gas properties. The class will consist of both theory and hands-on training to demonstrate circuit operations. End of Class Outcomes: Knowledge of pneumatic systems, their basic components, and their functions.

NGT 135 - Natural Gas Production

This course is an overview of the various aspects of natural gas production including drilling and completion, hydrocarbon production, processing equipment, and gas compression and transmission systems. End of Course Outcomes: Students describe gas well and casing head testing and metering systems; calculate gas volumes; describe the basic principles of hydrocarbon production; and identify the basic components of processing equipment and its operation.

NGT 130 - Natural Gas Handling and Processing

This course presents an overview of natural gas processing operations including the fundamentals of gas processing, the scientific principles involved, and how they apply to the process. Processing equipment and metering will be introduced and procedures

explained from the raw gas to the refined product. End of Course Outcomes: Students describe the basic components of gas processing equipment and explain the various gas processing plant operational procedures and their purpose. Students understand the gas laws, basic gas chemistry, and the various components of natural gas handling equipment and their operation.

NGT 200 – Internship and Cooperative Study

Students will spend 12 weeks working in some aspect of the oil and gas industry with a participating company. At the end of this time they will submit a report of their experience describing methods, materials, and systems worked with and what they learned. End of Course Outcome: Greater appreciation of the industry, its many aspects, and how their education will enable them to better enter it and be prepared to be a productive employee.

NGT 220 - Gas Well Service, Workover, and Completion

Drilling and wellbore analysis data are reviewed to show how a well completion plan is developed. Variables and processes for stimulating a gas well to increase production are discussed. Includes consideration of both physical and economic factors in determining the well workover plan. Students learn about well analysis for workover, various cleaning applications including coiled tubing, artificial lift, and secondary stimulation techniques. End of Course Outcome: Evaluate production, completion, and performance data; evaluate need for well workover; and evaluate cost benefit of workover/stimulation.

NGT 225 - Electronic Instrumentation and Controls

The course introduces students to measuring and monitoring instruments and electromechanical control of pneumatic circuits. Electromechanical control consists of using solenoids and relays to operate pneumatic circuits. Students will learn electrical symbols, operation of solenoids, relays, and control valves. They will learn about controlling power and automatically correcting performance using servos and synchros. Students will also be introduced to programmable logic controllers (PLC's). They will learn to operate a programmer, read ladder diagrams, and perform basic system functions. End of Course Outcomes: Describe the basic components and functions of electromechanical and programmable controls and demonstrate an understanding of how and where they are employed.

ECO 110 - Microeconomics

This course studies the forces that affect individual productive units. It deals with the economic issues of individuals, firms, and the industry. The mechanisms of production, price, employment and distribution are investigated and applied to current domestic and international issues, with emphasis on the gas industry. End of Course Outcome: Students describe the basic components of microeconomics and how changes in any component can impact the other components.

NGT 210 – Basic electronics

The course introduces the student to electricity, circuits, Ohm's Law, Power Law, AC and DC currents, electrical components, semiconductors, digital logic, test instruments, and troubleshooting electrical systems. End of Course outcome: Students will recognize electrical components, know their function, and be able to work safely with electrical systems.

LAW 150 – Environmental Law and Policy

This course introduces and discusses precedent-setting environmental situations as they relate to law and policy, as well as their influence on technology and society. Issues such as controlling hazardous materials, resource management, land use, property rights, and water pollution will be explored. Existing legislation, particularly the National Environmental Act, Clean Air Act, and Resource Conservation and Recovery Act, is analyzed. Field trips and guest lecturers are often included. End of Class Outcomes: Knowledge of existing and pending legislation that affect gas industry businesses and their interaction with the environment.

NGT 230 - Pipelining

This course presents an overview of the construction, repair, monitoring, metering, and maintenance of pipeline systems. Appropriate types of lines for various applications will be discussed along with the types of companies involved in gas transmission. Students will learn about operation and maintenance of compressors involved in pipeline operations. This course also introduces the principles of corrosion such as basic electrochemistry processes; deterioration of materials, devices, or pieces of field equipment/machinery. Emphasis is on terminology associated with metallic and nonmetallic corrosion. End of Course Outcomes: Students distinguish various causes of corrosion; state methods by which corrosion can be identified, monitored, and controlled; and communicate potential field problems and recommend the most reliable solutions. Students describe the size and type of tubular to transport product and calculate the volumes and pressures inside various pipelines. Students are able to operate and perform routine maintenance on typical gas compressors.

PHILOSOPHY

PHL 105 - Introduction to Philosophy

PHL 105 introduces students to the philosophic nature and science of the human person. Major theories concerning the relationship between mind and body, perception and knowledge, and cause and effect are discussed. Further, the course includes an account of the history of philosophy in its cultural context (3 Credits).

PHL 120– Ethics

PHL 120 is an introduction to the philosophical study of moral problems and ethical theories through both historical and contemporary sources. The intent of this course is to determine not merely how men act but how they should act. Topics include relativism, egoism and utilitarianism, as well as more specific moral issues such as abortion, war, discrimination, women's rights, genocide, population control, etc. (3 Credits).

PHL 125– Applied Ethics

Applied Ethics discusses the insights of moral philosophers within the context of everyday living. In this course, students isolate and reflect upon questions of conscience, choice and acceptable action in relation to issues that typically confront students in family life, personal relationships, financial matters, employment and career pursuits (3 Credits).

PHYSICS ***PHY 105– Physical Science**

This course provides a survey of the physical sciences and will cover aspects of physics, chemistry, astronomy and earth science. Topics include motion, gravitation, electricity and magnetism, radiation, chemical reactions and geologic processes (3 Credits). Offered in the Spring Semester of even-numbered years.

PHY 120 - General Physics I

This course addresses the fundamental properties of matter and energy. Topics include measurements, motion, force, work and energy, momentum, vibration and heat. Intended for science majors. Three hours of lecture per week (3 credits). Prerequisite: MAT 120 or equivalent. Co-requisite: PHY 121

PHY 121– General Physics Laboratory

Three hours per week (1 Credit). Co-requisite: PHY 120

PHY 125 - General Physics II

This course is a continuation of General Physics I and addresses the fundamental properties of matter and energy. Topics include electricity, magnetism, optics and modern physics. Intended for science majors. Three hours of lectures per week (3 credits). Prerequisite: PHY 120. Co-requisite: PHY 126.

PHY 126– General Physics II Laboratory

Three hours per week (1 Credit). Co-requisite: PHY 125.

** Before enrolling in any natural science course, developmental students must have completed DEV 010, DEV 020 and/or DEV 030 if so required.*

POLITICAL SCIENCE**PAD 105 - Introduction to Public Administration**

This is an introduction to the emergence, nature and scope of the study of public administration encompassing the process of management and the structure of organizations in the public sector. The course offers a sound orientation in the “what's,” “how's” and “why's” of the functions and operations of the public administrator (3 Credits).

PSYCHOLOGY

PSY 105 - Introduction to Psychology

This course is a survey of the major areas of psychology, including human growth and development, social behavior, perception, the nature of learning, personality, adjustment, mental health and psychological measurement (3 Credits).

PSY 205 - Developmental Psychology

This course studies the developmental changes in intellectual, emotional, motor and social behavior from infancy to adulthood. Special emphasis is given to the influence of heredity and to physiological, educational and social variances in the emotional and intellectual growth of the individual (3 Credits). Prerequisite: PSY 105

PSY 208 - Educational Psychology

This course is intended to study the psychological basis of learning, which includes learning theories, teaching strategies, motivation, learning environments and methods of evaluation (3 Credits). Prerequisite: PSY 105

PSY 210 - Psychology of Adjustment

This course offers a functional approach to well-being. It examines the dynamics of personality as well as the capacity that human beings have to face, adapt and effectively cope with a rapidly changing environment. Within the framework of a socio-cultural approach, the course emphasizes self-understanding as a key aspect of adjustment (3 Credits). Prerequisite: PSY 105

PSY 212– Abnormal Psychology

This course is designed to produce an understanding of the etiologies, characteristics, diagnoses, treatments and prognoses of a variety of exceptional behaviors that have limiting effects on human potential (3 Credits). Prerequisite: PSY 105

PSY 215 - Adulthood and Aging

This course provides an inter-disciplinary approach to its topic and considers the stigma of old age, the psychological problems of aging, the significance of individual differences in facing these problems, financial and legal strategies for surviving in old age, and the care and institutionalization of the elderly (3 Credits). Prerequisite: PSY 105

PSY 228 - Career Development and Guidance

This course examines the theories of career development and other vocational adjustment issues, emphasizing their application in career-guidance programs within educational institutions, social service agencies and places of employment. It explores career theories, vocational assessment instruments, career resources, computerized systems, labor market information and career-guidance programs in various settings (3 Credits). Prerequisite: PSY 105

LSK 180 - Honors Seminar

In this course, honors program students in their last semester meet with their director to organize, support, and, ultimately, present their senior projects (1 Credit).

SOCIOLOGY

SSC 105 - Introduction to Sociology

This course is an introduction to the basic principles of the study of human behavior in society, including culture, social structure, analysis of social interaction, socialization and social change (3 Credits).

SSC 110 - Marriage and the Family

SSC 110 is a comparative and contextual study of marriage and family institutions, including couples, gender roles, marriage, divorce, sexuality, parenting, working, multi-cultural orientations and other contemporary issues (3 Credits).

SSC 125 - Introduction to Human Services

This course is designed to increase students' understanding of individual, group, community and societal needs; the organization and structure of the human service system; and the availability of community resources to help meet human needs. The needs of target populations are studied in relation to broader social, economic and cultural issues and problems (3 Credits).

SSC 205 - Deviant Behavior

This course provides a sociological analysis of the behavior patterns outside the society's normative standard, including both criminal and non-criminal. It examines the variety of causes of such behavior, societal and individual, and the impact of the behaviors upon society. Prevention and treatment will also be discussed (3 Credits).

SSC 210 - Social Problems

This course examines crime and delinquency, family problems, race relations, health and medical needs, poverty and unemployment, urban and rural problems, religious differences, over-population, under-education and social pathologies. Emphasis is on understanding the implications of social problems and their possible amelioration (3 Credits).

SSC 215 - Drugs and Behavior

This intensive course provides an in-depth examination of the major drugs used in American society today. The course concentrates on the effects of the various street and prescription drugs on human health and behavior (3 Credits).

SSC 220 - Multiculturalism

This course focuses on the current complexities of social and cultural issues in the United States and internationally. It intends to provide insight into the role of racial, ethnic, cultural and other factors in the development of relationships. Human development in a multicultural society will be examined and the basic objectives and dimensions of

multicultural intervention will be defined. An important focus in this course is on the individual participant (student) as a cultural being who brings to his or her relationships a network of personal identities and group affiliations that can serve as both barriers and resources. Students' self-awareness of values, attitudes, and beliefs regarding multiculturalism will be explored. This course will focus primarily on race, ethnicity, sexual orientation, gender, disabilities and socio-economic factors (3 Credits).

SSC 225 – Sport in Society

This course is designed to provide basic understanding of the central historical developments and social processes that explain the widely popular yet disparate sporting experience of amateur and professional athletes in today's global community. While considerable emphasis is given to socialization and stratification issues, the course also considers the relationship of sport and recreation to media, ethics, economics and politics (3 Credits).

SSC 235 - Cultural Anthropology

This course studies cultural and social institutions among pre-literate societies as well as some contemporary societies, focusing on the way of life, value system, religion, authority system, family, art, music and literature, and language development in particular cultures. It also provides an analysis of how each society adapts itself to its environment, including change from within and from the outside world through such means as the advancement of knowledge (3 Credits).

SSC 245 - American Minority Groups

This course provides an analytical study of the adjustment process between the dominant group and minority groups, as well as among minority groups, with a primary focus on American society. Situations in other parts of the world will also be reviewed. Societal implications of prejudice and discrimination are examined (3 Credits).

SSC 250 - Social Psychology

This course offers a study of individual behavior as it is affected by cultural and social stimuli. Emphasis is placed on the analysis of human conduct in a social setting (3 Credits).

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Jill Murray, Ph.D. Vice President for Academic Affairs	Debbie Prazych Chairperson, Mathematics/Computer Information Systems/Science Division
Mary Clare Gallagher Assistant to the Academic Affairs Officers	Lynn DeSanto Instructor in Laboratory Science/Laboratory Manager
Mark Duda Dean of Students	Donald Korinda Director of the Mathematics Lab
Joseph Gilroy Chairperson, Business Division	Anita Cola Director of Adult Basic Education
Emelia Angeli Chairperson, Humanities Division	Sandra Sander Director of Information Literacy
Sharon Nazarchuk, Ph.D. Chairperson, Social Science Division	Wayne Wheeler Librarian
Deborah Hartzell Chairperson, Developmental Education Division	Elaine Pencek Media and Database Librarian

Student Affairs

Suellen Musewicz
Dean of Student Affairs

Denise Duda
Retention Coordinator

Karen Legge
Director of Student Activities

Daniel LaMagna
Career Coordinator

Barbara Nowogorski
Director of Advising/Transfer Services/
Portfolio Manager

Stephen Duda
Director of Housing and Residence
Life

Tracy Dranchak
Assistant Director of Housing and
Residence Life

Continuing Education

Ann Marie Stelma, Ph.D.
Vice President for Continuing
Education

Laurie Mielo
Assistant to the Vice President

Marianne Pindar
Director of the Hazleton Center

Diane Puhalla
Director of the Honesdale Center

Ryan Stalker
Director of the New Milford Center

Joyce Kerrick
Director of the Towanda Center

Diane Parlanti
Assistant to the Director of Continuing
Education and Workforce Training

Stephanie McDaniels
Director of the Sonography Programs

Don Snyder
Paramedic Administrator

Bridget Duggan
Special Programs Manager

Mauri Conforti
DMS Clinical Coordinator

Maggie Prudente
Director of Allied Health Certificate
Programs

Student Services

Daniel Mrykalo

Vice President for Financial Affairs

Theresa Scopelliti

Registrar

Barbara Hapeman

Director of Financial Aid

Linda Motts

Accounts Receivable Supervisor

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Emelia Angeli (2001)

Assistant Professor of Communications

B.A., East Stroudsburg University;
M.A., Marywood University.

James Burke (2004)

Assistant Professor of English

B.S., Mansfield University; M.S.,
University of Scranton. Additional
studies at Temple University and the
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Vincent Byrne (1977)

Professor of Accounting and Economics

B.S., M.B.A., University of Scranton.

Anthony DiMattia (2002)

Instructor in Developmental Studies/Mathematics

A.A., Lackawanna College; B.A.,
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Anthony P. Gach (2007)

Assistant Professor of Criminal Justice

B.A., University of Scranton
M.S., Marywood University.

Joseph Gilroy (2003)

Instructor in Business

A.S. Lackawanna College;
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Excelsior College.

Deborah Hartzell (1992)

Associate Professor of Developmental Education

B.S., Bloomsburg University; Reading
Specialist Certification, Bloomsburg
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Francis Healey (1965)
Professor of Psychology
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**Associate Professor of Information
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A.S., Lackawanna College; B.S.,
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**Professor of Business and Computer
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B.A., Lebanon Valley College; M.S.,
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Professor of History
A.A., Staten Island Community
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Lawrence Pugliese (1995)

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B.S., DeVry Institute of Technology;
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William Tarutis, Ph.D., (1997)

Professor of Natural Science

B.S., Wilkes University; M.S., Ph.D.,
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B.S. Mansfield University

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ATHLETIC OFFICE	961-0700
BOOKSTORE	961-1880
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TOWANDA CENTER	265-3449
VICE PRESIDENT FOR ADMINISTRATION	961-7848