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**Lehigh Valley**  
COLLEGE

Course Catalog ♦ 2007-2008

**LEHIGH VALLEY COLLEGE**  
**2007-2008 CATALOG**

**Lehigh Valley College  
2809 East Saucon Valley Road  
Center Valley, PA 18034  
610-791-5100**

## **Hours of Operation**

### **OFFICE**

8:30 AM to 7:30 PM  
Monday through Thursday

8:30 AM to 4:00 PM  
Friday

8:30 AM to 3:00 PM  
Saturday

**Lehigh Valley College**  
**2809 East Saucon Valley Road**  
**Center Valley, PA 18034**  
**(610) 791-5100 • (610) 791-7810 FAX**  
**1-800-227-9109 • www.lehighvalley.edu**

- Accredited by the Accrediting Council for Independent Colleges and Schools to award Associate Degrees.  
ACICS is located at 750 First Street, NE Suite 980, Washington, DC 20002-4241, telephone: 202-336-6780
- Authorized to operate by the Commonwealth of Pennsylvania Department of Education

### **STATEMENT OF OWNERSHIP**

Lehigh Valley College is owned by Allentown Business School, Ltd., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 2895 Greenspoint Parkway, Suite 600, Hoffman Estates, Illinois 60169.

### **CEC EXECUTIVE OFFICERS**

**Gary E. McCullough**, President and Chief Executive Officer  
**Patrick K. Pesch**, Executive Vice President and Chief Financial Officer

### **CEC BOARD OF DIRECTORS**

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Cover Photo: Home of Lehigh Valley College Center Valley Campus  
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# HISTORY AND PHILOSOPHY

## STEEPED IN TRADITION

Located in the Lehigh Valley for more than 135 years, Lehigh Valley College (originally Allentown Business School) is steeped in a tradition of education excellence. The philosophy of putting students first, which served as the cornerstone of Allentown Business School in 1869, is still reflected in every aspect of the Lehigh Valley College campus today.

Lehigh Valley College (the College) is dedicated to developing people for career positions using hands-on teaching techniques, internship experiences, and industry standard technology. This philosophy is not just an idea, but a reality at our college since the vast majority of our graduates are either employed or are continuing their education within one year of graduation.

## HISTORICAL PERSPECTIVE

The Civil War had been ended for a mere four years, the typewriter had just been invented, and Ulysses S. Grant was leading the country as President of the United States when the Allentown Business School (ABS) was formed. The school immediately began recognizing the Lehigh Valley's need for trained business professionals during the Industrial Revolution in 1869 and continues to answer the need today in the Technological Explosion of the 1990's and beyond.

When ABS first opened its doors, it was located at Ninth and Hamilton Streets in Allentown where the present Clarion Hotel is located. Ever-expanding, ABS moved to a larger facility at 803 Hamilton Mall and again in 1981 to Seventh and Hamilton Streets. In 1986 ABS relocated to 1501 Lehigh Street in Allentown. In July 2003, ABS moved into a brand new 97,000 square foot facility located on 30 acres in the Stabler Center in Center Valley and changed its name to Lehigh Valley College.

The new campus has 3 floors of classrooms, labs, studios, student and faculty lounges, faculty and administrative offices, and a bookstore. A library is located on the first floor of the facility and is accessible to students six days a week with access to audio, visual, and print resources, as well as a cyber library with full Internet access and an online catalog. Parking is available adjacent to the facility and public transportation is available as well.

## INSTITUTIONAL VISION, PURPOSE, and MISSION

### Vision

Lehigh Valley College provides student-centered career-focused higher education that prepares students to develop and achieve their personal and career potentials.

### Purpose

Lehigh Valley College welcomes students, faculty, and staff from diverse nationalities, ethnic groups and traditions. The college strives to be an instrument of growth for students of all ages. Through its curriculum the College affirms the values of a broad range of study to enhance career opportunities and develop a sense of vocation. Through its services the College provides students with the academic and personal support they need to promote student success. The college collaborates with community stakeholders to develop and maintain relevant educational pathways that are designed to enhance each graduate's potential.

## **Mission**

Lehigh Valley College is committed to making an important difference in the lives of our stakeholders by

1. Creating and supporting an environment of quality education.
2. Offering degree programs within the context of a well-designed framework of liberal arts and sciences and to develop each student's intellectual, analytical, and critical thinking abilities.
3. Offering degree programs including both theoretical and practical components to prepare graduates to advance in their chosen careers.
4. Providing students with the educational foundation for more advanced study.
5. Providing an educational environment that imparts the attitudes and skills that will enable students to continue learning throughout their lives.
6. Helping students become productive, creative, ethical, and engaged citizens.

## **ACCREDITATIONS, APPROVALS, AND MEMBERSHIPS**

This college voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialist in occupational education and private college administration.

- Accredited by the Accrediting Council for Independent Colleges and Schools to award certificates and associate degrees.  
The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.  
ACICS is located at 750 First Street, NE Suite 980, Washington, DC 20002-4241, telephone: 202-336-6780.
- Authorized to operate by the Commonwealth of Pennsylvania Department of Education.
- Approved by the Department of Education, Commonwealth of Pennsylvania, to grant Certificates, Associate in Science Degrees and Associate in Applied Science Degrees.
- Eligible institution to participate under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution to participate under Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, and Federal Work-Study programs (FWS).
- Authorized under federal law to enroll non-immigrant alien students.
- Approved by the Pennsylvania Office of Vocational Rehabilitation.
- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.
- Member of the Allentown – Lehigh County and Bethlehem Area Chamber of Commerce.
- Member of the National Association for Health Professionals
- Member of the American Association of Massage Therapy – Council of Schools
- Recognized by the National Certification in Therapeutic Massage and Bodywork

College accreditations, licenses, and approvals are displayed in the main office. Additional information can be provided by the College President.

## **STATEMENT OF NON-DISCRIMINATION**

Lehigh Valley College does not discriminate on the basis of gender, sexual orientation, age, physical handicap, race, creed, or religion in its admission to or treatment in its programs and activities, including advertising, training, placement, and employment. The College President is the coordinator of Title IX- the Educational Amendments Act of 1972 – which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitable and promptly to resolve complaints and should provide a response within seven working days.

## **CATALOG ADDENDUM**

See the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

## **CHANGES**

This catalog contains a summary of the policies, rules and procedures of the Lehigh Valley College at the time of publication. LVC reserves the right to change any provision of this catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.

Effective date: April 2007

## **ACADEMIC FREEDOM**

The Lehigh Valley College subscribes to the principles of academic freedom whereby faculty are assured freedom in how to teach. A concomitant of this principle places full responsibility upon the faculty member to limit instruction to the assigned course and to maintain consistency and comparability of the course content with the department assigned title, syllabus, and content. Academic freedom is not a license for ideological or political proselytizing. It is a mutual covenant whereby a faculty member is free to be creative in delivering instruction while being ethical, moral, and responsible as a professional member of the campus community.



## PRESIDENT'S MESSAGE

*Lehigh Valley College has been in existence for over 135 years and has educated thousands of individuals in many different program areas. From 1869 through 2004 we were known as Allentown Business School. Our mission is to provide student-centered, career focused higher education that prepares students to develop and achieve their personal and career potentials.*

*Over the past several years, we have been transitioning our institution to meet the standards set forth by the division of higher education in the State of Pennsylvania. This has enabled us to now operate as Lehigh Valley College as defined by our State and transition our occupational associate programs to academic associate programs.*

*We welcome students, faculty and staff from diverse nationalities, ethnic groups and traditions. The College strives to be an instrument of growth for students of all ages. Through its curriculum the College affirms the values of a broad range of study to enhance career opportunities and develop a sense of vocation. Through its services the College provides students with the academic support they need to promote student success. The College collaborates with community stakeholders to develop and maintain relevant educational pathways that are designed to enhance each graduate's potential.*

*Our faculty is appropriately credentialed and maintains strong ties to the local business community to ensure our programs are current with employment needs. In addition, our faculty is passionate about providing a quality educational experience and take great pride in creating an environment of learning for our students.*

*Most noteworthy, our outcomes are admirable as we focus students on meeting their educational and career goals to become productive members of society. We successfully meet our mission and prepare graduates for employment and/or transition to institutions of higher learning.*

*Lehigh Valley College continues to build upon the proud tradition of Allentown Business School. As our economy, environment and world continue to evolve, so will our curriculum, resources and instructional methods. What will not change is our commitment to our students, alumni and local community.*

*Alan Shikowitz,  
President*

## Administration

**Alan Shikowitz**  
*President*

**Mary Fronheiser**  
*Executive Vice President*

**Dr. Harvey Hoffman**  
*Provost*

**Darlene Gorr**  
*Dean of Students*

**Marlyn Kissner**  
*Director of Career Services*

**Christine Saadi**  
*Director of Regulatory Compliance*

**Tarek Richan**  
*Director of Student Finance*

**Erica Honeyman**  
*Visual Communications  
Department Chair*

**Christine Rinker**  
*Registrar*

**Dr. Brian Conroy**  
*Dean of Allied Health*

**Dr. Leena Guptha**  
*Dean of Massage Therapy*

**Holly Bennett**  
*Dean of Library Services*

**Jennifer Neeb**  
*Dean of Academic Administration*

**Michael Pittaro**  
*Legal Studies Department Chair*

**John Bing**  
*Business Administration Department Chair*

## Associate in Science Degree - Accounting

### Program Description

The Accounting program is designed to prepare students with a strong understanding of the principles and applications of Generally Accepted Accounting Principles (GAAP). Accounting theories and practices are covered. Students will have the opportunity to become prepared for entry-level positions in the field of accounting where they will be required to balance business and accounting skills. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
ACC103	Principles of Accounting I	4
ACC105	Principles of Accounting II	4
ACC107	Federal Income Taxation	4
ACC201	Accounting Information Systems	4
ACC203	Intermediate Accounting I	4
ACC205	Cost Accounting I	4
ACC207	Cost Accounting II	4
ACC209	Intermediate Accounting II	4
BUS101	Introduction to Business	4
BUS150	Legal Environment of Business	4
FIN201	Financial Management	4
MGT101	Management Concepts	4
MGT103	Organizational Behavior	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\*Fulfills General Education requirement for Pennsylvania

## Associate in Science Degree - Criminal Justice

### Program Description

The Criminal Justice program is designed to prepare students to enter into the criminal justice profession in a variety of first-tier protective services positions. Students of the program are exposed to the culture of the criminal justice system, and foundational areas of the discipline: investigation and law enforcement, law and courts, and corrections and parole. The program also addresses juvenile delinquency and the juvenile justice system.

Students in the Criminal Justice program should be aware that additional education or testing may be required for employment in some positions. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
CRJ101	Criminal Justice	4
CRJ103	Law Enforcement	4
CRJ105	Corrections	4
CRJ107	Criminology	4
CRJ111	Private and Corporate Security	4
CRJ120	Crime and the Media	4
CRJ201	Criminal Law and Procedures	4
CRJ203	Juvenile Justice	4
CRJ205	Drugs in the Community	4
CRJ209	Victims in the Criminal Justice System	4
CRJ220	Criminal Evidence	4
CRJ250	Special Topics in Criminal Justice	4
LAW101	American Legal System	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\* Fulfills General Education requirement for Pennsylvania

## Associate in Science Degree: Business Administration - Fashion Merchandising

### Program Description

The Fashion Merchandising program is designed to prepare students for entry-level positions in the fashion merchandising and retail industries. Business, marketing, management, and sales principles used within the fashion industry are presented as a means of developing concepts and refining merchandising skills. Students will have the opportunity to develop competent multitasking skills, integrating conceptual and creative abilities with technical and sound business practices that can prepare them for successful professional careers in the fashion industry.

The program includes an educational 3-day trip to New York City. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
BUS101	Introduction to Business	4
BUS210	Small Business Management	4
FAS101	Introduction to Fashion Merchandising	4
FAS103	Buying and Sourcing	4
FAS105	Textiles and Apparel Analysis	4
FAS150	Apparel Line Development	4
FAS201	Visual Merchandising	4
FAS203	Trend Forecasting	4
FAS207	Fashion Merchandising Seminar	4
FAS251	Fashion Design Concepts	4
MGT101	Management Concepts	4
MGT201	Sales Management	4
MKT101	Marketing Principles	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ECO100	Macroeconomics	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
<b>Total Required Credits for Graduation</b>		<b>90</b>

\* Fulfills General Education requirement for Pennsylvania

## Associate in Science Degree: Business Administration - Hospitality and Tourism Management

### Program Description

The Hospitality and Tourism Management program offers students the skills and training needed to enter the hospitality and tourism industry. This program is designed to give students hands-on projects as well as classroom experience, and will allow students to apply business concepts in the areas of management, marketing, law, accounting, and finance applicable to the hospitality and tourism industry. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
BUS101	Introduction to Business	4
BUS210	Small Business Management	4
HTM101	Introduction to Hospitality and Tourism Management	4
HTM103	Fundamentals of Tourism Geography	4
HTM105	Destination Geography	4
HTM201	Event and Conference Management	4
HTM203	Tour Planning Design	4
HTM105	Destination Geography	4
HTM207	Hospitality Law	4
HTM250	Special Topics in Hospitality and Tourism Management	4
MGT101	Management Concepts	4
MGT201	Sales Management	4
MKT101	Marketing Principles	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ECO100	Macroeconomics	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\* Fulfills General Education requirement for Pennsylvania

## Associate in Science Degree: Business Administration - Management/Marketing

### Program Description

The Management/Marketing program provides students with the opportunity to gain strong managerial knowledge and skills, as well as the marketing and sales skills training needed to be an effective leader. Students are introduced to accounting, computer applications, and communication skills. The program includes an educational 3-day trip to New York City. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
ACC101	Fundamentals of Accounting	4
BUS101	Introduction to Business	4
BUS150	Legal Environment of Business	4
BUS210	Small Business Management	4
FIN101	Principles of Finance	4
MGT101	Management Concepts	4
MGT103	Organizational Behavior	4
MGT201	Sales Management	4
MGT203	Ethics in Management	4
MGT250	Business Seminar	4
MKT101	Marketing Principles	4
MKT201	Marketing Communications	4
MKT250	Product Development	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ECO100	Macroeconomics	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
<b>Total Required Credits for Graduation</b>		<b>90</b>

\* Fulfills General Education requirement for Pennsylvania

## Associate in Science Degree - Early Childhood Education

### Program Description

The Early Childhood Education program instructs students how infants and young children develop. Behavior patterns are discussed, as well as how to develop programs to effectively stimulate the emotional, physical, intellectual, and social growth of those in their care. Training includes how to create and sustain a supportive environment for children and their parents/guardians, as well as setting and meeting goals/objectives. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
ECE100	Introduction to Early Childhood Education	4
ECE120	Child Development I	4
ECE150	Safety, Nutrition, and Health in Early Childhood Education	4
ECE170	Teaching Methods in ECE	4
ECE201	Observations Strategies in Early Childhood Education	4
ECE210	Literacy in Early Childhood Education	4
ECE220	Child Development II	4
ECE230	Art and Music in ECE	4
ECE240	Teaching Diverse Learners	4
ECE281	Math and Science for ECE	4
ECE290	Early Childhood Education Seminar	4
ECE291	Student Assisting/Teaching Internship	4
EDU100	Foundations of Education	4
EDU110	Technology in the Classroom	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
<b>Total Required Credits for Graduation</b>		<b>90</b>

\* Fulfills General Education requirement for Pennsylvania



## Associate in Science Degree Health Information Technology

### Program Description

The Health Information Technology program is designed to apply information technologies to healthcare and medical information operations. The curriculum combines general education, healthcare statistics, and healthcare management to prepare students for health information technology positions in the growing healthcare industry. Students will have the opportunity to develop an understanding and knowledge of the importance of medical records in the medical field. Upon successful completion of the program requirements students will awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
AH101	Medical Terminology I	4
AH102	Anatomy and Physiology I	4
AH111	Medical Terminology II	4
AH112	Anatomy and Physiology II	4
AH122	Anatomy and Physiology III	4
AH206	Healthcare Statistics	4
HIT120	Introduction to Health Information Management	4
HIT140	Pathophysiology	4
HIT145	Introduction to Health Information Technology	4
HIT220	CPT Coding and HCPS Coding	4
HIT240	ICD-9-CM Coding	4
HIT260	Health Insurance and Reimbursement Procedures	4
HIT265	Legal and Ethical Issues in Healthcare	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\*Fulfills General Education requirement for Pennsylvania

## Associate in Science Degree - Information Technologies

### Program Description

The Information Technologies program offers theoretical and conceptual training in computer programming, as well as hands-on programming experiences. Students will be exposed to the broad aspects of programming languages as well as common design, structure, and testing concepts. Additionally, students will be exposed to Internet and database design, and their relationship to integrated programming environments. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
ACC101	Fundamentals of Accounting	4
IT100	Algorithm Design & Data Structures	4
IT101	Database Modeling and Design	4
IT102	Systems Analysis and Design	4
IT103	Internet Technologies	4
IT110	Event Driven Programming	4
IT111	Database Programming	4
IT203	Internet Scripting	4
IT210	Object Oriented Programming	4
IT220	Multiplatform Programming	4
IT230	Professional Portfolio Development	4
IT240	Computer Architecture & Networking	4
IT250	Application Development	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\* Fulfills General Education requirement for Pennsylvania

## Associate in Science Degree - Internet Technologies

### Program Description

The Internet Technologies program offers students the opportunity to develop hands-on experience in web design principles and techniques. Students in this program will have the opportunity to become proficient in commonly used web programming languages, scripting languages, emerging web development tools, and Internet multimedia technologies. Additionally, students can learn how to design web sites and to integrate them with server-side scripts, databases and E-commerce applications. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INT101	Basics of Web Authoring	4
INT102	Internet Multimedia I	4
INT103	Web Site Planning and Documentation	4
INT104	Internet Site Development	4
INT105	Client-Side Scripting	4
INT110	I-Net Technology	4
INT202	Internet Multimedia II	4
INT203	Microsoft E-Business Applications	4
INT204	Cross-Platform E-Business Development	4
INT210	Internet Enterprise	4
INT211	E-Commerce Technologies	4
INT212	Project Management	4
INT213	Professional Portfolio Development	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\* Fulfills General Education requirement for Pennsylvania

## Associate in Applied Science Degree - Massage Therapy

### Program Description

The Massage Therapy program is designed to provide graduates with a solid educational foundation in the holistic approach of massage therapy. Students have the opportunity to gain extensive hands-on practice and skills in a variety of techniques applicable to the clinical setting. This program is also designed to prepare graduates with key business knowledge to help them build their individual massage therapy practices. Emphasis is placed on client-centered services and maintaining the highest professional standards. Upon successful completion of program requirements students will be awarded an Associate in Applied Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
MT101	Introduction to Massage Therapy	4
MT105	Anatomy & Physiology I for Massage Therapy	4
MT110	Massage Therapy I	4
MT115	Anatomy & Physiology II for Massage Therapy	4
MT120	Massage Therapy II	4
MT125	Anatomy & Physiology III for Massage Therapy	4
MT150	Professional Standards and Ethics	4
MT210	Massage Therapy III	4
MT220	Massage Therapy IV	4
MT235	Kinesiology	4
MT240	Pathology for the Massage Therapist	4
MT260	Alternative Methods	4
MT270	Business Applications for the Massage Therapist	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\* Fulfills additional General Education requirement for Pennsylvania

## Associate in Applied Science - Medical Assisting

### Program Description

The Medical Assisting program trains students on the important link between the patient and the health care delivery system. The curriculum provides training on the essential support areas of patient care, medical and lab procedures, records management, and office administration. Students will be introduced to practical, administrative, interpersonal, and clinical skills which can prepare them with the technical ability and versatility needed to establish careers in the field of allied health services. Upon successful completion of program requirements students will be awarded an Associate in Applied Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	*Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
AH101	Medical Terminology I	4
AH102	Anatomy & Physiology I	4
AH111	Medical Terminology II	4
AH112	Anatomy and Physiology II	4
AH122	Anatomy and Physiology III	4
MA110	Clinical Procedures I	4
MA111	Medical Office Procedure I	4
MA120	Clinical Procedures II	4
MA210	Clinical Procedures III	4
MA211	Medical Office Procedures II	4
MA220	Clinical Procedures IV	4
MA221	Medical Office Procedures III	4
MA230	Clinical Procedures V	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\* Fulfills additional General Education requirement for Pennsylvania

## Associate in Science Degree - Network Support

### Program Description

The Networking Support program is designed to prepare students for networking and information technology careers in industry and business. The course exposes students to the integration of multiple hardware and operating system configurations and helps them to troubleshoot multi-platform operating systems. The curriculum also provides exposure to network configuration, administration, hardware, maintenance and security. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF101	** Freshman Seminar	3
ITN299	Internship	4
PD280	Professional Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
NET100	Operating System Essentials	4
NET101	PC Hardware	4
NET110	Windows Operating System	4
NET115	Network Technologies I	4
NET116	Network Technologies II	4
NET130	Open Operating Systems I	4
NET203	Network Administration	4
NET210	Network Security	4
NET222	Microsoft Network Services	4
NET231	Open Operating Systems II	4
NET235	End User Support	4
NET240	Professional Portfolio Development	4
NET250	Internet Technologies	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
ENG150	Composition I	4
COM140	Verbal Communication	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\* Fulfills additional General Education requirement for Pennsylvania

## Associate in Science Degree - Paralegal Studies

### Program Description

The Paralegal Studies program consists of both theory and hands-on experience of the legal system. Students will have the opportunity to understand the basics of law and the court systems, as well as how to conduct client interviews, draft routine pleadings, and other essential legal documents. Instruction on Lexis Nexis and other legal research tools are examined. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
LAW101	American Legal System	4
LAW103	Criminal Law	4
LAW105	Civil Law	4
LAW120	Administrative Law	4
LAW201	Real Property Law	4
LAW203	Family Law	4
PLS101	Introduction to Paralegal Studies	4
PLS103	Legal Research and Writing	4
PLS105	Computerized Legal Research	4
PLS201	Contracts and Uniform Commercial Code	4
PLS203	Civil Procedures I	4
PLS205	Civil Procedures II	4
PLS250	Wills, Trust, and Estate Administration	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
<b>Total Required Credits for Graduation</b>		<b>90</b>

\* Fulfills additional General Education requirement for Pennsylvania

## Associate in Science Degree - Visual Communications

### Program Description

The Visual Communication program is designed to prepare students with the knowledge and skills necessary to obtain positions within the digital imaging, computer illustration, web design, interactive media, and prepress industry. Students will have the opportunity to develop basic drawing, design, and typographical skills to create graphic solutions. Projects focus on developing students' individual skills and talents. Graphic design, career development, and portfolio classes are utilized to prepare students for entrance into the workforce. Upon successful completion of program requirements students will be awarded an Associate in Science Degree.

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Career Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
GD100	Basic Drawing	4
GD101	Design Elements	4
GD102	Illustration	4
GD103	Typography	4
GD110	Digital Imaging	4
GD111	Page Layout	4
GD112	Computer Illustration	4
GD204	Graphic Design	4
GD220	Web Page Creation	4
GD230	3-D Modeling	4
GD240	Digital Media I	4
GD241	Digital Media II	4
GD251	Professional Portfolio Development	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Humanities - Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
	<b>Total Required Credits for Graduation</b>	<b>90</b>

\* Fulfills additional General Education requirement for Pennsylvania



## Certificate Program - Graphic Design

### Program Description:

The Visual Communications program is designed for students who are currently employed in business but have a need to attain or upgrade their graphic and web design skills. The program provides students with hands-on experience while introducing them to the most industry-current computer applications, current advertising strategies, typography and conceptual solutions to design problems. The program exposes students to custom graphics creation and illustrations, photo manipulations, and design and page layouts that provide creative, effective solutions to web- and print- based visual communication problems. Upon successful completion of the program a student will be awarded a Certificate.

<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
GD100	Basic Drawing	4
GD101	Design Elements	4
GD103	Typography	4
GD111	Page Layout	4
GD110	Digital Imaging	4
GD112	Computer Illustration	4
GD204	Graphic Design	4
GD220	Web Page Creation	4
GD240	Digital Media I	4
GD251	Professional Portfolio Development	4
	<b>Total Required Credits for Graduation</b>	<b>40</b>

## Certificate Program Network Technology

### Program Description

The Network Technology program is designed for students who are currently employed in business but have a need to attain or upgrade their computer networking skills. The program provides students with hands-on experience constructing and troubleshooting the latest PC hardware components. The program exposes students to the installation and administration of multiple computer operating systems as well as major network server software installation and administration. The curriculum addresses network topology, peripherals and security in detail. Upon successful completion of the program a student will be awarded a Certificate.

<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
NET100	Operating System Essentials	4
NET101	PC Hardware	4
NET110	Windows Operating System	4
NET112	Project Management/Portfolio	4
NET115	Network Technologies I	4
NET116	Network Technologies II	4
NET132	Network Programming	4
NET210	Network Security	4
NET222	Microsoft Network Services	4
NET232	Open Operating Systems	4
	<b>Total Required Credits for Graduation</b>	<b>40</b>

## Course Code Legend

Prefix	Category
ACC	ACCOUNTING
AH	ALLIED HEALTH
BUS	BUSINESS
COM	COMMUNICATIONS
CRJ	CRIMINAL JUSTICE
ECO	ECONOMICS
ECE	EARLY CHILDHOOD EDUCATION
EDU	EDUCATION
ENG	ENGLISH
FAS	FASHION
FIN	FINANCE
GD	GRAPHIC DESIGN
HIS	HISTORY
HIT	HEALTH INFORMATION TECHNOLOGY
HTM	HOSPITALITY & TOURISM
INF	INFORMATION LITERACY
IT	INFORMATION TECHNOLOGIES
INT	INTERNET TECHNOLOGIES
ITN	INTERNSHIP
LAW	LAW
MGT	MANAGEMENT
MKT	MARKETING
MT	MASSAGE THERAPY
MAT	MATHEMATICS
MA	MEDICAL ASSISTING
NET	NETWORKING
PLS	PARALEGAL STUDIES
PHI	PHILOSOPHY
PSY	PSYCHOLOGY
PD	PROFESSIONAL DEVELOPMENT
SOC	SOCIOLOGY

***A Quarter Program is a complete body of prescribed subjects or studies that is divided into terms of approximately 11 weeks in length.***

***Course numbering system is as follows:***

***\*100 level courses are generally offered to students in their first year of college.***

***\*200 level or higher-level courses are generally offered to students in their second year of college.***

***Please note that not all programs listed in the catalog are offered in 2007-2008***

## Associate Degree General Education Requirements

All Associate degree students (AS and AAS) are required to complete a minimum of seven (7) general education courses (28 credits) and an additional three credit course fulfilling the requirements for Pennsylvania, with a passing grade, according to the following distributional matrix:

### I. **Arts and Humanities** – 3 courses (12 total credits)

- a. All students are **required** to take:
  - ENG150 Composition I
  - COM145 Public Speaking
- b. Additionally, students must **select** 1 of the following Arts and Humanities courses (all with writing intensive component):
  - i. PHI150 Introduction to Philosophy
  - ii. ENG250 Introduction to Literature
  - iii. ENG151 Composition II

### II. **Math and Sciences** – 2 courses (7 total credits)

- a. All students are **required** to take information literacy:
  - INF102 Freshman Seminar (fulfills general education requirement for Pennsylvania)
- b. Additionally, all students are **required** to take the following 100 level mathematics course:
  - MAT104 College Mathematics

### III. **Social Sciences** – 3 courses (12 total credits)

- a. Students must **select 3** of the following 5 courses
  - i. PSY150 Introduction to Psychology
  - ii. SOC100 Introduction to Sociology
  - iii. SOC260 Race and Ethnicity in the U.S.
  - iv. ECO100 Macroeconomics (required course for all Business Administration programs)
  - v. HIS210 U.S. History -1865 to the present

# Course Descriptions

## ACCOUNTING

### **ACC101 Accounting Fundamentals**

4 Credits

This course provides non-accounting majors with fundamental accounting concepts and principles. Students will also have the opportunity to gain insight into the structures and the operations of accounting systems.

*Prerequisite: None*

### **ACC103 Principles of Accounting I**

4 Credits

An introduction to the fundamental principles and procedures of accounting, students have the opportunity to become familiar with the theories of debit and credit, the accounting cycle, and end-of-the-period procedures for a sole proprietorship.

*Prerequisite: None*

### **ACC105 Principles of Accounting II**

4 Credits

As a continuation of Principles of Accounting I, this course covers topics such as accounts receivable, merchandising transactions, investments, inventories, assets, liabilities, depreciation, equity and statement of cash flows.

*Prerequisite: ACC103*

### **ACC107 Federal Income Taxation**

4 Credits

This course will review tax issues and rules and regulations on the tax system. Topics include taxes imposed on business entities (corporations, partnerships, S corporations and limited liability companies) and the individuals who own these entities.

*Prerequisite: None*

### **ACC201 Accounting Information Systems**

4 Credits

An examination of organizational accounting information systems including information systems, which serve as the basis for the functional areas of accounting and business. Internal control concepts and procedures, systems development for effective accounting information systems are also covered.

*Prerequisite: BUS103*

### **ACC203 Intermediate Accounting I**

4 Credits

This course is a comprehensive examination of corporate accounting through a review of the conceptual framework of accounting, cash control, receivables, inventories, properties, plant and equipment, intangible assets and current liabilities.

*Prerequisite: ACC105*

**ACC205 Cost Accounting I**

4 Credits

This course covers the principles and the procedures of management planning and control systems. Topics such as inventory control, job lots, standard control systems, performance reports and cost in management.

*Prerequisite: ACC105*

**ACC207 Cost Accounting II**

4 Credits

This course is a continuation of Cost Accounting I. Topics covered include cost planning and budgeting, cost controls and other cost accounting procedures applicable to the manufacturing business.

*Prerequisite: ACC205*

**ACC209 Intermediate Accounting II**

4 Credits

A continuation of Intermediate Accounting I with emphasis on current liabilities and contingencies, long-term liabilities, and stockholders' equity.

*Prerequisite: ACC203*

## ALLIED HEALTH

**AH101 Medical Terminology I**

4 Credits

This course covers the meaning and use of the word components encountered with the human body. Emphasis is placed on understanding and building medical terms to provide students the knowledge to be able to communicate in the language of healthcare.

*Prerequisite: None*

**AH102 Anatomy and Physiology I**

4 Credits

Students will be introduced to a brief overview of the 11 body systems and will examine how gross anatomy, function and homeostasis relate to each system. In addition to basic chemistry, cells, tissues, the integumentary, and skeletal systems are studied.

*Prerequisite: None*

**AH111 Medical Terminology II**

4 Credits

This course is designed to expand the students' medical vocabulary by introducing more complex terms related to diseases and operative procedures. The terminology of specific body systems is studied.

*Prerequisite: AH101*

**AH112 Anatomy and Physiology II**

4 Credits

This course continues the study of the human body and its functions. Emphasis is placed on normal function so that we recognize abnormal function. This course includes the study of the cardiovascular system, muscular system, nervous system, and the senses organs.

*Prerequisite: AH102*

**AH122 Anatomy and Physiology III**

4.0 Credits

This course continues the study of the structure and function of the human body. It includes the study of the endocrine system, male and female reproductive systems, respiratory, digestive, and urinary systems.

*Prerequisite:* AH112

**AH206 Healthcare Statistics**

4 credits

A study of statistics applied to health care, this course provides students with statistics fundamentals ranging from collection, arrangement, presentation, and verification of health care data. The emphasis is on fundamental concepts of descriptive statistics, data validity and reliability.

*Prerequisite:* MAT104

## **BUSINESS ADMINISTRATION**

**BUS101 Introduction to Business (Business Administration Core Course)**

4 Credits

An introduction to the practice of business through analysis of the role and function of accounting, management, marketing, finance, and economics within business organizations. Students will be introduced to common business terms and principles, and will examine the various activities of businesses in daily operations.

*Prerequisite:* None

**BUS150 Legal Environment of Business**

4 Credits

This course examines the nature of legal system in which society functions, including business agreements, business entities, and government regulations.

*Prerequisite:* None

**BUS210 Small Business Management**

4 Credits

This course provides an applied study of the dynamics associated with launching and managing entrepreneurial start-up ventures. Students will have the opportunity to integrate concepts of entrepreneurship, marketing, industry research, finance, accounting, operations, legal, and decision-making techniques to develop a practical and realistic 5-year business plan. Special emphasis will be placed on innovation and risk management.

*Prerequisite:* MGT201 and MKT101

## **COMMUNICATIONS (General Education)**

**COM145 Public Speaking**

4 Credits

This course emphasizes the strategies necessary for planning, developing, and delivering oral presentations. The use of visual aids including PowerPoint, flip charts, and overhead transparencies are discussed. The course offers techniques to deal with fear and anxiety associated to public speaking.

*Prerequisite:* None

# CRIMINAL JUSTICE

## **CRJ101 Criminal Justice**

4 Credits

This course gives students an essential overview of crime, law and justice, as well as the essential areas of criminal justice studies.

*Prerequisite: None*

## **CRJ103 Law Enforcement**

4 Credits

This course examines key issues that currently concern law enforcement agencies. Students will have the opportunity to learn the organizational structures of police and the roles of police personnel in standard operations. This course will also cover diverse topics in police culture and ethics.

*Prerequisite: CRJ101*

## **CRJ105 Corrections**

4 Credits

This course is about the punishment phase of the criminal justice system. It is a study of the interface between people, agencies, and organizations that manage criminals and the significant challenges inherent within the system.

*Prerequisite: CRJ101*

## **CRJ107 Criminology**

4 Credits

This course is an introduction to the study of criminology. Using a variety of theories, coursework will emphasize the need to understand the causes of crime in order to be able to analyze and affect it.

*Prerequisite: CRJ101*

## **CRJ111 Private and Corporate Security**

4 Credits

This course presents an overview of the private security profession. The kinds of personnel and services are examined. Performance of basic security responsibilities and what to do when prevention fails is also examined, along with systems in the workplace and challenges that face the profession.

*Prerequisite: CRJ101*

## **CRJ120 Crime and the Media**

4 Credits

This course will examine the interrelationship between the mass media, crime, and the criminal justice system in the United States. It will explore how crime and the criminal justice system are portrayed in the entertainment and news media and the impact of these portrayals on society and the criminal justice system. Emphasis will be given to the role that media play in the social construction of crime and justice.

*Prerequisite: None*

## **CRJ201 Criminal Law and Procedures**

4 Credits

This course surveys the principles of criminal procedure and evidence law of the Federal Courts and the Constitution, by focusing on its social, political and historical evolution. The course addresses how laws and legal institutions function.

*Prerequisite: LAW101*



**CRJ203 Juvenile Justice**

4 Credits

This course will explore and define the components of the juvenile justice system in the United States. The characteristics, policies, and problems of juvenile justice are examined. Topics will include the history and philosophy of juvenile justice, the juvenile court system and the processing of juveniles through the system.

*Prerequisite: CRJ107*

**CRJ205 Drugs in the Community**

4 Credits

This course examines drug abuse, its effect on the human body, and its relationship to crime. Topics include the relationship between drugs and crime, drug laws, drug prevention programs and public policy concerning the use and abuse of substances.

*Prerequisite: CRJ103*

**CRJ209 Victims in the Criminal Justice System**

4 Credits

This course is a study of both victimization theory and applied responses. It focuses on the crimes of violence that are feared most, rather than the non-violent victimization. It is a discussion of the offender-victim relationships and an exploration of the situational factors and responses to victims. It also explores the potential areas of conflict between the victims of violent crime and the police, in order to establish a productive working relationship between the two.

*Prerequisite: CRJ107*

**CRJ220 Criminal Evidence**

4 Credits

This course is a comprehensive examination of the law of criminal evidence. All aspects of the rules of evidence will be addressed with a specific emphasis on the different types of evidence, gathering and use of evidence in the investigative and trial process, the exclusion of evidence, confessions as evidence and collection and use of crime scene evidence will be discussed.

*Prerequisite: CRJ103*

**CRJ250 Special Topics in Criminal Justice**

4 Credits

This course examines important, critical and controversial issues facing today's American Criminal and Juvenile Justice Systems. This course is unique in that students have the opportunity to encounter and challenge important, controversial issues that often divide Americans based on their ideological, political, moral and ethical beliefs in the American Legal Systems.

*Prerequisite: Earned 60 credits in Criminal Justice Program*

## **EARLY CHILDHOOD EDUCATION**

**ECE100 Introduction to Early Childhood Education**

4 Credits

This course provides an introduction to the field of early childhood education by analyzing current issues and ideas, providing an historical overview of the field, and illustrating the growing need to professionalize child care. It also provides practical, developmentally appropriate strategies and models for practicing in this field.

*Prerequisite: None*

**ECE120 Child Development I**

4 Credits

This course explores the physical, social, emotional, and intellectual development shaping human behavior of children from birth to three years of age. Focus will be specific to application of individuals and groups in an educational setting.

*Prerequisite: None*

**ECE150 Safety, Nutrition, and Health in Early Childhood Education**

4 Credits

This course is a holistic approach to safety, nutrition, health, and special topics. All areas of the environment are examined to create policies that emphasize children's status and minimize risk to children's well-being. Basic information and theory are combined with practical applications, resources, and care-giving skills.

*Prerequisite: None*

**ECE170 Teaching Methods in Early Childhood Education**

4 Credits

This course brings together some of the best information currently available for developing an integrated approach to curriculum and instruction in the early years. It is designed to give the student a cohesive view of the "what," "why," and "how" of developmentally appropriate practices.

*Prerequisite: ECE100, EDU100*

**ECE201 Observation Strategies in Early Childhood Education**

4 Credits

Observing, documenting, and assessing children's development and progress can increase one's effectiveness in early childhood education. In this course, students are taught how to observe children and document their development and progress in an ethical manner, what the major methods for observing and documenting are, how to choose informal and formal observation and assessment strategies, and how to imbed the observations in the daily life of a classroom.

*Prerequisite: None*

**ECE210 Literacy in Early Childhood Education**

4 Credits

This course focuses on early literacy in the preschool, leading up to what is expected in kindergarten. It is built on the premise that learning to read and write can emerge naturally in young children when supported by appropriate teaching methods and materials. Students will be taught to use classroom learning centers, children's literature, and "cultural characters" to involve children in their own learning.

*Prerequisite: ECE170*

**ECE220 Child Development II**

4 Credits

This course explores the physical, social, emotional, and intellectual development shaping human behavior of children from three to six years of age. Focus will be specific to application of individuals and groups in an educational setting.

*Prerequisite: ECE120*

**ECE230 Art & Music in Early Childhood Education**

4 Credits

This course will analyze a variety of media and techniques appropriate for use with young children. Activities are aimed at encouraging the development of the young child's creative potential through the arts.

*Prerequisite: ECE170*

### **ECE240 Teaching Diverse Learners**

4 Credits

This course is designed to prepare educators for dealing with the cultural, physical, and cognitive differences among children in a classroom setting and meeting the needs of a variety of learners. Emphasis will be placed on children with developmental disabilities.

*Prerequisite: ECE100, EDU100*

### **ECE281 Math and Science for Early Childhood Education**

4 Credits

This course presents activities in a developmental sequence designed to support young children's construction of the concepts and skills essential to a basic understanding of mathematics and science. Three types of learning are emphasized: naturalistic, informal, and structured. There is a further emphasis on the interrelatedness of math and science.

*Prerequisite: ECE170, EDU100*

### **ECE290 Early Childhood Education Seminar**

4 Credits

This course will help to guide student teachers in their studies and in the practical application of the knowledge acquired. It will provide useful tips and problem-solving techniques as the student enters the professional world. Taken with their student teaching experience, it will provide a forum to discuss what is happening at their site and to share insights with other student teachers.

*Prerequisite: 70 credits with CGPA 2.0*

*Co-requisite: ECE291*

### **ECE291 Student Assisting/Teaching Internship**

6 Credits (252 Hours)

Perhaps the most important aspect of training is actual experience in applying textbook principles to the real world. This course meets the need for practical experience and serves as the "finishing course" for the student. Students are placed in positions and supervised during this training period.

*Prerequisite: All ECE courses from Quarters 1-5 and a CGPA 2.0*

*Co-requisites: ECE290*

## **ECONOMICS (General Education for Non-Business Admin. Programs)**

### **ECO100 Macroeconomics**

4 Credits

This course is an introduction to the economic process. Topics include macroeconomics, economic systems, supply & demand, government's role in the economy, GDP, inflation, unemployment, and the business cycle.

*Prerequisite: None*

## EDUCATION

### **EDU100 Foundations of Education**

4 Credits

This course helps to develop an understanding of the philosophical and historical roots of education, the relationship between colleges and society, educational responses to an increasingly diverse and multicultural society, and the law and its effect on teachers and students.

*Prerequisites: None*

### **EDU110 Technology in the Classroom**

4 Credits

This course will explore the use of computers and technology in an educational setting. It will explore usage from an instructional perspective as well as a learning tool for students.

*Prerequisites: None*

## ENGLISH (General Education)

### **ENG 050 Pre-Composition**

1 Credit

This course will introduce students to the writing process while building a student's proficiency in reading comprehension and critical thinking skills. The course will lay the foundation for future essay writing and test taking by focusing on the fundamentals of grammatical form, sentence structure and paragraph creation while improving the student's vocabulary and spelling.

*Prerequisite: Competence in reading and writing as determined by Accuplacer testing.*

*A grade of PD is required for advancement to ENG150.*

### **ENG150 Composition I**

4 Credits

This course focuses on instruction and practice in the conventions of academic writing, as well as demonstrating that the techniques that are effective in academic writing are equally effective in the workplace and in their personal writing. The readings included in each chapter are tied to the chapter's topic and the writing assignments reinforce the composition instruction and reflect the readings.

*Prerequisites: Accuplacer Reading score of 75 or above or PD in ENG050*

### **ENG151 Composition II**

4 Credits

This course continues to focus on the traits of effective writing for not only the academic world but also for the students' professional and personal lives. The course promotes critical thinking by providing activities that require the students to manipulate the information they read and to think critically and creatively and gather fresh information before writing. It introduces the students to some of the conventional ways of organizing information – narrating, describing, illustrating, defining, explaining, examining cause and effect, comparing and contrasting, classifying, and arguing.

*Prerequisites: ENG150*

### **ENG250 Introduction to Literature**

4 Credits

This course presents an approach to literary works that emphasizes reading as an active enterprise involving thought and feeling. It encourages students to value their emotional reactions and their previous experience with life and with language. It also introduces the traditional elements of literature, such as plot, character, voice, imagery, and dialogue, through discussions tied to the works in the three genres – fiction, poetry, and drama.

*Prerequisites: ENG150*

# FASHION

## **FAS101 Introduction to Fashion Merchandising**

4 Credits

An introduction to the fashion merchandising industry, with an overview of fashion principles, terminology, history, styles, retailers, organizations, and fashion business markets.

*Prerequisite: None*

## **FAS103 Buying and Sourcing**

4 Credits

Merchandise buying, sourcing, and management is analyzed within the retail industry. Emphasis will be placed on financial and organizational needs in merchandising, including the planning, purchasing, pricing, and presentation of inventory to meet customer demand.

*Prerequisite: None*

## **FAS105 Textiles and Apparel Analysis**

4 Credits

An introduction to textiles and the textile industry, with a focus on terminology and fabric characteristics. Emphasis is on the production, selection, performance, use, and care of specific textiles. Students will explore the construction and finishing of textiles. Quality and pricing are compared in relation to the target customer in various markets.

*Prerequisite: None*

## **FAS150 Apparel Line Development**

4 Credits

Merchandise sourcing, buying, and management is analyzed within the retail industry and its product development and distribution processes. Emphasis will be placed on financial and organizational needs in merchandising, including the planning, purchasing, pricing, and presentation of inventory to meet customer demand.

*Prerequisite: FAS103*

## **FAS201 Visual Merchandising**

4 Credits

This course involves the study of visual merchandising and merchandise presentation techniques, with an emphasis on psychological motivation, retail design, and display teamwork. Topics include the creation of specialty and department store displays, the design of visuals for walls and windows, the effects of color and lighting on consumer behavior, and professional presentation techniques.

*Prerequisite: None*

## **FAS203 Trend Forecasting**

4 Credits

In this course, students will have the opportunity to learn how to research and analyze fashion trends for use in forecasting, planning, developing, and promoting clothing lines. Students will examine theories, cycles, styles, sales, media sources, societal influences, and consumer research related to forecasting processes.

*Prerequisite: None*

**FAS207 Fashion Merchandising Seminar**

4 Credits

Students will be expected to use cases to study fashion management and marketing situations, analyze them and come to logical decisions about them. Students will also have the opportunity to participate in a four-day field study to New York City.

*Prerequisite: FAS203 and CGPA 2.0*

**FAS251 Fashion Design Concepts**

4 Credits

This course introduces students to the ideologies and elements of fashion design. Students will also examine contemporary theories, strategies, and techniques related to fashion design.

*Prerequisite: FAS105, FAS203*

## FINANCE

**FIN101 Principles of Finance**

4 Credits

This course introduces students to fundamental financial concepts and principles. Students will have the opportunity to work on financial analysis tools, financial planning, working capital management and financial management.

*Prerequisite: ACC101*

**FIN201 Financial Management**

4 Credits

This course focuses on the financial managers' role and objective as well as their operating environment by analysis of a firm's financial statements to evaluate its performance and forecast its financial needs. Students will have the opportunity to learn the measurement of risk and its impact on the required rate of return, the use of time value of money in making financial decisions and valuing stocks and bonds and the management of working capital including cash, credit, inventory and short term financing.

*Prerequisite: ACC103*

## GRAPHIC DESIGN

**GD100 Basic Drawing**

4 Credits

Throughout this course, students sketch in graphite, charcoal, ink and paint. Students are expected to draw with loose, spontaneous technique while appreciating the structure of inanimate objects, as well as the human form.

*Prerequisites: None*

**GD101 Design Elements**

4 Credits

This course is a study of two-and three-dimensional design concepts and elements such as line, tone, texture, shape, form, balance, motion, scale, proportion and symmetry. Students will also have a variety of studio experiences in various media to help them put into practice these concepts and elements.

*Prerequisites: None*

**GD102 Illustration**

4 Credits

The main focus of the course is to learn structure and quality of line. Emphasis is on live models and various rendering techniques in pencil, pen, markers, charcoal, and paint.

*Prerequisite: GD100*

### **GD103 Typography**

4 Credits

This course deals with the proper type selections for the various assignments as well as the accuracy of fitting quantities of type into selected areas. The students are expected to apply their knowledge of mathematics to explore and manipulate picas, points, leading, and copy fitting. Creative use of typefaces and the importance of choosing the proper typeface will be emphasized through a series of real-life assignments. Pencil concepts will be required before producing final computer-generated projects.

*Prerequisite: None*

### **GD110 Digital Imaging**

4 Credits

Digital imaging exposes students to basic digital image input, creation, manipulation and retouching. Students will have the opportunity to learn how to create basic compositions containing images, type and other digital elements. File preparation and output options for digital images will be addressed.

*Prerequisite: None*

### **GD111 Page Layout**

4 Credits

This is an introductory level course that teaches basic composition and development via a page layout software program. A variety of digital tools and procedures will be employed to create elementary compositions and layouts. Basic page layout file preparation and output options will be addressed.

*Prerequisite: None*

### **GD112 Computer Illustration**

4 Credits

This course explores the expression of visual ideas using computer imaging. The course is focused on the creation of illustration and composition techniques using drawing and design software. Students will be required to create and manipulate vector-based files.

*Prerequisite: None*

### **GD204 Graphic Design**

4 Credits

Students will be exposed to multifaceted design problems and shown how to create dynamic and innovative solutions. Through research and thumbnail roughs, students will discuss project develop from design to completion.

*Prerequisite: GD110, GD11, GD112*

### **GD220 Web Page Creation**

4 Credits

This class will cover the basics of Web page creation using storyboarding and organization skill. Students will be expected to create websites using code-generating software. Emphasis will be placed on site organization and interface design. Sites will be developed to run both cross-platform and on computers of varying speeds.

*Prerequisite: GD110, GD112*

### **GD230 3-D Modeling**

4 Credits

This course addresses 3D object creation. Students will be required to demonstrate ability create three-dimensional models for print and animation. Students will be exposed to geometric and organic modeling techniques, as well as texturing, lighting, rendering and compositing techniques. Students will also have the opportunity to learn how to integrate models with other graphic design applications.

*Prerequisite: GD110*

**GD240 Digital Media I**

4 Credits

This course involves working with industry standard 2D animation software to create interactive applications. Students will be expected to effectively integrate external applications into projects. Students will be expected to manage projects from concept to completion.

*Prerequisite: GD110, GD112*

**GD241 Digital Media II**

4 Credits

This course will instruct the student on advanced features of industry standard 2D animation software to create advanced animation and interactive applications. Students will be expected to effectively integrate external applications into projects. Students will be expected to manage projects from concept to completion.

*Prerequisite: GD230*

**GD251 Professional Portfolio Development**

4 Credits

Using the designated projects from various classes, students will have the opportunity to utilize digital and traditional techniques to achieve a professional level portfolio. Several methods of presentation, both traditional and digital, are developed. Students can learn how to develop a professional resume. Students present their finished portfolios to a panel, as if they were presenting for a job interview.

*Prerequisite: GD204*

## HEALTH INFORMATION TECHNOLOGY

**HIT 120 Introduction to Health Information Management**

4 Credits

This course is an introduction to the practice of information management in healthcare settings. Students will discuss the field and how health-related information is managed. Topics include JCAHO requirements, use and content of the health record, health care registers, filing and numbering systems, assembly the medical record, healthcare data sets, vocabulary standards, analysis of the record, confidentiality issues, and release of information. The focus will be on the importance of the health data, its collection, storage, processing, retrieval, analysis, and dissemination.

*Prerequisite: None*

**HIT140 Pathophysiology**

4 Credits

This course is the study of the nature, cause, diagnosis evaluation procedures, treatment, and management of pathologic disease processes. General review of pharmacology, including types of drugs, classes and their action, medication forms, mode of administration and toxicity symptoms will also be discussed.

*Prerequisite: AH111*

**HIT 145 Introduction to Health Information Technology**

4 Credits

This course introduces students to the fundamentals principles, practices and applications of information technology. The course demonstrates how information systems and technology constitute the backbone of any modern organizations. Topics include the essentials of computing and the Internet, hardware technology, database technology, network technology, and medical computer applications.

*Prerequisite: None*



### **HIT220 CPT and HCPCS Coding**

4 Credits

This course explores various coding and classification systems including the Current Procedural Terminology coding system. Students will study the descriptive terms and identifying codes for reporting medical services and procedures performed by physicians according to the latest edition of the Current Procedural Terminology (CPT). Students will be exposed to and will practice techniques of manual and computerized coding of procedures.

*Prerequisite: AH111, HIT140*

### **HIT 240 ICD-9-CM Coding**

4 Credits

This course explores the International Classification of Diseases coding principles. Students will study the descriptive terms and identifying codes for symptoms, diseases, operations, and procedures according to the latest edition of the International Classification of Diseases, Clinical Modification (ICD-CM). Students will be exposed to and will practice techniques of manual and computerized coding of diagnosis.

*Prerequisite: AH111, HIT140*

### **HIT 260 Healthcare Insurance and Reimbursement Procedures**

4 Credits

This course deals with the concepts of health care insurance and reimbursement. Students will explore the uses of coded data and health information in reimbursement and payment systems appropriate to all health care institutions

*Prerequisite: HIT240, HIT220*

### **HIT 265 Legal and Ethical Issues in Healthcare**

4 Credits

This course explores legal and ethical issues in health care business organizations. Students will review and discuss principles of health care ethics, professional ethics, legal aspects and issues of health information management.

*Prerequisites: AH 111: Medical Terminology II*

## **HISTORY (General Education)**

### **HIS210 U.S. History – 1865 to the Present**

4 Credits

A study of American politics, society, and culture from Reconstruction to the present including the Progressive Era, World War I, the Great Depression, World War II, the Cold War, and the rise of conservative politics through the 1990s.

*Prerequisite: None*

## **HOSPITALITY & TOURISM MANAGEMENT**

### **HTM101 Introduction to Hospitality and Tourism Management**

4 Credits

Students will be introduced to the lodging and restaurant field through a review of the historical development of the industry and the major functions in a hospitality establishment. The course is intended to prepare the student to apply sound management principles to the problems encountered in the supervision of personnel in the hospitality industry.

*Prerequisite: None*

**HTM103 Fundamentals of Tourism Geography**

4 Credits

An overview of travel Geography is presented in this course. Students study world maps to identify travel destinations. Geography terminology and destination introductions are included.

*Prerequisite: None*

**HTM105 Destination Geography**

4 Credits

Students will study major tourism destinations.

*Prerequisite: HTM103*

**HTM201 Event and Conference Management**

4 Credits

The course introduces students to the skills needed to design and manage special events. Organizational procedures for fairs, festivals, sporting, and other large group events are studied.

*Prerequisite: HTM101*

**HTM203 Tour Planning Design**

4 Credits

Current trends in the travel market are covered in this course, including destinations, cruises, tours, car rentals, and hotels. Group travel, incentives and travel insurance are also studied. Students will look at travel personality types and sales techniques for travel.

*Prerequisite: HTM105*

**HTM205 Front Office Operations**

4 Credits

Students will have the opportunity to become familiarized with the front office department of the hotel. Emphasis is placed on guest availability, reservation processing and registration, and night audit and check-in procedures through a computerized and simulated property management system. The students will focus on all aspects of the unique relationship between the front office and other hotel departments.

*Prerequisite: None*

**HTM207 Hospitality Law**

4 Credits

This course will cover laws, rules and regulations pertaining to the hospitality and tourism industry.

*Prerequisite: HTM101*

**HTM250 Special Topics in Hospitality and Tourism Management**

4 Credits

This course examines important, critical and controversial issues facing the industry today.

*Prerequisite: HTM203, HTM205*

## INFORMATION LITERACY

**INF102 Freshman Seminar**

1 Credit

Course Description: This course is designed for freshman to prepare them to succeed in college. The course reviews key issues related to college success including social issues, financial needs, time management, study skills, and information and library literacy.

*Prerequisites: None*

### **INF110 Computer Fundamentals**

2 Credits

Course Description: This course introduces students to the use of computers and computer application software. Students have the opportunity to use computer applications such as spreadsheets, database management and presentations to create documents and reports.

*Prerequisite: None*

## **INFORMATION TECHNOLOGIES**

### **IT100 Algorithm Design and Data Structures**

4 Credits

This course introduces students to the fundamentals of procedural (top down) computer programming. Students explore how to code from flow charts into working programs using popular microcomputer language. This course provides a step-by-step progression with detailed explanations on the basics of mathematical functions, operators, arrays, program flow, and logical decision making.

*Prerequisite: None*

### **IT101 Database Modeling and Design**

4 Credits

This course covers the fundamentals of data modeling, including entity-relationship models, rules of normalization, and referential integrity. Students will have the opportunity to design and create databases for business solutions.

*Prerequisite: None*

### **IT102 Systems Analysis and Design**

4 Credits

This is an introductory course covering the basic functions and techniques of systems analysis and development, including the analysis of information flow, developing system specifications and analyzing equipment needs. Emphasis is placed on structure methods and tools used throughout the analysis process, from initial need assessment through installation and review.

*Prerequisite: None*

### **IT103 Internet Technologies**

4 Credits

Students are exposed to the many technologies of the Internet. Included are the features and technologies combined to make the Internet work. The course provides a vendor neutral foundation for all subsequent courses about the Internet, especially for those planning a career in Internet technology, Internet programming, and Web development. This course provides an understandable introduction to all the Internet technologies.

*Prerequisite: None*

### **IT110 Event Driven Programming**

4 Credits

This course introduces students to the concept of an event-driven language as opposed to a procedural language. Students will have the opportunity to work with the events and properties of objects and construct a graphical user interface. Basic programming structures taught in Algorithm Design and Data Structures will be reviewed and used to code the event procedures. Students will be expected to use these concepts to plan and create applications using an Object Oriented-Event Driven language.

*Prerequisite: IT100*

### **IT111 Database Programming**

4 Credits

The class covers the concepts of relational databases and the powerful SQL programming language. Students examine how to create and maintain database objects and to store, retrieve, and manipulate data. Demonstrations and hands-on practice reinforce the fundamental concepts.

*Prerequisite: IT101*

### **IT203 Internet Scripting**

4 Credits

This course covers the dynamics of client side scripting and server-side scripting. Students are exposed to the structure and syntax; environment variables, functions, and arrays; event handlers; and script validation. This course will also familiarize the student with different approaches for creating server-side scripts, which provides a convenient tool for implementing fully functional Web sites. Exercises will include projects using SQL statements to access a database.

*Prerequisite: IT100*

### **IT210 Object Oriented Programming**

4 Credits

This course introduces students to procedural programming using the version of C++ standardized by the American National Standards Institutes (ANSI) and the International Standards Organization (ISO). Primitive data types, control structures, functions, arrays, and pointers are introduced as a basis for developing classes as the building blocks of object oriented programming. Students will study the principles of structures and classes and also explore the concepts of object orientated design, testing, and documentation.

*Prerequisite: IT100*

### **IT220 Multiplatform Programming**

4 Credits

This course will focus on the JAVA programming language and related tools for programming in the Internet/Intranet environment. Primary topics include methods, classes, objects inheritance, encapsulation, abstraction, polymorphisms and exception handling.

*Prerequisite: IT100*

### **IT230 Professional Portfolio Development**

4 Credits

Using the designated pieces from previous classes, students are taught various techniques to achieve a professional level portfolio demonstrating skills learned in the program. Several methods of creation, presentation, and distribution, both traditional and digital, are addressed. Students will be expected to create resumes and practice self-presentation techniques. Students present their finished portfolios to a panel, as if they were presenting for a job interview.

*Prerequisites: IT203*

### **IT240 Computer Architecture and Networking**

4 Credits

This course explores data communication and networking technology. Students will have the opportunity to become familiar with the properties of various types of networks, specific implementation of lower layer protocols, and several of the most prominent upper layer protocol suites. Students will be introduced to various operating systems and peripheral devices and their appropriate uses.

*Prerequisite: None*

## **IT250 Application Development**

4 Credits

This course simulates the designing, writing, and presentation of a real-life programming project. A student or group of students will be responsible for an assigned problem to be solved. They must gather the information by assessing the needs of the client; design the computer program to fulfill those needs, and write, compile, and test the program. This course will then culminate in a project to include in the student's portfolio.

*Prerequisites: IT110, IT111, IT210*

## **INTERNET TECHNOLOGIES**

### **INT101 Basics of Web Authoring**

4 Credits

This course is designed for the student with little or no working knowledge HTML. Students will have the opportunity to create HTML documents using a simple text editor. Functional topics will include, but not be limited to, file management, page formatting, creating lists, tables, forms and frames. Students will be introduced to the structure of Web documents and proper markup techniques.

*Prerequisite: None*

### **INT102 Internet Multimedia I**

4 Credits

This course will expose the student to the world of creating Web graphics. The student will have the opportunity to use an industry standard image editor to effectively construct and manipulate Web images and graphics.

*Prerequisite: None*

### **INT103 Website Planning and Documentation**

4 Credits

This course teaches the student the basics of Web site planning and documentation. Students will have the opportunity to create Gantt and Purl charts using industry standard project management software. Students will also be expected to develop Web site flow charts using industry standard visual layout software. Students will be expected to create technically-oriented documents that outline the Web site planning and development process. Students will be required to present their completed Web site plans and documents to their class.

*Prerequisite: None*

### **INT104 Internet Site Development**

4 Credits

Students will have the opportunity to develop functional Web sites using HTML code-generation software. Students will be expected to create Web pages, insert graphics and text, create links, forms, and tables using built-in software tools. Students will also have the opportunity to practice effective Web file management. Communication skills will be demonstrated by presentation of completed Web site to the class.

*Prerequisite: INT101*

### **INT105 Client Side Scripting**

4 Credits

This course will examine theoretical concepts that make the world of JavaScript programming unique. Designed for the student with little to no working knowledge of JavaScript, students are exposed to JavaScript structure and syntax; environment variables, functions, arrays, event handlers, and script validation. This course will adopt a practical hands-on approach when examining programming styles, along with examining different coding techniques. This course will explore the advancement of programming, as well as, timeless problem solving strategies. This is a programming class however; students should have a working knowledge of the Internet and Web page creation.

*Prerequisite: INT101*

### **INT110 I-Net Technology**

4 Credits

Students will have the opportunity to develop an understanding of the history of the Internet and how it works. The course will provide a vendor neutral foundation for all subsequent courses about the Internet. This course provides an introduction to all the Internet features and technologies. Students will also be exposed to Web programming, Web hosting, and Internet infrastructure.

*Prerequisite: None*

### **INT202 Internet Multimedia II**

4 Credits

This class will introduce the student to concept of Web animation. Students have the opportunity to use industry standard software to create resizable, and extremely small and compact navigation interfaces, technical illustrations, long form animations, and other effects for Web sites. Students will be required to demonstrate software proficiency through presentation of a fully-animated Web site to the class.

*Prerequisite: INT102*

### **INT203 Microsoft E-Business Applications**

4 Credits

This course is designed to familiarize the student with different approaches for creating server-side scripts. Server-side scripts provide a convenient tool for implementing fully functional, user-driven Web sites. Using Microsoft Internet Explorer and Microsoft IIS as tools, students are exposed to the programming use of variables, arrays, collection, and objects. Exercises will include projects using SQL statements to access a database to dynamically populate Web content.

*Prerequisite: INT101*

### **INT204 Cross-Platform E-Business Development**

4 Credits

In this course, students will examine the advantages of creating Web sites using a cross-platform scripting language. Students have the opportunity to use variables, arrays, and functions in scripts. Students can learn how to manipulate files and directories; process forms and validate their information. Students will also have the opportunity to use hidden form fields, cookies, and session variables and connect to a database. The student will have the opportunity to work with SQL statements to add, update, and delete records in a database. After completing this course students will be expected to be able to develop a fully-functional, user-driven Web site using cross-platform scripting.

*Prerequisite: INT101*

### **INT210 Internet Enterprise**

4 Credits

This course teaches Internet Business Models through the research and study of real-life business cases. The student will be expected to understand Internet business models and enabling technologies. The student will study: Internet access providers, portal sites, content providers, online retailers, brokers, networked utility providers and application service providers. The student will have the opportunity to improve writing and presentation skills through written and physical presentation of research findings to their class.

*Prerequisite: None*

### **INT211 E-Commerce Technologies**

4 Credits

This course examines the fundamentals of E-commerce in terms of Business-to-Consumer (B2C) and Business-to-Business (B2B) activities. Students can learn the major methods of electronic commerce currently in use. Students will be exposed to how current developing computer and telecommunications technologies are driving and enhancing E-commerce activities. Students will study the opportunities, risks and limitations that face companies as they embrace electronic commerce. At the end of the course, the student will be expected to effectively evaluate an e-commerce site based on latest marketing strategies and technologies and present a plan for increasing site effectiveness.

*Prerequisite: None*

### **INT212 Project Management**

4 Credits

This course takes a broad, high-level approach to creating Web sites, including the topics of strategic planning, navigation, interactivity, site architecture, personalization, evaluation of the site's success and usability. Students will be required to create a functional specification that details desired Web site functionality. Students will then be expected to utilize previously-learned Web development skills to convert a functional specification into a working Web site. This class will be a culmination of skills taught throughout all previous classes.

*Prerequisites: INT105, INT203, INT204*

### **INT213 Professional Portfolio Development**

4 Credits

Using the designated pieces from previous classes, students are taught various techniques to achieve a professional level portfolio. Several methods of creation, presentation, and distribution are addressed. Students present their finished portfolios to a panel, as if they were presenting for a job interview. Students will be expected to create professional resumes.

*Prerequisites: INT202, INT210*

## **INTERNSHIP**

### **ITN299 Internship**

4 Credits

The internship meets the need for practical experience and serves as a finishing course for the student. Students are placed in positions in facilities that match their program and are supervised during this training period.

*Prerequisite: CGPA of 2.0 and 74 earned credits*

# LAW

## **LAW101 American Legal System**

4 Credits

This course presents various facets of law. Students are introduced to ethics, sources of law, the court and legal system, criminal law, torts and contracts.

*Prerequisite: None*

## **LAW103 Criminal Law**

4 Credits

This course furnishes a concise but comprehensive introduction to criminal law. It offers an understanding of the legal environment in which criminal justice professionals must function and helps the student to gain a clear understanding of the principles of the law that will be vital to success.

*Prerequisite: LAW101*

## **LAW105 Civil Law**

4 Credits

This course covers the structure, jurisdiction and operation of court systems with an emphasis on trial preparation and procedures including interviewing techniques, evidence, investigation, drafting pleadings, filing lawsuits, motion drafting and practice and third-party practice.

*Prerequisite: LAW101*

## **LAW120 Administrative Law**

4 Credits

Course Description: This course provides a basic overview of administrative law and procedure. In addition to identifying sources of administrative law and procedure, this course covers agency actions, controls on agency actions, administrative hearings, and appellate procedures for administrative decisions.

*Prerequisites: LAW101*

## **LAW201 Real Property Law**

4 Credits

This course covers the general principles of real property law including, but not limited to ownership rights, lease hold rights, full legal property description, easements, fixtures, liens, real estate residential and commercial contracts, HUD-1 Settlement sheet, deeds, mortgages, title examinations, closings, foreclosures, condominiums and cooperatives, and landlord-tenant law.

*Prerequisite: LAW101*

## **LAW203 Family Law**

4 Credits

This course covers statutory and common law aspects of marriage, dissolution of marriage, child custody, adoption, termination of parental rights, tort actions among family members, legal position of minors, and trends in family law.

*Prerequisite: LAW101*



## MANAGEMENT

### **MGT101 Management Concepts (Business Administration Core Course)**

4 Credits

This course provides a survey for students specializing in management with emphasis on fundamental managerial concepts, practices, functions, processes and their application within the business environment.

*Prerequisite: None*

### **MGT103 Organizational Behavior**

4 Credits

This course covers theories and concepts related to human behavior in organizations at the individual, group and organizational levels. Topics such as diversity at the workplace, motivation, group dynamics and team effectiveness will be discussed.

*Prerequisite: None*

### **MGT201 Sales Management (Business Administration Core Course)**

4 Credits

This course introduces students to the fundamentals of selling and sales skills in the contemporary marketing environment. Topics include personal analysis, personality development, buying processes, product knowledge, relationship selling and ethics.

*Prerequisite: MGT101*

### **MGT203 Ethics in Management**

4 Credits

This course explores the legal and ethical constraints in managing business organizations.

*Prerequisite: BUS150*

### **MGT250 Business Seminar**

4 Credits

Students will have the opportunity to use cases to study the management and marketing situations, analyze them and come to logical decisions about them. Students will also have the opportunity to participate in a four-day field study to New York City.

*Prerequisites: MGT103, MGT201*

## MARKETING

### **MKT101 Marketing Principles (Business Administration Core Course)**

4 Credits

This course introduces students to the fundamentals of marketing, strategy and planning. There is a focus on customer relationships, management, buying behavior, market segmentation, targeting, and positioning.

*Prerequisite: None*

### **MKT201 Marketing Communications**

4 Credits

This course surveys integrated marketing communications as a tool for making and implementing marketing decisions. The focus is on communication strategy, formulation and development of promotion materials. Topics include advertising, public relations, direct marketing, internet marketing and sales promotions.

*Prerequisite: MKT101*

## **MKT250 Product Development**

4 Credits

This course is an examination of the New Product Development process from ideas through development and execution of a marketing strategy.

*Prerequisite: MKT101*

## **MASSAGE THERAPY**

### **MT101 Introduction to Massage Therapy**

4 Credits

This course serves as the student's introduction to the scope and practice of massage therapy as a profession. Students can learn about the history of massage, holistic approaches to wellness, as well as the major modalities, professional organizations, and ethics and standards for the field.

*Prerequisite: None*

### **MT105 Anatomy & Physiology I for Massage Therapy**

4 Credits

Students are introduced to the structure and function of the body, chemistry, cells, tissues, organs and the integumentary system. Emphasis is placed on the skeletal system with an introduction to the muscular system. Anatomical position, planes, directions, individual bones, bony landmarks and joint structure are studied in detail.

*Prerequisite: None*

### **MT110 Massage Therapy I**

4 Credits

This course covers the foundations of massage therapy, including the theory, terms, and skills necessary to begin to become a massage therapist. Students should become comfortable with giving and receiving basic massages and should develop touch sensitivity. Emphasis is placed on the fundamentals of Western massage with proper assessment and application of techniques. Students also have the opportunity to learn First Aid/CPR.

*Prerequisites: MT101 with a grade of C or better*

### **MT115 Anatomy & Physiology II for Massage Therapy**

4 Credits

This course continues the study of body systems. The structure and function of the nervous, cardiovascular, special senses and the muscular system are studied. Emphasis is placed on individual muscles, muscle groups, attachments and actions.

*Prerequisite: MT105*

### **MT120 Massage Therapy II**

4 Credits

This course advances the foundational knowledge taught in Massage Therapy I as students have the opportunity to develop intermediate skills in massage. Students can gain experience in palpation as they learn deep tissue massage, trigger point theory and applications. Students can also gain experience with on-site chair massage.

*Prerequisites: MT110 with a grade of C or better*

### **MT125 Anatomy & Physiology III for Massage Therapy**

4 Credits

This course continues the study of human anatomy and physiology of the digestive, respiratory, urinary, endocrine and reproductive systems. Emphasis is placed on neuro-anatomy, muscle innervations and the nerve plexi.

*Prerequisite: MT115*

**MT150 Professional Standards & Ethics**

4 Credits

This course provides the framework for a massage practitioner to establish guidelines for conduct in the professional setting. Some of the professional development issues that are addressed include ethical conduct and standards of practice, the therapeutic relationship, communication and conflict management skills to support professional interaction, professional record keeping, including informed consent procedures and charting, confidentiality of the client, credentialing and licensing of the massage professional, sexual issues, and client/practitioner dynamics.

*Prerequisite: None*

**MT210 Massage Therapy III**

4 Credits

This course builds upon the skills taught in Massage Therapy II by presenting a variety of more advanced techniques for health maintenance and addressing various soft-tissue conditions. This course will also cover the various techniques for addressing injuries incurred through athletics or other strenuous activity. Students can gain experience in palpation as they are taught trigger point theory and applications. The role of massage therapy as it relates to sports is discussed. Students are introduced to chair massage.

*Prerequisite: MT120 with a grade of C or better*

**MT220 Massage Therapy IV**

4 Credits

This advanced course is designed to integrate and refine the students' assessment planning, implementation, and integration skills for massage techniques. Students are expected to address more complex considerations and apply protocols most associated with medical and clinical settings. Emphasis is on neuromuscular and myofascial techniques.

*Prerequisite: MT210 with a grade of C or better*

**MT235 Kinesiology**

4 Credits

Students have the opportunity to learn about human movement, including body mechanics and basic exercise theory and practice. Students focus on structures, joint movements, muscles, palpation, function enhancement and major functional concerns. An emphasis is placed on the upper extremities, excluding the axial skeleton.

*Prerequisite: MT125*

**MT240 Pathology for the Massage Therapist**

4 Credits

Students survey the abnormal health conditions commonly encountered in massage therapy. Contraindications and precautions are emphasized to help students develop effective therapeutic decisions.

*Prerequisite: MT115*

**MT260 Alternative Methods**

4 Credits

This course is an overview of a variety of bodywork therapies as an adjunct to the massage therapy practice. Students are introduced to principles of energy techniques and Eastern techniques such as acupressure and Shiatsu. Students will also be exposed to such techniques as hydrotherapy, pain management approaches, and a variety of spa techniques for relaxation and rejuvenation.

*Prerequisite: MT210 with a grade of C or better*

### **MT270 Business Applications for the Massage Therapist**

4 Credits

This course covers the fundamentals of basic marketing starting with the personal and professional attributes that are at the heart of marketing the personal service of massage. It then covers the three R's of marketing – reach new clients, rebook those clients, and get personal referrals from them. It gives a solid foundation for beginning and operating a practice.

*Prerequisite:* None

## **MATHEMATICS (General Education)**

### **MAT 050 Developmental Math**

1 Credit

Developmental Math is a thorough review and study of general mathematics concepts utilizing a balanced approach of mathematical theories with practical applications and conceptual understanding. The emphasis is on building problem solving skills, as well as confidence and accuracy in a supportive environment.

*Prerequisite:* Competence in reading and writing as determined by Accuplacer testing.

*A grade of PD is required for advancement to MAT104*

### **MAT 051 Basic Math**

1 Credit

Basic Math is a thorough review and study of general mathematic concepts utilizing a computer-based, self-paced, on-line tutorial. Concepts are assigned for completion based on results from periodic assessments.

*Prerequisite:* Competence in reading and writing as determined by Accuplacer testing.

*A grade of PD is required for advancement to MAT104.*

### **MAT104 College Mathematics**

4 Credits

This course is designed to develop the ability to solve a variety of mathematical problems through the use of mathematical structures such as algebra, geometry and statistical analysis.

*Prerequisite:* Accuplacer Math score of 66 or above or Math 050 or Math 051

## **MEDICAL ASSISTING**

### **MA110 Clinical Procedures I**

4 Credits

This course introduces students to the clinical setting and to the medical procedures they will be expected to perform independently or with the physician. The students will have the opportunity to progress from attaining a medical history, to preparing the patient for the physician, and assisting with the physical examination.

*Prerequisite:* None

### **MA111 Medical Office Procedures I**

4 Credits

This course provides the student with an overview of a career as an administrative medical assistant. Topics include the study of medical history, medico-legal and ethical responsibility, HIPAA regulations, mail processing, appointment scheduling, telephone techniques, interpersonal communication, and customer service.

*Prerequisite:* None

### **MA120 Clinical Procedures II**

4 Credits

The students are taught to prepare the patient for a 12-lead ECG. Students are also introduced to basic concepts in microbiology, gynecology, and pediatric procedures.

*Prerequisite: MA110*

### **MA210 Clinical Procedures III**

4 Credits

This course introduces students to pharmacology, drug calculations, prescription writing, and the use of associated abbreviations. Students explore basic methods of parental drug administration and eye & ear assessment. In addition, the opportunity for certification in standard first aid and CPR is provided.

*Prerequisite: MA110*

### **MA211 Medical Office Procedures II**

4 Credits

Students will have the opportunity to develop the skills necessary for an administrative medical assistant through the study and practice of filling, record keeping, insurance claims processing, billing, and insurance coding. The various types of medical insurances are discussed including managed care and traditional coverage.

*Prerequisite: None*

### **MA220 Clinical Procedures IV**

4 Credits

This course emphasizes the blood and specimen collection skills required in allied health. Students examine frequently ordered laboratory and radiological tests.

*Prerequisite: MA110*

### **MA221 Medical Office Procedures III**

4 Credits

This course includes a study of fees and collection procedures, banking, book-keeping, and office accounting systems. Proficiency in electronic claims processing, appointment scheduling, and patient record keeping is expected to be developed by the use of a computer based office management system.

*Prerequisite: MA211*

### **MA230 Clinical Procedures V**

4 Credits

This course is a culmination and review of the first four clinical classes. All previously taught clinical skills are reinforced and honed to enable the student to utilize these skills on a daily basis at his or her internship and employment sites. Field trips and other practical experiences are also a part of this class.

*Prerequisite: Completed 16 clinical credits*

## **NETWORKING**

### **NET100 Operating System Essentials**

4 Credits

This course introduces students to popular operating system functions. The relationship between the hardware and the operating system is stressed. Students have the opportunity to become familiar with the most frequently used commands. They also have the opportunity to become familiar with working with files and directories, how to create batch files and menus, and how to create configuration files. Additionally, students are expected to install and configure MS-DOS. This course includes lectures, lab exercises, and projects designed to enhance knowledge of the operating system.

*Prerequisite: None*

### **NET101 PC Hardware**

4 Credits

This course is designed to prepare students to work with the internal subsystems of the AT and Pentium class computers. Students are expected to build, configure, upgrade, and troubleshoot PCs. Additionally; students are expected to install and test a range of PC peripherals. Responsibilities include setting up a computer, taking it from an empty shell to a functioning system. This course includes lectures as well as lab exercises and projects designed to reinforce theory and provide hands-on experience.

*Prerequisite: None*

### **NET110 Windows Operating System**

4 Credits

This course is designed to prepare the student to work with the Windows operating system. Students are expected to install and configure the system, become familiar with the Registry, and do file and directory manipulations. This course includes lectures, lab exercises, and projects designed to reinforce theory while providing hands-on experience.

*Prerequisite: NET100*

### **NET112 Project Management/Portfolio**

4 Credits

This course teaches the student the basics of project planning and documentation. The project planning process will be discussed. Students will discuss how to relate projects to business strategy and how to develop a business case, including cost, activity and time estimates for projects. Students are introduced to industry standard project management software, including creation of Gantt and Purl charts. Students will also be expected to develop project flow diagrams using industry standard visual layout software. The course will culminate with the student preparing and presenting a completed network layout project to their classmates. This project will become part of the student's portfolio.

*Prerequisite: None*

### **NET115 Network Technologies I**

4 Credits

This course explores data communication and networking technology. Students have the opportunity to become familiar with the properties of various types of networks, specific implementation of lower layer protocols, and several of the most prominent upper layer protocol suites. Students will be introduced to various cabling techniques.

*Prerequisite: NET100*

### **NET116 Network Technologies II**

4 Credits

This course provides an in depth exploration of the major protocol suite, in particular TCP/IP. The INTERNET PROTOCOL suites are explored through a comparison of each with the OSI reference model. The history of TCP/IP is examined, as are TCP/IP products for client and server on networks. Students have the opportunity to evaluate IP addressing and subnet masking. Methods of routing TCP/IP, including internetworking devices, are discussed. Students are introduced to workstations (client) and server setup, installation and configuration, and logging onto the network.

*Prerequisite: NET115*

### **NET132 Network Programming**

4 Credits

This course introduces the fundamentals of event-driven programming. Students will have the opportunity to become familiar with programming control statements, data types, variable expressions, strings, and functions. Students are presented with many examples and appropriate exercises taught on the current Windows platform. The course explores and develops programming techniques commonly used in event-driven programming.

*Prerequisite: NET110*

### **NET203 Network Administration**

4 Credits

This course examines the various types of network utilities. Students have the opportunity to navigate the network operating system and install and use various network management tools, including on-line documentation. Students will be expected to address drive mapping, file and directory management, how to customize the user environment, and how to plan and implement file and directory security. The course includes laboratory exercises and projects designed to reinforce theory and provide hands-on experience.

*Prerequisite: NET110, NET115*

### **NET210 Network Security**

4 Credits

As networks and the world become more connected, the possibility of the theft and destruction of intellectual properties becomes more of a threat. The ability to protect, as well as connect, computer systems is becoming more and more important. This course provides the students with a vendor neutral study of general security concepts, communication security, infrastructure security, basics of cryptography, and organizational security.

*Prerequisite: None*

### **NET222 Microsoft Network Services**

4 Credits

This course introduces the students to the scalability, compatibility, and networking features of design and implementation of Microsoft Windows Network Operating System. The student will have the opportunity to install the operating system using a variety of methods. They will also be expected to setup printers and security. Students will be expected to install and configure this powerful operating system and investigate adaptability and scalability of the Windows Server with other industry standard platforms.

*Prerequisite: NET110*

### **NET232 Open Operating Systems**

4 Credits

This course introduces students to set up UNIX/LINUX operating system. Students are introduced to the UNIX file system; they have the opportunity to become familiar with the UNIX help system, and the shells. They are exposed to basic commands, commands for directory and file manipulation, the use of aliases, and variables in UNIX. Students begin to work with scripting and deal with the various uses of IF statements. This course includes laboratory exercises designed to reinforce theory while providing hands-on experience

*Prerequisite: NET132*

### **NET235 End User Support**

4 Credits

This course emphasizes the major strategies used to raise the standard of customer service in a technological environment. Students are taught how to implement industry-current support tools in a professional help desk setting through the use of case projects and simulated help desk situations. This course also emphasizes various structures, job descriptions, and management techniques associated with a professional help desk.

*Prerequisite: None*

### **NET250 Internet Technologies**

4 Credits

The course is designed to explore the ever-expanding realm of technologies being implemented now and in the future on Internets and Intranets. Students have the opportunity to survey existing and new hardware and software being used from diverse sources.

*Prerequisite: None*

## PARALEGAL STUDIES

### **PLS101 Introduction to Paralegal Studies**

4 Credits

This course introduces students to the paralegal profession emphasizing the role of the paralegal in the modern legal system. The course covers specialization, ethics, the scope of job opportunities and duties, and the typical responsibilities of paralegals.

*Prerequisite: None*

### **PLS103 Legal Research and Writing**

4 Credits

Students study the use of law collections, methods of legal research and writing, using primary and secondary sources including, but not limited to digests, encyclopedias, reporter systems, online databases, and practice manuals. Students study the preparation of legal documents and specialized research projects.

*Prerequisite: None*

### **PLS105 Computerized Legal Research**

4 Credits

This course offers students the most widely used legal research system. Students are provided information, guidelines and procedures to conduct advanced legal research. Students will be required to conduct research projects.

*Prerequisite: PLS103*

### **PLS201 Contract and Uniform Commercial Code**

4 Credits

This course covers the important features of common law contracts and statutory law as addressed in Article II of the UCC. Key concepts are illustrated through hypothetical scenarios and sample contracts. Practical research and drafting projects provide students realistic experience.

*Prerequisite: PLS101*

### **PLS203 Civil Procedures I**

4 Credits

This course reviews the discovery process and pretrial motions including interrogatories, requests for production, and deposition summaries. Additional focus will be on trial preparation, post-trial motions, appeals, and the applicable State and Federal Rules of Civil Procedure.

*Prerequisite: LAW105*

### **PLS205 Civil Procedures II**

4 Credits

This course reviews the discovery process and pretrial motions including interrogatories, requests for production, and deposition summaries. Additional focus will be on trial preparation, post-trial motions, appeals, and the applicable State and Federal Rules of Civil Procedure.

*Prerequisite: PLS203*

### **PLS250 Wills, Trusts and Estates Administration**

4 Credits

This course covers the study of state laws, forms, documents, procedures, and tax consequences involved in estate administration including research, information gathering and drafting techniques necessary in the preparation of wills, trusts, and estate plans. Students will be expected to analyze case studies and draft documents.

*Prerequisite: LAW101*



## **PHILOSOPHY (General Education)**

### **PHI150 Introduction to Philosophy**

4 Credits

This course presents philosophy as the “search for wisdom”, a conception that helps students discover how philosophy is relevant to their own lives. It blends traditional Western philosophy and non-Western and non-traditional philosophy with carefully chosen contemporary issues.

*Prerequisite: None*

## **PSYCHOLOGY (General Education)**

### **PSY150 Introduction to Psychology**

4 Credits

This course is an introduction to the art and science of psychology. Students investigate psychological development, motivation, sensation, perception, learning, thinking, language, and behavior.

*Prerequisite: None*

## **PROFESSIONAL DEVELOPMENT**

### **PD280 – Professional Career Development**

3 Credits

This course focuses on students’ awareness and achievement in the areas of resume preparation, job hunting and interviewing. The student will also explore employer expectations, human relations, and personal financial expectations as well as personal career management.

*Prerequisite: Earned 60 Credits*

## **SOCIOLOGY (General Education)**

### **SOC100 Introduction to Sociology**

4 Credits

This introductory course analyzes the dynamics of social relations and group life. It is the study of alternative ways in which human relations are organized so as to satisfy needs, control conflict, handle deviant behavior, and adapt to change.

*Prerequisite: None*

### **SOC260 Race & Ethnicity in the United States**

4 Credits

This course focuses on the importance of race, ethnicity, religion, and gender in the social construction of the United States. It explores the tension and violence that emerge in our multicultural nation and discusses why race and ethnicity need to remain a part of the national agenda.

*Prerequisite: None*

# Admissions

## Requirements and Procedures...

Students should apply for admissions as soon as possible to be accepted for a specific program and starting date. To apply, students should complete the Student Data Sheet and return it to the College or call for a priority appointment to visit the College, receive a tour of its facilities, and discuss career options with an Admissions Representative.

All applicants are encouraged to have a personal interview with an Admissions Representative. Parents and/or spouses are encouraged to attend. This gives applicants and their families an opportunity to see the College's equipment and facilities and to ask questions relating to college's curriculum and career objectives. Personal interviews also enable college administrators to determine whether an applicant is acceptable for enrollment into the new program.

In order to complete the application process all students must:

- Complete an Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian)
- All students attending Lehigh Valley College are required to provide proof of high school graduation or equivalency by the last day of the drop/add period of the first quarter in order to remain in college. Prospective students are required to request official high school transcript or GED. In lieu of official documents, students may provide original high school transcript, high school diploma, GED scores or GED diploma to be photocopied at the college. Extensions to the documentation deadline may be granted on an individual basis as approved by the President and Registrar.
- Complete Financial Aid forms (if applicant wishes to apply for financial aid)
- Criminal Justice applicants must complete a disclosure form
- Massage Therapy applicants must complete the Physical Examination Report prior to taking Massage Therapy I
- Network Technology applicants should be 21 years of age and have at least one year of documented work experience. A committee of three faculty and/or administrative representatives will review each student applicant's work history to determine if the experience is sufficient to meet the needs of the proposed program.

Applicants not 21 years of age are required to provide documentation of work (employment and/or academic) in the network technology field in addition to the one year of documented work experience to the review committee. The applicant must also meet with the department chair or Dean of Academics to determine final acceptance into the program.

- Graphic Design applicants should be 21 years of age and have at least one year of documented work experience. A committee of three faculty and/or administrative representatives will review each student applicant's work history to determine if the experience is sufficient to meet the needs of the proposed program.

Applicants not 21 years of age are required to provide documentation of work in the form of a portfolio presentation in addition to the one year of documented work experience to the review committee. The applicant must also meet with the department chair or Dean of Academics to determine final acceptance into the program.

- Complete Accuplacer Assessment Exam with the required passing score

The College reserves the right to reject students if the items listed above are not successfully completed.

## **INTERNATIONAL STUDENTS**

International students are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens. All documents should be accompanied by an English translation. Students whose native language is not English may be required to take the Test of English as Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. An affidavit of financial support should be submitted. Detailed information will be provided through our Admissions office. The school is authorized under Federal law to enroll nonimmigrant students.

## **TOEFL TEST**

International Students who graduate from high school outside of the United States must have successfully completed the TOEFL Test with a minimum score of 450 on written, 133 on computer based test, and 45 on internet-based test. All students will be required to take the Accuplacer Test for course placement.

## **ACCUPLACER ASSESSMENT EXAM**

The computer-based Accuplacer testing system is used as an admission requirement as well as to assess incoming students to determine their readiness for college-level coursework. Assessment will include reading comprehension, writing, and math. Test results are used to identify students' strengths and weaknesses, to assist in advisement of course selection once accepted, and to ensure that students possess or are helped to develop skills for academic success at the college. Refer to the Exception to Accuplacer Assessment for more information.

For admission purposes: Students must achieve an aggregate score of 65 for acceptance.

Any student who fails to achieve the minimum aggregate score on the test the first time may retest a second time. The best combined score of the individual tests from both attempts will be reviewed for the required minimum aggregate score of 65 for acceptance. Students who are unable to pass after the second attempt may return 12 months after the second test date to retake Accuplacer and reapply for acceptance for a program.

## **DEVELOPMENTAL COURSEWORK**

The College offers additional courses in math and English to assist those students who need assistance in developing their skills in these particular areas. Developmental courses are offered at an additional charge, are calculated in the student's maximum time frame of attendance, and are included on the student's transcript. The grades for these courses are not included in the student's grade-point average nor may they be used to meet graduation requirements.

Upon successfully testing out of the basic English and Math course or successfully completing the course work for the basic English and Math course, students will be placed in the standard, college-level courses required to complete their programs. Please refer to page \*\*\*\*\* for a description of the basic courses available to students.

## **EXCEPTIONS TO ACCUPLACER REQUIREMENT**

Prior LVC graduates are not required to take the Accuplacer Exam as an entrance exam but rather as an assessment to determine their readiness for college-level coursework.

Students who have already earned a minimum of six college credits in English and/or three college credits in Mathematics with a grade of C or better from a recognized US College are exempt from the respective component of the Accuplacer testing. Official college transcripts must be submitted to the Registrar's Office by the first day of classes in order to be exempt.

All enrollments with combined of SAT scores of (Critical Reading, Math, Writing) of 1200 or higher or 830 or higher on the "old form" will be accepted in place of the Accuplacer Assessment Exam. All scores must be submitted to the Registrar's Office by the first day of classes. Any student unable to provide SAT scores prior to the start of classes must take the Accuplacer Assessment Exam.

## **RE-ENTRANCE REQUIREMENTS**

Students who have previously attended our college and have been out for over a year will be subject to the same requirements and procedures as new applicants. The application fee, if required will be waived for all students who reenter less than a year after leaving the school. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry. If an applicant is not accepted, all fees paid to the College are refunded within guidelines of the Enrollment Agreement.

## **CREDIT FOR PREVIOUS EDUCATION**

Students who previously attended an accredited college or university may be granted transfer credit, at the sole discretion of the College, if the courses taken at the previous school are determined by the College to be sufficiently equivalent to courses offered at the College. In addition, the College must determine that those courses are applicable to their program of study at the College. Only courses in which the student earned a grade of C or above will be considered for transfer. The College only allows 50% of program requirements to be transferred into the program from another college(s). Transfer credits more than 10 years old may not be accepted. Students seeking to transfer credit are responsible for having official transcripts forwarded to the College Registrar's Office for review by the last day of the student's first term. If the student has not completed the coursework he/she is attempting to transfer by the end of the first term, the student should provide an official transcript to the College Registrar's Office for review as soon as possible after completing the coursework. A student will not be allowed to apply transfer credit for any course that they have begun, regardless of the intent to transfer credit.

# Administrative Policies

## Academic Achievement

### GRADING SYSTEM

Grade reports are issued to students at the completion of each term or quarter. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are indicated on the chart below equal to the grade received. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Effective July 1, 2007 for all new students earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

Grade Meaning	Point Value/Percentage	Included in Credits Earned	Included in Credits Attempted	Included in GPA
A Superior Attainment	4.00(94 – 100)	YES	YES	YES
A-	3.70 (90-93)	YES	YES	YES
B+ Above Average Attainment	3.30 (87-94)	YES	YES	YES
B	3.00 (84-86)	YES	YES	YES
B-	2.70 (80-83)	YES	YES	YES
C+	2.30 (77-79)	YES	YES	YES
C Average Attainment	2.00 (74-76)	YES	YES	YES
C-	1.70 (70-73)	YES	YES	YES
D+	1.30 (67-69)	YES	YES	YES
D Minimum Attainment	1.00 (60-66)	YES	YES	YES
F Failure (must repeat)	0.00 (59 and below)	NO	YES	YES
FD Failed Development	0.00	NO	YES	NO
AR High School Articulation	0.00	YES	YES	NO
AU Audit	0.00	NO	NO	NO
I Incomplete	0.00	NO	YES	NO
PD Pass Development	0.00	YES	YES	NO
PR Proficiency Credit	0.00	YES	YES	NO
TC Transfer Credit	0.00	YES	YES	NO
W Withdraw	0.00	NO	YES	NO
WF Withdraw Fail	0.00	NO	YES	YES

For more information on this chart see “Application of Grades and Credits”

## **APPLICATION OF GRADES AND CREDITS**

This chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of F (failure), W (withdrawn), WF (withdrawn/failure), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A W will not be awarded after the sixth week. Students withdrawing on or after the seventh week will receive a WF as a final grade.

The student must repeat any required course in which a grade of F, W, or WF is received. Students will only be allowed to repeat courses in which they received a D+ or below. In the case of a D+, D, or F, the new grade is calculated into the CGPA. The original grade will include an "\*\*\*" designation indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Any student required to retake a course will be charged an additional fee. The Accounting Department will make any necessary tuition adjustments. Any tuition adjustments made will be added to the original contract price of the Enrollment Agreement.

TC, PR, and AR credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within the designated time frame, not to exceed two weeks after the end of the term, will be converted to an F and will affect the student's CGPA.

## **DROPPING AND/OR ADDING COURSES**

### **Week One**

When a student withdraws from a course(s) but not from College during the first week of the quarter, his/her name will cease to appear on any class roster or grade report, grades will not be recorded, and the student will not be charged for the course(s). Students who wish to withdraw from a course(s) during the first week must request approval from the Registrar. Students are required to complete all unfinished courses prior to graduation

A student who wishes to add a course(s) may do so only during the first week of the quarter. He/she must attend the first scheduled class after adding the course or lose the right to attend the class. A student who adds a course to his/her schedule will be charged for each course added based on the individual course price for his/her program of study.

After the first week, there can be no addition of new courses.

### **Week Two through Six**

When a student wishes to withdraw from a course(s) during week two through six, the student must request approval from the Education Department. Extreme academic or personal hardship is considered the only justification for withdrawal during this time.

If the request for withdrawal is approved, a status of "Withdrawal" is assigned with a grade of "W" appearing on the transcript. The "W" is not calculated into the student's GPA, however it does count toward credits attempted and must be retaken prior to graduation. The "W" is not replaced when the course is retaken. The student is charged 100% of tuition for each course he/she withdraws from.

### **Week Seven through Eleven**

After completion of the sixth week of class, any student wishing to withdraw from a course(s) must request approval from the Education Department. The student is charged 100% of tuition for each course he/she withdraws from.

If the request for withdrawal is approved, a status of "Withdrawal Failing" will be assigned with a grade of "WF" appearing on the transcript. The "WF" is calculated into the student's GPA as a 0.00 and counts as credits attempted. The "WF" is not replaced when the student retakes the course and the 0.00 remains calculated in the GPA.

Transfer credits and leaves of absence are not affected by and do not affect satisfactory academic progress. Advanced standing (proficiency credits), repeated coursework, "W" and "WF" are counted toward cumulative credit hours attempted versus cumulative credit hours earned. Only the "WF" is calculated into the student's term and/or cumulative GPA.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must maintain satisfactory academic progress in order to remain enrolled at the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

Satisfactory Academic Progress is a cumulative measure of a student's performance, and includes all periods of the student's enrollment, even those periods in which a student does not receive Financial Aid. Both quantitative and qualitative standards must be used to evaluate Satisfactory Academic Progress. Once a student has reached 150% of the program length for his/her degree program, the student is no longer eligible to receive Financial Aid for that program, even if he/she has not graduated. However, if a student enrolls in another program of study, this restriction no longer applies. Satisfactory Academic Progress will be monitored every term to ensure students are meeting the standards for Satisfactory Academic Progress outlined below.

## CGPA REQUIREMENTS

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once a student reaches a review point, they must maintain the minimum CGPA for that level at the end of each grading period until such time as they reach the next level of review.

### Certificate Programs

Quarter Credits	Minimum CPGA Required
0-15 Credits	1.0
16-30 Credits	1.5
31 Credits to end of program or maximum allowable credits reached	2.0

### Associate Degree Programs

Quarter Credits	Minimum CPGA Required
0-15 Credits	1.0
16-45 Credits	1.5
46 Credits to end of program or maximum allowable credits reached	2.0

## RATE OF PROGRESS TOWARDS COMPLETION REQUIREMENTS

In addition to the CPGA requirements, a student must successfully complete at least 67% of the credits attempted in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in the term and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

## MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits for 90 credit programs are 135.

Program	Maximum Allowable Credits
Certificate	40 credits x 150% = 60 credits
Associate in Science Degree	90 credits x 150% = 135 credits
Associate in Applied Science Degree	90 credits x 150% = 135 credits

## **HOW TRANSFER CREDITS/CHANGE OF PROGRAM AFFECT SAP**

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits that she earned at institution A into a program at institution B. The program requires 90 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times  $(150\%) \times 90 = 135$  credits. The 30 transfer hours will be added to the attempted and earned hours when the time frame is being calculated.

When a student elects to change a program at the college the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the time frame calculation. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 90 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times  $(150\%) \times 90 = 135$  credits. The 30 external transfer hours will be added to the attempted and earned hours when the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

## **WARNING AND PROBATION**

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- Students will be placed on Warning the term in which the CGPA and/or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards, or will be placed on Probation if they continue to fall below the specified values.
- Students on Probation will be evaluated at the end of their second term of monitoring. A student who raises their CGPA and/or rate of progress at or above the minimums will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA and/or rate of progress requirements at the time of evaluation, the student will be dismissed from College.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student also must be dismissed from the College. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

During the periods of Warning and Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students on Warning and Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

## **APPEAL**

A student who has been placed on pending dismissal may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within 5 days of receiving notification of his/her pending dismissal. The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed. Student's whose appeal is approved will be eligible to apply for federal financial aid.



## **REINSTATEMENT**

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Dean of Students. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period (term) before he/she is eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted, after sitting out a term, will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible to apply for federal financial aid. A student who is academically dismissed after the completion of the term who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement, will be charged tuition according to the original Enrollment Agreement and will be eligible to apply for federal financial aid. A student whose appeal for reinstatement is approved but is subsequently placed on pending dismissal or dismissed for not meeting the appeal objectives at the end of the appealed term must wait one year to submit any further appeal for reinstatement.

## **CHANGE OF PROGRAM**

Students who wish to transfer to another program of study offered at the College are required to meet with Student Services. All courses for which grades have been received that are offered in the new program are transferred and will count toward the student's satisfactory academic progress in the new program of study. A student on suspension wishing to transfer is required to follow the policies listed above.

## **ATTENDANCE POLICY**

Attendance is important to success in college and the workplace. Therefore, procedures that send this message clearly need to be in place. Attending class and completing work are the responsibility of the student. All absences should be communicated to the instructor and all missed assignments and/or exams are accepted only under the policy set forth in the syllabus.

After a student misses 25% of the total contact time, an instructor may request the student be administratively withdrawn from the course. The exception may be those absences communicated to the instructor preceding the days missed. It is the discretion of the instructor to request the removal from class.

Students who have been administratively withdrawn from a course or courses for not meeting satisfactory attendance may submit an appeal to the Registrar. This appeal should be submitted within three calendar days of the withdrawal. Any student in appeal status is expected to attend the course or courses until a decision is communicated to them.

An appeal letter should contain the dates of the absences, any reasons for the absences and documentation pertaining to those absences. The appeal will be read by a committee consisting of three Lehigh Valley College faculty and administration members:

- Faculty member who requested the removal
- Dean of Students or a representative of the department
- Department Chair or Dean of the Program (in cases where the Department Chair or Dean is the requesting faculty member, the Dean of Academics or Provost will serve as the third party)

The school will withdraw any student who has not been in attendance for 35 consecutive days. The school reserves the right to extend the 35 day timeframe due to extraordinary circumstances that affects the entire student population.

Students must pay any fees associated with courses retaken due to withdrawal.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0
- Complete all program requirements within 150% of the maximum program length
- Students are required to pay a \$150 graduation fee and be current on all financial obligations with the college as determined by the Student Account Department in order to receive their diploma and an official transcript of completed courses. Graduates who have an unpaid balance with a collection agency must pay the balance in full in order to receive their diploma and official transcript of courses completed.

Students who complete their program requirements but are unable to meet the required cumulative grade point average may receive a Certificate of Completion. Students who receive a Certificate of Completion are not eligible to receive a Diploma or attend the Graduation Ceremony.

## **UNIT OF CREDIT**

The quarter credit hour is the unit of academic measurement used by the College. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit.

## **DISTANCE LEARNING – ONLINE COURSE OPTION**

Students have the option to complete no more than 50% of their program of study through online courses. Online courses are supported through services provided by a third-party, American InterContinental University Online, based in Chicago, Illinois. These online courses are specifically designed for the student who will be accessing online courses from a standard home or work personal computer.

Students wanting more information on enrolling in an online course should contact the Online Learning Coordinator in the Academic Department for an Online Learning Application. The application outlines the student requirements and the recommended PC specifications to ensure the best accessibility to online resources. The form must be approved by the Financial Aid Office and the Registrar prior to the student's enrollment in the course. There is an additional fee for each online course. Please refer to the tuition and fee schedule in the catalog addendum for further information. Students enrolled in an online course delivered by LVC must adhere to LVC's drop/add period for purposes of the online courses taken.

### **Minimum Resource Requirements**

#### Hardware:

- \*Pentium Processor (or equiv)
- \*SoundBlaster compatible
- \*Headset or speakers
- \*Monitor/display video card capable of 800x600 resolution
- \*Connection speed of at least 56kbps

#### Software:

- \*CD-Rom 4x
- \*16 bit sound card
- \*64 MB of RAM
- \*Microsoft Windows XP OS
- \*Microsoft Office
- \*Internet Explorer 6.0

## **WEATHER EMERGENCIES**

The College reserves the right to close during the weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

## **CLOTHING AND PERSONAL PROPERTY**

All personal property is the sole responsibility of the student, and the College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## **PHOTOGRAPHS**

While not all photographs in this publication were taken at the College, they do accurately present the general type and quality of equipment and facilities found at our College.

## **REASONABLE ACCOMMODATIONS POLICY – INDIVIDUALS WITH DISABILITIES**

Lehigh Valley College does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request an auxiliary aid or service please contact the Dean of Students at 2809 East Saucon Valley Road, Center Valley, PA 18034.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable Lehigh Valley College to timely provide an auxiliary aid or service, the College requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to the College's grievance procedures.

## **CAMPUS SECURITY**

Lehigh Valley College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services Office during regular business hours.

In addition to the annual security report, Lehigh Valley College maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours in the Student Service Office. The College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Lehigh Valley College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

## **CODE OF CONDUCT**

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of the Academy and of the student body.

The College reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the College community, or failure to comply with the policies and procedures of the College. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

## **DRUG- FREE ENVIRONMENT**

As a matter of policy, Lehigh Valley College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any College activity. Further information on the College's policies can be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the College's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Student Service Office.

## **NON-DISCRIMINATION**

The College admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

## **UNLAWFUL HARASSMENT POLICY**

Lehigh Valley College is committed to the policy that all members of the College's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the College's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the President and/or the VP of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

## **DRESS CODE**

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

## **ALLIED HEALTH PROGRAMS**

Students enrolled in the Medical Assisting and Massage Therapy programs are required to wear the standard white, or pastel uniform and leather shoes with a closed heel and toe on days when they are in the lab. Uniforms are not included in the tuition price and should be ordered as soon as possible after acceptance into the program. Student should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

## **TUITION AND FEES**

The Enrollment Agreement obligates the student and the College for tuition and other charges as outlined on the student's enrollment agreement. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this College catalog or addendum. The content and schedule for the programs and academic terms are described in this catalog.

## **CREDIT FOR PLACEMENT TESTS**

Students are given the opportunity to take a test to place out of a class. Any student who passes a placement test will receive attempted and earned credit(s) for the course and it is not required to attend class. The credit course will appear as a "PR" on the student's transcript. Students may not take a placement test for a course that they have previously withdrawn from or failed. The student is charged for the credit received in the term the test was taken as determined by the Student Accounts Department. Placement test may only be taken for courses the student is scheduled for in the next term. In order to receive credit for the course, the placement test must be completed by the last day of the term's scheduled drop/add period.

## **INDEPENDENT/DIRECTED STUDY**

In special cases a student may be assigned to a course of independent/directed study. A faculty advisor instructs and guides the student with assignments to enable the student to achieve the overall course objectives. The student is responsible for meeting with the assigned faculty member weekly to produce results of assigned work and research he/she has completed.

The Dean of Academics or Provost will assign the student to this study under the following conditions:

- The course is required
- There is extreme hardship with respect to the availability of the course
- The course is one which allows for effective evaluation of student achievement in an independent format
- The student has completed more than ½ of the degree course requirements
- The student is maintaining SAP as defined by the college catalog
- The student has submitted an approved Request for Independent Study form signed by instructor and Dean of Academics or Provost

Tuition for a course completed in this manner is charged at the current rate for regular courses. Grades are earned in the same manner as traditional courses. The standard course number is used and no notation of the special arrangement appears on the student's transcript. The student is required to meet with a faculty advisor at least once a week, and attendance is recorded for that meeting.

## **AUDITING COURSES**

Graduates of our College may audit courses as long as there is room and the courses being audited were part of the graduate's original program. Graduates may not audit revised courses or courses that were not part of the original program of study. There is no cost to audit and no grades will be received. Graduates must purchase an alumni ID for \$10. Please contact the Registrar for more information.

## **VOLUNTARY PREPAYMENT PLAN**

The College provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

## **TERMINATION PROCEDURES**

The College reserves the right to dismiss a student for any of the following reasons, but are not limited to:

- Disruptive behavior
- Failure to comply with policies and procedures of the College
- Failure to maintain satisfactory academic progress
- Failure to maintain the attendance policy
- Violation of personal conduct standards
- Inability to meet financial obligations to the College by applicable deadlines
- Drug/alcohol abuse on College property
- Posing a danger to the health & welfare of students or other members of the College's community.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the College. The institution will also determine if any Title IV funds need to be returned. (See financial information section of this catalog).

## **TRANSFERABILITY OF CREDITS**

The College's Education Department provides information on other schools that may accept credits for course work completed at Lehigh Valley College towards their programs. However, the College does not imply or guarantee that credits completed at the College will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Lehigh Valley College. Students seeking to transfer credits earned at the College to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer. Students must be current on all financial obligations with the college as determined by the Student Account Department in order to receive an official transcript of completed courses. A student who has been sent to a collection agency due to an unpaid balance must be paid in full in order to receive an official transcript of completed courses. Student transcript requests will be processed within one week of the request.

## **STUDENT GRIEVANCE POLICY**

Should a student have a grievance or complaint concerning any aspect or his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the appropriate Department Manager or Program Director, clearly describing the grievance or complaint. If a solution satisfactory to the student cannot be found, the student may seek a review by the institution's Provost or President. The student must appeal in writing within 10 days of receiving the decision of the Department Manager or Program Director. If a student's grievance or complaint is not resolved to his/her satisfaction through this process, a student may choose to seek resolution in accordance with the provisions of the Dispute Resolution clause included as part of the student's Enrollment Agreement.

If a student's grievance or complaint is not resolved to his/her satisfaction through this process, a student may choose to seek resolution in accordance with the provisions of the Dispute Resolution clause included as part of the student's Enrollment Agreement.

At any time, the student may also file a complaint with the Accrediting Council for Independent Colleges and Schools at 750 First Street, NE Suite 980, Washington, DC 20002-4241, (202) 336-6780. Any complaint must be in written form.

## **LEAVE OF ABSENCE**

An approved Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the limited time period during a program when a student is not in attendance.

### **Leave of Absence Conditions**

The following conditions may be considered:

- Medical (including pregnancy)
- Family care (childcare issues, loss of family member or unexpected medical care of family member)
- Military duty
- Jury duty

### **The following requirements apply:**

A student may be granted a Leave of Absence (LOA) if:

- LOA request is submitted in writing with supporting documentation within 35 days of their last date of attendance, including the date the student expects to return from the requested LOA.
- The total time requested off must not exceed 180 days (cumulative) in a calendar period.
- Student must have completed his/her most recent quarter and received grades (A - F) and not be on warning or probation as defined by the College Catalog and Student Handbook.

Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to regular status.

For further information and an application, students should contact the school Registrar.

### **NOTIFICATION OF RIGHTS UNDER FERPA WITH RESPECT TO STUDENT RECORDS**

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

1. Each student enrolled at Lehigh Valley College shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to college officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another 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 or commitment to the school.
3. Students may request a review of their education records by submitting a written request to the College President. The review will be allowed during regular college hours under appropriate supervision.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar's Office, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the College President will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the President's decision, which will be the final decision of the college. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

5. Directory information is information on a student that the college may release to third parties without the consent of the student. Lehigh Valley College has defined directory information as the student's name, address(es), telephone number(s), and e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrars' Office within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that Lehigh Valley College has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

## **CHANGES**

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Lehigh Valley College to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. The College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions.

Lehigh Valley College also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

## **CATALOG ADDENDUM**

See the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

# **Financial Aid Information**

## **FINANCIAL ASSISTANCE.**

Financial Aid is available for those who qualify. Lehigh Valley College participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. The College administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

## **HOW TO APPLY**

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at Lehigh Valley College's website ([www://lehighvalley.edu](http://www.lehighvalley.edu)) or at <http://fafsa.ed.gov>. Applications are processed through the Financial Aid Office and all information is confidential. Students must be accepted at the College before financial aid applications can be processed.

Our College offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the College recognizes that many students lack the

resources to begin their educational training. The College participates in a variety of financial aid programs, for the benefit of students.

The following is a description of the financial aid programs available at this College. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs, the Vocational Rehabilitation Programs, the Trade Readjustment Act, or Work-Force Investment Act may be obtained from the FA office or those agencies.

## **FINANCIAL AID PROGRAMS**

### ***Federal Pell Grant***

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not have to be paid back.

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

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating colleges. This is a limited pool of funds and the College will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

### ***Pennsylvania State Grant Program***

The Pennsylvania State Grant Program provides grant money to Pennsylvania residents enrolled in a degree programs at least 90 credits in length. Eligibility is determined by the State of Pennsylvania. All applicants must submit the FAFSA by May 1, of the year in which application is made. Like the Federal Pell Grant, these funds do not have to be paid back.

### ***Federal Stafford***

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from college, or falls below half-time enrollment status.

### ***Federal Parent -PLUS***

The Federal Parent -PLUS loan, is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

### ***Academic Competitiveness Grant (ACG)***

The Academic Competitiveness Grant (ACG) is available to students who have successfully completed a rigorous High School program (as defined by the Secretary of Education). The ACG provides funds for the first and second academic year of undergraduate study. Students must be enrolled full-time, be U.S citizens and receiving a Federal Pell Grant. Second year students must also have a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale.

### ***Federal Work Study (FWS)***

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending college. Positions may either be on-campus, off-campus, or community service related. A candidate must demonstrate need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.



### ***Private Loans***

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state eligibility. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury Bill. Contact the Financial Aid office for more information.

### ***Fresh Start Grant***

Lehigh Valley College offers the Fresh Start Grant to students with financial need after applying for all financial aid for which they are eligible (all federal programs, including PLUS, all state programs, and alternative loan programs). The student's charges (tuition, fees, books, and supplies) and cost of attendance will be the same as other similarly circumstanced students (commuter, off-campus). If the student has financial need after considering direct costs (tuition, fees, books, and supplies) and less expected financial aid (including PLUS, estimated state aid, and private loans) the student may be awarded a Fresh Start Grant not to exceed the lesser of remaining need or \$1800 per academic year for a maximum total of \$3600 for the student's full program of study. An award up to \$1800 may be awarded in the first academic year with the possibility of an additional award up to \$1800 in the second academic year. Students not awarded in their first academic year may qualify to receive up to \$1800 in their second academic year. Awards will be made in equal quarterly disbursements. Students receiving the Fresh Start Grant in the first academic will have the first disbursement posted 30 days after the start of the program. LVC makes available a limited amount of money each year for such grants. Once determined that available funding is exhausted, grants will not be awarded to otherwise eligible students.

### ***Presidential Grant***

Lehigh Valley College offers the Presidential Grant to exceptionally needy students who have exhausted all federal, state, and private funding sources and has an outstanding tuition balance. The Presidential Grant is awarded up to a maximum of \$4500 for the student's first academic year and is not renewable. Students must complete their first term of the academic year and begin classes for their second term of the academic year before the Presidential Grant funds will be disbursed. Potential students will be considered for the Presidential Grant upon completion of the admissions application process and the financial aid application process, with no separate application for the Presidential Grant required. Lehigh Valley College makes available a limited amount of money each year for such grants. Once determined that available funding is exhausted, grants will not be awarded to otherwise eligible students

## **SCHOLARSHIPS**

### ***High School Program Scholarship***

Scholarships, excluding books supplies and other fees, are awarded to graduating high school seniors, age 17 or older. Winners may choose any of the curricula offered by the College. Students must begin training in July of the award year.

High school seniors may obtain scholarship applications by contacting the College for an application. Students must fill out the application completely and return it to our College. Applications should be mailed by the end of April or by the designated deadline.

All applicants must take a basic learning skills diagnostic test. The diagnostic test will be administered twice a month on Saturday beginning in August and ending April of the award year. The top ten scores will be asked to furnish high school transcript, 2 letters of recommendation from either a teacher or professional, and a one page double spaced essay describing "Why You have Chosen Our College".

A panel will review all material and test scores. Finalists will be interviewed about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the College to account for scholarships that are offered but not accepted.

Our College, a leading provider of quality education for over 135 years, offers approximately \$100,000 annually in scholarship tuition to encourage the pursuit of higher education. One full tuition and four half tuition merit scholarships are awarded to graduating high school seniors, who have been accepted into admissions program at our College.

### **LVC Scholarships – Fall**

Any high school senior interested in taking the August, September, October, and November scholarship exam in the fall prior to the award year is eligible to earn one of two LVC half tuition scholarships. A panel of will review all material and test scores of the top five scoring candidates from the fall tests in December. The top two interview candidates will each receive a half tuition scholarship and the remaining semi-finalists will each receive a \$100 gift certificate towards the purchase of books at the LVC Bookstore. LVC fall scholarship recipients will be notified by December prior to the award year.

### **LVC Scholarships – Spring**

Any high school senior, who did not take the scholarship exam in the fall and is interested in taking the January, February, March, or April scholarship exam in the spring of the award year is eligible to earn a full tuition or one of the two remaining half tuition scholarships. A panel will interview the top five scoring candidates and material from the fall tests and all material and test scores of the top five scoring candidates from the spring tests in May of the award year. The top interview candidates will receive either a full tuition scholarship or one of the two remaining half tuition scholarships. Any interview finalist not earning a scholarship will receive a \$100 gift certificate towards the purchase of books at the LVC Bookstore. LVC scholarship recipients will be notified by May of the award year.

### **Partner Scholarships**

In addition, the College intends to offer partner scholarships for students who participate in the service organization listed under the College's Partner Scholarships.

All Partner Scholarship applicants must be high school seniors graduating in June of the award year, and interested in attending the College's July admissions program. Applicants must complete the scholarship application, indicate their scholarship preference(s), and mail or return it to register to take the College's scholarship test. The scholarship exam is a test covering English, Math, and Reading comprehension. The top scores will be asked to furnish high school transcript, 2 letters of recommendation from either a teacher or professional, and a one page double spaced essay describing "Why You have Chosen Our College".

High School seniors, who are/were members of the following organizations, can ask their representative about scholarship opportunities:

- Future Businesses Leaders of America (FBLA)
- Distributive Education Clubs of America (DECA)
- Skills USA
- Health Occupation Students of America (HOSA)

Seniors interested in applying for a partner scholarship application indicate their scholarship preference, mail or return it to the Student Success Coordinator by April 1 of the award year. A panel of our faculty, staff and the appropriate advisors will select scholarship recipients. The College's Partner Scholarship recipients will be notified by May of the award year.

Scholarships will be awarded annually. Each scholarship is a half tuition scholarship. They are not transferable nor can they be exchanged for cash.

Scholarships apply to full-time study. Students must maintain a grade point average of 70 percent or 2.0 or higher, to maintain scholarship.

## **Cancellation/Refund Policies**

### **CANCELLATION POLICY**

A student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid. If the student is denied admission to our College or if the College cancels this Agreement prior to the first day of class attendance, all monies will be refunded. All requests for cancellation by the Student must be made in writing and mailed or hand delivered to the Admissions Office, Lehigh Valley College, 2809 East Saucon Valley Road, Center Valley, PA 18034.

## **REFUND POLICIES**

After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at the College. Refunds are made for students who withdraw or are withdrawn from college prior to the completion of their program and are based on the tuition billed for the term in which the student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Any books, equipment, and/or supplies that have been issued are nonrefundable. When a student withdraws from the institution, he/she must complete a student withdrawal form with the Dean of Students or Registrar. The date from which refunds will be determined is the last date of recorded attendance. A refund will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Credit balances less than \$5 will not be refunded to the student/lender unless requested by the student.

## **RETURN OF TITLE IV FUNDS POLICY**

A recipient of federal Title IV financial aid who withdraws or is dismissed from College during a payment period in which the student began attendance will have the amount of Title IV funds he/she did not earn calculated according to the federal regulations. This calculation will be based on the student's late date of attendance and the date the College determines that the student has withdrawn from College (see withdrawal policy) or the date of dismissal for a student who is dismissed by the institution.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the College return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. FFELP Loans
  - a. Unsubsidized Federal Stafford loans.
  - b. Subsidized Federal Stafford loans.
  - c. Federal Parent PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. ACG
4. Federal SEOG
5. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

## **WITHDRAWAL DATE**

The withdrawal date used to determine when the student is no longer enrolled at our College is:

- The date indicated in written communication by the student, either by submitting an official withdrawal form to Registrar's Office or by verbally communicating the student's intent to Registrar's Office, and ceasing to attend classes or other College activities. (A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other College activities will not be considered to have officially withdrawn from College).
- If a student does not submit written notification, the College will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in College charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the College that is greater than that which was owed prior to withdrawal.

### **Lehigh Valley College Refund Requirements**

Refunds for students who withdraw after starting College or are terminated by the College will be computed as follows:

#### **Time of Withdrawal Amount Student Pays**

During first seven calendar days of term*	25% of term tuition price
	0% of term tuition price (effective July 1, 2007)
After first seven days but within first 25% of the term	45% of term tuition price
After first 25% but within 50% of the term	70% of term tuition price
After 50% of the term	100% of term tuition price

\*A term is defined as approximately 11 weeks in length

### **Veteran Students**

The Veteran Administration has established rules and regulations pertaining to refund policy and procedures. The Financial Aid Department can provide this information upon request.

## **Student Services**

### **CAREER SERVICES**

#### *Student*

The College assists students in finding part-time employment while they attend College. Assistance includes advice in preparing for an interview, aid in securing an interview and a list of available jobs.

Agencies and institutions that accept our students for internship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship placement or employment following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of Lehigh Valley College.

#### *Graduate*

The College encourages student to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the College cannot guarantee employment, it has been successful in assisting in our graduates with obtaining employment in their field of training. All graduating students participate in the following career planning activities.

- Preparation of resumes and letters of introduction – an important step in a well-planned job search
- Interviewing techniques – students acquire effective interviewing skills through practice exercises
- Job referral by Career Services – the Career Services Department compiles job openings from employers in the area
- On-Campus interviews – companies may visit the College to interview graduates for employment opportunities

All students are expected to participate in the career-planning program and failure to do so may jeopardize these privileges.

Alumni may continue to utilize the College's career planning program at no additional cost.

## **STUDENT ACTIVITIES**

Throughout the College year, activities that encourage College spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process and students' involvement is encouraged.

## **HOUSING ASSISTANCE**

Although the College does not maintain dormitory facilities, students who are relocating and need assistance with housing may request additional information from the Admissions Department.

## **FIELD TRIPS**

The College believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations. Each student must complete a field trip waiver prior to going on field trips.

## **SPECIAL LECTURES**

Guests are invited to speak to students about career opportunities and current industry applications of educational programs.

## **DRUG ABUSE PREVENTION**

Information on drug abuse prevention is available at the main office of the College for all students and employees.

## **ACADEMIC ADVISEMENT AND TUTORING**

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further punitive action. Academic advisement is provided for students. Students are encouraged to seek academic assistance through the Education Department.

## **THE LIBRARY**

The College library, which is a circulating library, offers diverse information services and collections, as well as a knowledgeable, friendly staff to support the educational needs of the academic community. Information on the latest computer technologies, management and marketing topics, medical issues, accounting references, legal materials, a variety of periodicals, and multimedia resources can be found in the library.

Regular hours for the library are:

Monday- Thursday 7:30 a.m.- 9:00 p.m.

Fridays 7:30 a.m.- 3:00 p.m.

Saturday 8:00 a.m.- 2:00 p.m.

Holiday and quarter break hours for the library may vary.

## **HEALTH/MEDICAL CARE**

Students must take proper care of their health so that they can do their best in College. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay at home and recover but remember to notify the College immediately. All medical and dental appointments should be made after College hours.

*The College will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.*

## **STUDENT PORTAL**

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.

The College is excited to offer this capability so that it's easy for our students to be in touch with us and enhance his or her college experience. Upon acceptance to the College students will be issued a Student Number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal.

## **SCHOOL POLICIES**

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in the College students agree to accept and abide by the terms stated in this catalog and all school policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.



  
**Lehigh Valley**  
COLLEGE

2809 East Saucon Valley Road  
Center Valley, PA 18034  
800-227-9109 ♦ [www.lehighvalley.edu](http://www.lehighvalley.edu)

## CORRECTION TO THE CATALOG

### Application of Grades and Credits – page 61 add the following:

Students who disagree with a grade they have received should contact the instructor if they wish to discuss their concern. You may also refer to the student handbook for further information.

### Student Grievance Policy – page 68 is replaced by the following:

#### INTERNAL GRIEVANCE PROCEDURE

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

**Please note that this grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.**

Lehigh Valley College and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the College administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Department Chair. Alternatively, the student may submit the complaint to the campus Dean of Academics.



# Lehigh Valley College Catalog Addendum

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Step 2 – If the matter is not resolved to the student’s satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Dean of Student’s Office.

Step 3 – If the matter is not resolved to the student’s satisfaction in Step 3, the student’s next step is to submit a written, dated and signed statement to the campus President. Within five (5) days of the President’s receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President’s findings, conclusions, and reasoning. The President’s decision will be final. The student’s written complaint, together with the President’s decision, will become a permanent part of the files of the parties involved.

## GENERAL

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by the College. If the College fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in this procedure. The time periods set forth in these procedures can be extended by mutual consent of the College and the student.

The student may also contact the Accrediting Council for Independent Colleges and Schools, at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, or telephone them at: (202) 336-6780.



## Lehigh Valley College Tuition and Fees Schedule – 2006/2007

### Day Students

**Associate in Science: Business Administration with Concentration in Hospitality and Tourism Management and Management/Marketing**

Tuition per term \$4380  
Estimated Books & Supplies - \$2200

**Associate in Science: Business Administration with Concentration in Fashion Merchandising,**

Tuition per term \$4380  
Estimated Books & Supplies - \$2500

**Associate in Science: Accounting, Criminal Justice and Paralegal**

Tuition per term \$4380  
Estimated Books & Supplies - \$2200

**Associate in Science: Early Childhood Education**

Tuition per term \$4200  
Estimated Books & Supplies - \$2200

**Associate in Science: Health Information Technology**

Tuition per term \$3600  
Estimated Books & Supplies - \$2200

**Associate in Science: Information Technologies**

Tuition per term \$4920  
Estimated Books & Supplies - \$2400

**Associate in Science: Internet Technologies**

Tuition per term \$4920  
Estimated Books & Supplies - \$2400

**Associate in Applied Science: Massage Therapy**

Tuition per term \$4200  
Estimated Books & Supplies - \$2200

**Associate in Applied Science: Medical Assisting**

Tuition per term \$4380  
Estimated Books & Supplies - \$2200

**Associate in Science: Network Support**

Tuition per term \$4920  
Estimated Books & Supplies - \$3500

**Associate in Science: Visual Communication**

Tuition per term \$4920  
Estimated Books & Supplies - \$3400

The tuition per term cost listed is for day students taking 12-18 credits. Students taking less than 12 credits will be charged a per credit rate of \$325. Students taking more than 18 credits will be charged the per term cost noted plus an additional \$325 for each credit hour beyond the 18 credits.



## Lehigh Valley College Tuition and Fees Schedule – 2006/2007

### Evening Students

**Associate in Science: Business Administration with Concentration in Management/Marketing**

Tuition per term \$3504 Tuition per credit \$292  
Estimated Books & Supplies - \$2200

**Associate in Science: Criminal Justice**

Tuition per term \$3504 Tuition per credit \$292  
Estimated Books & Supplies - \$2200

**Associate in Applied Science: Massage Therapy**

Tuition per term \$3360 Tuition per credit \$280  
Estimated Books & Supplies - \$2200

**Associate in Applied Science: Medical Assisting**

Tuition per term \$3504 Tuition per credit \$292  
Estimated Books & Supplies - \$2200

**Associate in Science: Network Support**

Tuition per term \$3936 Tuition per credit \$328  
Estimated Books & Supplies - \$3500

**Associate in Science: Visual Communications**

Tuition per term \$3936 Tuition per credit \$328  
Estimated Books & Supplies - \$3400

**Certificate: Graphic Design**

Tuition per term \$1920 Tuition per credit \$240  
Estimated Books & Supplies - \$1450

**Certificate: Network Technology**

Tuition per term \$1920 Tuition per credit \$240  
Estimated Books & Supplies - \$1400

The tuition per term cost listed for evening students is calculated based on 12 credits per term. The actual tuition costs will vary depending on the number of credits taken during each term as evening students are charged on a per credit hour basis.

### **Other Fees:**

- Technology Fees:  
All Programs \$50 per quarter
  
- Administrative Fees:  
Criminal Justice \$25 charged in last quarter  
Medical Assisting/Health Information Technology \$50 charged in last quarter  
Massage Therapy \$150 per quarter
  
- Graduation Fee: \$150

2809 East Saucon Valley Road  
Center Valley, PA 18034



2007-2008 Catalog Addendum  
Effective March 2008

- Application Fee: \$50
  - A fee waiver may be granted for any one of the following reasons:
    - ✓ Student is applying for re-entry from any CEC school (within 365 days of withdrawal date)
    - ✓ Student is a prior graduate of any LVC
    - ✓ Student paid \$50 within last 365 days, is a prior cancel of LVC, and fee was not previously refunded

### **STATEMENT OF OWNERSHIP – page 3 is replaced by the following:**

Lehigh Valley College is owned by Allentown Business School, Ltd., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 2895 Greenspoint Parkway, Suite 600, Hoffman Estates, Illinois 60169.

The executive officers of CEC are:

Gary E. McCullough, President and Chief Executive Officer

Michael J. Graham, Executive Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

Steven H. Lesnik (Chairman of the Board)

Dennis H. Chookaszian

David W. Devonshire

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Gary E. McCullough

Edward A. Snyder

Leslie T. Thornton

### **PRESIDENT’S MESSAGE – page 8 is replaced by the following:**

As I look back on my 21 year career at Lehigh Valley College, I am pleased to see our philosophy of putting students first through individualized attention and specialized career training is still reflected in every aspect of the campus.

Our curricula have changed over the years because we are committed to staying current and do so with the assistance of employers and our Advisory Boards. We ensure employment needs are mirrored in our programs and update courses and technology as deemed necessary.

A major goal of our college is not only to provide career training, but also to give students the skills to obtain employment. Our Career Planning Services Department works with students throughout their programs to be sure they have a professional resume and possess the communication skills to interview successfully.

Lehigh Valley College has a professional and experienced faculty who are committed to student success. They recognize that students learn differently and are trained to adapt their teaching techniques to be sure that students are successful. Our faculty are highly qualified and maintain currency in their field through in-service training and professional development.

Our highly trained Admissions and Financial Aid staff work individually with all students to identify educational needs and provide financial options so students can clearly understand how to finance their education. I am proud to be a part of the college, not only as the President, but also as an alumnus. I know that, as time goes on, we will continue to provide excellent employees to the Lehigh Valley and beyond. Our mission to provide quality programs that offer employment opportunities is being accomplished. As we plan for the future, we will never lose sight of this goal.

*Mary Fronheiser*

Mary Fronheiser  
President

### **ADMINISTRATION – page 9, is replaced with the following:**

**Mary Fronheiser**  
*President*

**Darlene Gorr**  
*Dean of Students*

**Dr. Brian Conroy**  
*Dean of Allied Health*

**John Bing**  
*Business Administration Department Chair*

**ASSOCIATE IN SCIENCE DEGREE – NETWORK SUPPORT - page 21, replace the program grid with the following:**

<b>Core Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
INF102	* Freshman Seminar	1
INF110	* Computer Fundamentals	2
ITN299	Internship	4
PD280	Professional Development	3
<b>Concentration Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
NET100	Operating System Essentials	4
NET101	PC Hardware	4
NET110	Windows Operating System	4
NET112	Project Management/Portfolio	4
NET115	Network Technologies I	4
NET116	Network Technologies II	4
NET132	Network Programming	4
NET203	Network Administration	4
NET210	Network Security	4
NET222	Microsoft Network Services	4
NET232	Open Operating Systems	4
NET235	End User Support	4
NET251	Internet Technologies	4
<b>General Education Requirements</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
COM145	Public Speaking	4
ENG150	Composition I	4
MAT104	College Mathematics	4
***	Humanities Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
***	Social Science Elective	4
<b>Total Required Credits for Graduation</b>		<b>90</b>

\* Fulfills additional General Education requirement for Pennsylvania

**COURSE DESCRIPTIONS** – page 38, replace the prerequisites listed for **GD204** with the following:

*Prerequisite: GD110, GD111, GD112*

**COURSE DESCRIPTIONS** – page 54, remove the following course:  
**NET250 Internet Technologies**

4 Credits

The course is designed to explore the ever-expanding realm of technologies being implemented now and in the future on Internets and Intranets. Students have the opportunity to survey existing and new hardware and software being used from diverse sources. *Prerequisite: None*

**COURSE DESCRIPTIONS** – page 54, add the following course:

**NET251 Internet Technologies**

4 Credits

Students will be introduced to web page design and management for business environments. Additionally, this course will explore the ever-expanding realm of technologies being implemented on the Internet and intranets. The course involves application of web language(s), research, and the development of presentation skills; students will learn to deal with web technologies and work on developing the ability to communicate this knowledge effectively to others. *Prerequisite: NET235*

**ACADEMIC ACHIEVEMENT** – page 60, Replace the second paragraph with the following:

Effective July 1, 2007:

All new students earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

Effective July 2, 2007 the weighted grade system was repealed.

**APPLICATION OF GRADES AND CREDITS** – page 61, the current TC, PR, and AR credits statement is replaced by the following:

TC, PR, and AR credits are included in the maximum time in which to complete but are not counted in the CGPA and the rate of progress calculation.



**DISTANCE LEARNING – ONLINE COURSE OPTION – page 65, remove the following verbiage:**

### **DISTANCE LEARNING – ONLINE COURSE OPTION**

Students have the option to complete no more than 50% of their program of study through online courses. Online courses are supported through services provided by a third-party, American InterContinental University Online, based in Chicago, Illinois. These online courses are specifically designed for the student who will be accessing online courses from a standard home or work personal computer.

Students wanting more information on enrolling in an online course should contact the Online Learning Coordinator in the Academic Department for an Online Learning Application. The application outlines the student requirements and the recommended PC specifications to ensure the best accessibility to online resources. The form must be approved by the Financial Aid Office and the Registrar prior to the student's enrollment in the course. There is an additional fee for each online course. Please refer to the tuition and fee schedule in the catalog addendum for further information. Students enrolled in an online course delivered by LVC must adhere to LVC's drop/add period for purposes of the online courses taken.

### **Lehigh Valley College Merit Grant – Add the following to page 72**

Lehigh Valley College offers the Lehigh Valley College Merit Grant to exceptionally needy students who have exhausted all federal, state and private funding sources and have an outstanding balance. These students must have completed their first academic year and achieved a minimum of a 2.0 G.P.A. The Lehigh Valley College Merit Grant is in the amount of \$2250 or \$4500 for the student's second academic year. The grant will be disbursed in three equal disbursements over the second academic year. Students will be considered for the Lehigh Valley College Merit Grant upon completion of the financial aid application process, with no separate application for the Lehigh Valley College Merit Grant required. Lehigh Valley College makes available a limited amount of money each year for such grants. Once determined that available funding is exhausted, grants will not be awarded to otherwise eligible students.

### LEHIGH VALLEY COLLEGE 2008 -2009 QUARTER SCHEDULE

#### Summer 2008

July 14, 2008 – September 26, 2008

No classes: Monday, September 1st

\_\_\_\_\_ *break – Sept. 27, 2008 to Oct. 5, 2008* \_\_\_\_\_

#### Fall 2008

October 6, 2008 – December 20, 2008

No classes: Thursday, November 27th

Friday, November 28th

Saturday, November 29th

\_\_\_\_\_ *break – Dec. 21, 2008 to Jan. 11, 2009* \_\_\_\_\_

#### Winter 2009

January 12, 2009 – March 28, 2009

No classes: Monday, January 19, 2009

\_\_\_\_\_ *break – March 29, 2009 to April 12, 2009* \_\_\_\_\_

#### Spring 2009

April 13, 2009 – June 27, 2009

No classes: Monday, May 25, 2009

\_\_\_\_\_ *break – June 28, 2009 to July 12, 2009* \_\_\_\_\_

#### Summer 2009

July 13, 2009 – September 26, 2009

No classes: Monday, September 7, 2009

\_\_\_\_\_ *break – September 27, 2009 to October 4, 2009* \_\_\_\_\_

#### Fall 2009

October 5, 2009 – December 19, 2009

No classes: Thursday, November 25, 2009

Friday, November 26, 2009

Saturday, November 27, 2009

## Catalog Addendum

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Faculty Index		
Name	Degrees	Programs
Bing, John F	B.S. - Business Management Bloomsburg University M.B.A. - Finance DeSales University	Department Chair - Business Programs
Bradley, Lorry J	B.S. - Criminal Justice Kutztown University M.A. - Counseling Psychology Montclair State College	Criminal Justice
Conroy, Brian	M.D. - Medicine Ross University M.S. - Vocational Education Pittsburgh University B.S. - Pre-Medicine University of Notre Dame	Dean of Allied Health
Heid, Rebecca R	B.S. - Hotel, Restaurant Mangement Penn State University M.B.A. - International Trade Johnson and Wales	Business Administration
Leach, Jennifer	M.Ed. - Technology in Education - DeSales University B.S. - Health Education, Penn State University DeSales University - Medical Information Technology Diploma - Medical Office Management, Allentown Business School	Allied Health
Rakowski, David B	B.A. - SUNY-Oswego M.P.A. - Baruch College-CUNY J.D. - Law, New York Law School	Legal Studies
Wienszczak, Andrew L	M.S.C.I.S. - University of Phoenix A.S.T. - Computers, Allentown Business Sch. B.A. - English, Muhlenberg College M.A. - English, Ohio University	Technology
Mercado, Cecilia	A.O.S. - Massage Therapy Swedish Institute, New York	Massage Therapy